

# Alamo Navajo Community School

## Student-Parent Handbook



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Alamo Navajo Community School Board.*

# Alamo Navajo Community School

“Home of the Cougars”

Bill Green  
*Superintendent*

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Alamo, NM 87825  
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[www.ansbi.org](http://www.ansbi.org)

*This handbook belongs to:*

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

Grade: \_\_\_\_\_ Student #: \_\_\_\_\_

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# Calendar

## Alamo Navajo Community School | 2025-2026 CALENDAR

7/28 - 7/31 Teacher in Service  
4 First Day of School Begin  
Quad A/ 1<sup>st</sup> Semester

4 Teacher In-Service Days  
18 School Days

AUGUST '25						
S	M	T	W	Th	F	S
	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 Presidents' Day

15 School Days

1 Labor Day

17 School Days

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Teacher In-service  
12 End of Quad C  
3/16-3/19 Spring Break  
23 Begin Quad D  
26 ½ Day Students Only  
Student Led Conferences

1 Teacher In-service  
14 School Days

9 End of Quad A  
13 National Indian Day  
14 Begin Quad B  
16 ½ Day Student Led  
Conferences  
24 Teacher In-service

1 Teacher In-service  
17 School Days

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 School Days

11 Veterans Day  
12 Harvest Day  
25 ½ Day Students Only  
26-27 Thanksgiving

12 School Days

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16- HS Graduation/8<sup>th</sup> Grade  
Promotion  
25 Memorial's Day  
28 ½ Day Students Only End  
Quad D/Last Day of School  
29- Teacher In-Service

1 Teacher In-service  
15 School Days

18 End of Quad B, ½ Day  
Students Only  
12/22-1/1 - Winter Break

12 School Days

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

153 School Days  
7 Teacher In-Service Days  
160 Contract Days

5-Begin Quad C/ 2<sup>nd</sup> Semester  
19 M.L. King Day

15 School Days

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Superintendent/ Principal  
Approval

*[Signature]*

School Board President  
Approval

*[Signature]*

Teacher In-Service
School Start
New & End of Quad
No Work & No School
Graduation/Promotion
Half Day of School

# **ALAMO NAVAJO MIDDLE & HIGH SCHOOL BELL SCHEDULE**

## ***Middle School Regular Schedule***

Times	Period
8:00-8:55	1 <sup>st</sup> Period
9:00-9:55	2 <sup>nd</sup> Period
10:00-10:55	3 <sup>rd</sup> Period
11:00-11:55	4 <sup>th</sup> Period
11:55-12:25	Lunch
12:30-1:40	5 <sup>th</sup> Period
1:45-2:40	6 <sup>th</sup> Period
2:45-3:40	7 <sup>th</sup> Period

## ***High School Regular Schedule***

Times	Period
8:00-8:55	1 <sup>st</sup> Period
9:00-9:55	2 <sup>nd</sup> Period
10:00-10:55	3 <sup>rd</sup> Period
11:00-11:55	4 <sup>th</sup> Period
11:55-12:25	Lunch
12:30-1:40	5 <sup>th</sup> Period
1:45-2:40	6 <sup>th</sup> Period
2:45-3:40	7 <sup>th</sup> Period

## **Middle & High Early Release Schedule**

Times	Period
8:00 – 8:30	1st
8:35 – 9:05	2nd
9:10 – 9:40	3rd
9:45 – 10:15	4th
10:20 – 10:55	5th
11:00 – 11:30	6th
11:30 – 12:00	7th
12:00 – 12:30	Lunch

\*\*\*Classes Start at 8:00am, if your child is not in the classroom at 8:00am they are considered tardy, they are considered absent if they miss the entire class period.

# **ALAMO NAVAJO ELEMENTARY SCHOOL BELL SCHEDULE**

## ***Elementary School Schedule***

Times	Period
8:00 – 11:00	Class Time
11:00-12:00	Lunch
11:30 – 3:40	Class Time

## **Elementary Early Release Schedule**

Times	Period
8:00 – 10:40	Class Time
11:00 – 11:40	Lunch
11:40 - 12:30	Class Time



## **2025-2026 Key Contacts**

### **Administration**

Bill Green, Superintendent  
Frank Curley, Chief Executive Officer

### **Principal/Counselor**

Nikki Monte

### **Assistant Principal**

Victor Werner

### **Karen Bramlett**

Curriculum/Federal Program Coordinator

### **Joylyn Rose**

Special Education Coordinator

### **Other Contacts:**

Annie Lee Betone	Student Services Manager
Kellie Ochoa	Student Services Assistant/Liaison
Marlena Herrera	Office Manager
Lanicelia Apachito	Receptionist
Athletic Director	Lemuel Guerro
Keona Secatero	Student Activities
Manuel Guerro	Parent Liaison
Judie Klein	Nurse

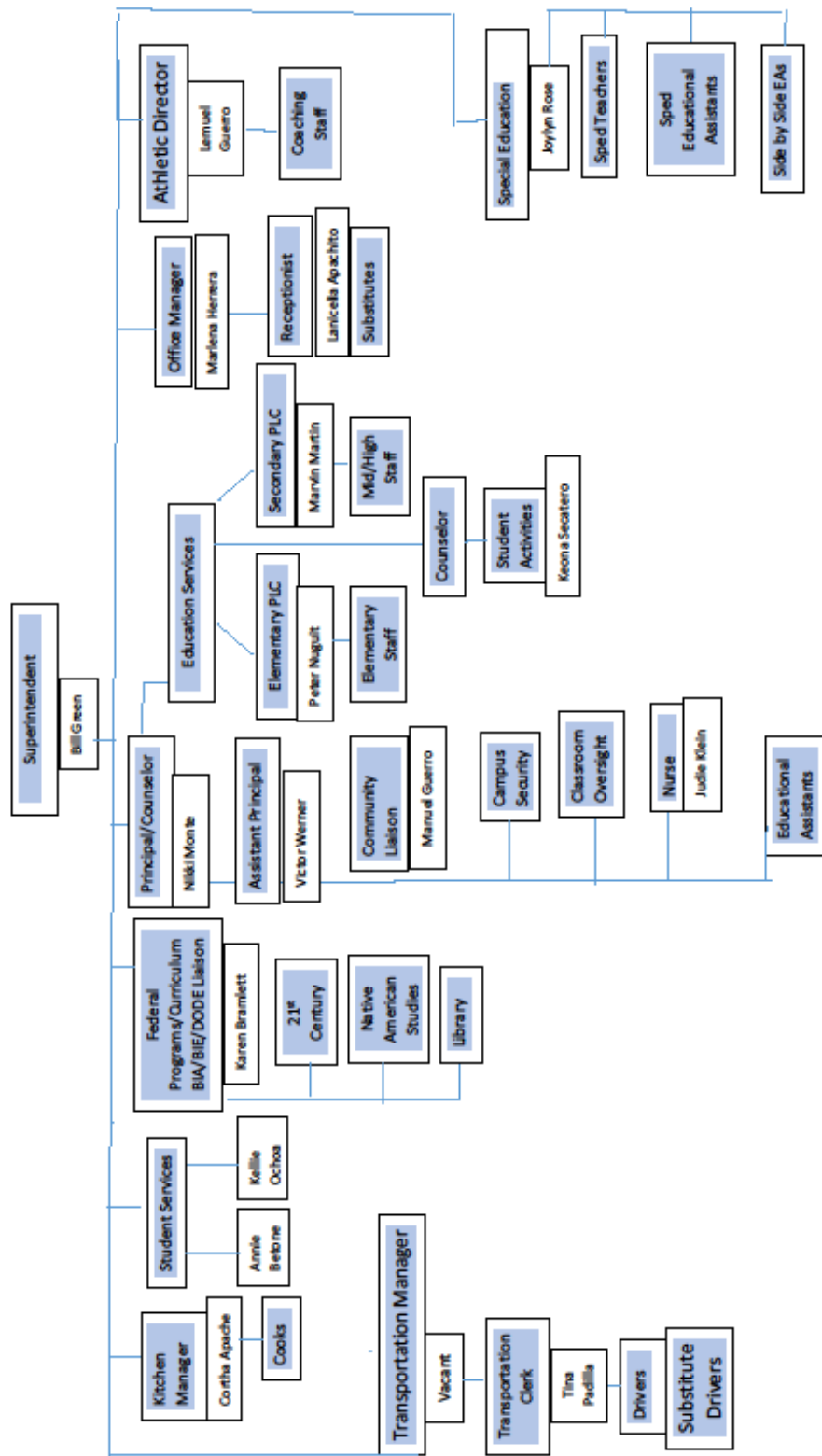
### **Alamo Navajo Community School**

**PO Box 5907**

**Alamo, NM 87825**

**575-854-2635 x 1100**

## Organization Chart



# **Welcome to Alamo Navajo Community School**

**The Home of the Cougars**



**Our Vision Statement is  
“One Child at a Time....”**



**Alamo Navajo School Board, Inc.**

P.O. Box 5907

Alamo, New Mexico 87825

(575) 854-2543 Voice \*\* (575) 854-2545 Fax

***President***

*Rick J. Padilla*

***Vice President***

*Raymond Apachito Jr.*

***Members***

*Cecil Abeyta*

*Marie Pino*

*Carol Vicente*

**Ya'ateeh,**

Welcome to Alamo Navajo Community School, home of the Cougars!

This parent/student handbook is a guide for everyone to best understand the types of programs Alamo Navajo Community School offers and also the responsibility we all have in the education of students here at Alamo Navajo Community School.

It explains the different procedures one needs to know about Alamo Navajo Community School. If you have any questions about any part of the handbook, please don't hesitate to ask.

We need every student to be in attendance each and every day and for each student to come prepared to learn and do their very best.

Please review the hand book, there are some changes from years past. Cell phone use will not be allowed in school this year (to go along with state guidelines), there are also some discipline plan revisions, along with a few other changes.

We are ALL here, at Alamo Navajo Community School, to assist students to get their best educational experience in a safe, supportive environment.

Sincerely,

Bill Green, Superintendent

## **Our Mission Statement**

To teach children the values and life skills necessary for a successful life, one filled with caring, contribution, and commitment, empowering each child with:

The **Vision** to see...

...opportunity within adversity and the value of setting goals to reach;

The **Courage** to try...

...and the value of accepting obstacles as challenges to meet;

The **Will** to succeed...

...and the value of making the commitment to persevere.

## **Our Goals**

To educate students who:

### **Communicate Effectively**

Language is the means by which all other subjects are pursued. Defined broadly, language includes not only words but also mathematics and the arts.

### **Acquire a Core of Knowledge**

Students become well informed through learning a core of knowledge that enables them to make connections across the disciplines so they can relate what they learn to their lives.

### **Become Motivated Learners**

Students will remain curious and develop the desire and skills to study on their own. They learn how to gather information and become problem solvers.

### **Feel a Sense of Well-being**

Through school support, students become physically healthy, socially competent, and emotionally secure.

### **Live Responsibly**

Students learn by work and heed the core values that promote good conduct and citizenship. Students will be actively engaged in the learning process through expeditions, field trips, hands-on activities, brain-based strategies, and physical involvement.

## **Team Model**

The staff in your child's classroom work together as a team. The team is responsible for seeing that each student in its classroom receives the services that she/he needs while at the school. The team that is assigned to your child's classroom consists of:

- a most highly qualified teacher
- school counselor
- special education teaching staff
- teacher assistants, as necessary
- the principal to help lead the team

The teachers are responsible for the academic lessons.

Your child's efforts will be greatly enhanced through your participation and involvement with the team. If you should have any questions or concerns about your child, please feel free to contact the principal.



## **Message On Child Abuse And Neglect**

All suspected cases of child abuse and neglect will be reported in accordance with the BIE's Child Abuse/Neglect Reporting (SCAN) Protocols (p 94)

## **BIE Definition of Bullying**

For purposes of this Policy, “Bullying” is defined as any intentional written or verbal expression, or physical act or gesture, or a pattern thereof that takes place on school property, in school vehicles, at a designated school bus stop, or at any school-sponsored event that: 1) causes physical harm or distress to a student; 2) damages a student’s property; 3) has the effect of substantially interfering with a student’s education; 4) is severe, persistent or pervasive enough that it creates an intimidating or threatening educational environment; 5) has the effect of substantially disrupting the orderly operation of the school.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and TikTok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards, such as Reddit
- Email
- Online gaming communities

## **Bullying Will Not Be Tolerated**

**There is zero tolerance toward student bullying at Alamo Navajo Community School.**

We agree to work together to improve the quality of relationships in our community at Alamo Navajo Community School.

It is through intentional consideration of our behavior and communication that we can reduce the occurrence of bullying or cyberbullying and improve the quality of the schooling experience for everyone. Bullying/Cyberbullying causes students physical and emotional trauma.

- 1) causes physical/emotional/cultural harm or distress to a student
- 2) damages a student's property
- 3) has the effect of substantially interfering with a student's education
- 4) is severe, persistent, or pervasive enough that it creates an intimidating or threatening educational environment
- 5) has the effect of substantially disrupting the orderly operation of the school.

School Parent(s) Student

Parent: \_\_\_\_\_

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

Date : \_\_\_\_\_

Delivered  
by \_\_\_\_\_ on \_\_\_\_\_

## **Academic Information**

### **I. Title IX**

The school will comply with the requirements of Title IX of United States Education Amendments of 1972, 20 U.S.C. 1681-1688, Public Law 92-318. Further, no individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity.

### **II. Common Core Curriculum**

Alamo Navajo Community School currently implements a K-8 curriculum utilizing the Common Core Standards (CCS) in English Language Arts, Science, and Mathematics to guide instruction in the classroom. The curriculum identifies skills that are to be taught. The Dine Language/Culture and Government/History Standards are also embedded throughout the curriculum.

### **III. Kindergarten through Twelfth Grade Programs**

ANCS includes instruction in the following content areas: English Language Arts, Writing, Math, Science, and Social Studies. Special Education services are also provided. In addition to the core content areas. ANCS offers the following extracurricular activities/programs:

Computers, FACE, Navajo Language & Culture, Athletic Programs, Student Council, National Honor Society, Science Fair, Art Club & Show, Response to Intervention (RtI)/Tutoring, Robotics

### **IV. In Addition to Federally Mandated Assessments**

ANCS utilizes several assessments to measure the progress and achievement of all K-12 students. Federal assessments are administered to all students in grades 3-8 & 11. These assessments measure proficiency in English Language Arts (ELA) and Mathematics.

New Mexico	
V.	<ul style="list-style-type: none"><li>• 3<sup>rd</sup> - 8<sup>th</sup> and 11<sup>th</sup> to measure proficiency in ELA, and Mathematics Science for 5<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grades</li><li>• Assessing Comprehension and Communication in English (ACCESS for ELLs) for identified K-12<sup>th</sup> grade students</li><li>• NWEA Assessments K-12<sup>th</sup> grade students</li></ul>

## **Continued Academic Information**

### Classroom Assessments

#### *i. Formative Assessment*

Teachers use formative assessments during instruction through monitoring the progress of learning resulting in accurate, specific feedback that advances student learning.

#### *ii. Summative Assessment*

Teachers use summative assessment when students are expected to have already learned the intended content to determine the level of proficiency on the standard or benchmark – most often at the end of an instructional unit.

### VI. Promotion

#### *i. Promotion*

Students will be promoted based on the successful completion of all subjects and a passing grade for their grade level. A student who has not participated in 150 instructional days per academic term without a written excused absence shall not be promoted.

## **Academic Integrity and Artificial Intelligence (AI) Use**

Academic integrity is a core value at Alamo Navajo Community School. All students are expected to complete their own work honestly and responsibly. Cheating, plagiarism, or using someone else's work, including content generated by Artificial Intelligence (AI) tools, without proper credit is a violation of school policy.

Inappropriate use of Artificial Intelligence (AI), including but not limited to submitting AI-generated assignments as your own work, will be considered plagiarism. This includes essays, reports, homework, or other classwork completed using tools such as ChatGPT, QuillBot, GrammarlyGO or similar platforms.

Violations of academic integrity, including misuse of AI, will be addressed through the school's discipline matrix and may result in consequences such as:

Zero on the assignment

Parent notification

In-school (ISS) or out-of-school suspension (OSS) depending on severity and recurrence

*AI tools may be used in the classroom only when approved and guided by the teacher.* For example, a teacher may use AI to model writing techniques, brainstorm ideas, or teach responsible research practices. In such cases, students are expected to follow instructions and use the tools for educational purposes only.

Using AI without permission or misrepresenting AI-generated work as your own violates academic integrity.

Learning to think for yourself, solve problems, and express your own voice matters, your ideas have value.

## **Announcements**

Announcements are read every morning over the intercom. If you wish to submit an announcement, forms are available in the office. Announcements must be initialied and approved by the club/class sponsor and the Principal. Announcements must not run for more than a week.

## **Assemblies**

Assemblies are held throughout the year for various purposes. With a few exceptions, ANCS assemblies are mandatory and are looked upon as part of school involvement.

Students are expected to behave properly at all assemblies. This means showing respect for the presenter, whether it is a student, teacher, or visitor. The pride you have in yourself and your school becomes obvious at assemblies.

Any student displaying disruptive or rude behavior will be removed from the audience and will face disciplinary action, and may lose further assembly privileges.

Students should not leave the assembly until properly dismissed; they should leave in an orderly fashion. Teachers and educational assistants should sit with the students.

## **Attendance**

**It is important that your child be in school every day.** When absent from school, your child misses out on learning. However, due to illness or injury, your child may have to stay home sometimes.

When this occurs, you need to document your child's absence from school. Therefore, when your child returns to school, you, as parent or guardian, must send a note signed by you explaining the reason for the absence. If your child must be out of school for three (3) days or longer, a note from your child's doctor must be obtained explaining the reason for the child's absence. You are our most important partner when it comes to getting your child to school!

## **Compulsory Attendance**

Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are important to the education process. Preparation includes the development of self-discipline through regular class attendance. For these reasons and others, all students enrolled at Alamo Navajo Community Schools are required to attend classes regularly.

Regardless, if the absences are excused or unexcused, the days will be added together and count towards the student's total days absent on record in the paper grade book and in Infinite Campus.

## **Truancy**

Compulsory School Attendance Laws state that if a child has more than ten (10) unexcused absences per year, the child's family may be designated a "family in need of services " or a "family in need of court supervision." A child who is permitted by their parents to be chronically truant may also be a "neglected child." The Compulsory School Attendance Law defines

- "truant" as a student who has accumulated five (5) unexcused absences within a twenty-day period,

AND

- a "habitual truant" as a student who has accumulated the equivalent of ten (10) or more unexcused absences within a school year.



This law requires the school to report violations of the Compulsory School Attendance Laws to a Probation Office or the judicial district where the student resides for investigation as to whether the student should be considered to be a neglected child or a child in a family in need of services because of habitual truancy.

Truancy can be a combination of unexcused tardies and unexcused absences.

## **Absences**

Maintaining regular school attendance by all students is the joint responsibility of parents and educators. Parents sometimes believe that they may excuse an absence for any reason as long as they (the parent) approve. This is not the case. It is important for parents to understand and follow the School standards.

The Principal may require verification (documentation, such as a physician's statement) when deemed appropriate to determine whether an absence is excused or to excuse absences after a student has a total of ten (10) absences, regardless of the reason, in a class or classes.

**Excused Absences:** These are examples of what the school will consider "excused absences":

(Notes from doctors, clinic, or other providers must be provided within 3 days of absence; notes later than 3 days after the absence will not be accepted)

1. temporary illness or injury;
2. an absence that is approved by the School Administrator;
3. extended absences due to physical, mental, or emotional disabilities;
4. an absence that occurs when the student is in custody of a court or a law enforcement agency;
5. court orders;
6. medical and dental appointments that cannot be scheduled outside the regular school day; (doctor's note must be provided within 3 days of absence; after 3 days, notes will not be accepted)
7. extreme inclement weather or adverse road conditions (such as heavy snowfall, or wet or muddy roads that make reasonable transportation unsafe);

8. absence directly related to the primary handicapping condition of an identified disabled student;
9. participation in religious observances; (Note: A variety of religious denominations is represented within the Alamo community. Some religious holidays may occur when the school and offices are closed, such as Christmas. It is impractical for our school to close with respect to all religious observances. However, special provisions are available for the reasonable accommodation of religious observances on days when the school is open. Students may be absent to participate in traditional and customary religious observances when the school and ANSBI offices are open. When members of a religious group are unable to carry on their regular duties due to religious observances, leave will be granted according to approved ANSBI procedures. Students' participation in religious activities will be considered an "excused" absence upon written request by parents.
10. an absence resulting from participation in a work-study program under the supervision of the School;
11. traditional ceremony; (Note: A manifestation of rituals and spiritual culture that involves a single individual or family group. Examples of these include, but are not limited to, rites of passage for young girls, four-day healing with chanter or medicine men, purification, and exorcism [removal of evil spirits]).
12. documented emergency, serious illness, or death in the family (up to third-degree relationships);
13. special family situation.

**Unexcused Absence:** An unexcused absence is an absence for which no appropriate excuse has been provided by the student's parent or legal guardian within 48 hours following the absence. Examples of "unexcused absences" are:

1. piñon picking;
2. tribal ceremony; (note: a tribal ceremony is defined as an expression of social life and native customs that generally involve an entire community or nation. Examples of these ceremonies include, but are not limited to, the Gathering of Nations, Alamo Indian Days, inter-tribal ceremonies, dance contests, powwows, and various fairs.);
3. going to town to shop;
4. no babysitter at home;
5. no vehicle available;

6. gone hunting;
7. wood cutting or wood hauling.

### **Notification of Absences by Parent**

A parent or legal guardian must:

Notify the school that the child will be absent from any class and state the reason for the absence.

**Parents, please schedule all medical appointments or family activities on Thursdays after 4:00pm and Fridays.**

### **Prolonged Illness and Homebound Study**

Homebound instruction is one of the services available to a student who, because of the nature of their disabling condition, is unable to attend school safely and adequately or is confined to the home.

The school may provide homebound instruction to students confined to a home or hospital for physical disability, illness, or injury or when such confinement is recommended for psychological or psychiatric reasons.

Application for instruction may include professional certification of the nature of the illness or disability and a statement of the probable duration of the confinement. The application must be approved by the Superintendent or their designee.

### **Field Trips and Sports Activities – Not Counted as Absence**

Field trips and sports activities are not counted as absences. The student is responsible for all work missed while participating in events, they need to talk with their teachers to make arrangements for assignments in order to avoid receiving zeros.

### **Makeup for Missed Work and Grades**

Following an excused absence, a student will be given one day for each day absent in which to make up the work missed during the excused absence. If the absence is unexcused, or if the student fails to make up the work missed during the excused absence within the time permitted, any work for which a grade was assigned will be counted as a zero in the teacher's grade book and averaged into the student's grade for the relevant grading period.

### Notice to Parents of Unexcused Absences

If a student has extended absences from school during which time their parent or legal guardian has not contacted the School and provided an appropriate reason for the absence, the Principal or their designee will contact the parent or legal guardian to establish reason for the student's absence and to ascertain and document the absence.

On the **10th consecutive unexcused** absence without proper documentation from parent/guardian, a student will be dropped from school enrolment. Notice of such actions will be sent via certified mail to the student's parent or legal guardian. Additionally, the same letter will be delivered by the Community Liaison, who will obtain a sign-off sheet identifying the recipient of the letter.

If a student accumulates **15 nonconsecutive unexcused absences within a semester** without proper documentation from a parent/guardian, they will also be dropped from school enrollment. Notices for these actions will follow the same procedure as outlined for consecutive absences.

### Tardy to School

Alamo Navajo Community School understands that from time to time, emergencies may arise that force students to be tardy or checked out early. Accommodations have been made in this policy to allow for such situations without sanctions against a student's attendance. Please note that **abuse** of these accommodations will not be forgiven indefinitely.

Tardies to School and early checkouts, which are caused by something listed under "Excused Absences," will be considered "excused" and will be accepted by the school.

Unexcused tardies and early checkouts will not be accepted as described here.

- Tardies to school when the student arrives **after 8:00 AM** and early checkouts **before 12:00 PM** will be counted as **half-day** (0.5) absence. A student must be present and attending classes a minimum of four (4) hours to earn credit for ½ day of attendance.
- Full Day Absence will be counted when the student arrives **after 12:00 noon**.  
Unexcused tardies and early checkouts will be sanctioned as described here.

### Early Checkout of a student

Early checkout of a student is allowed but not preferred or encouraged. If a student must leave before the official end of a school day, the parent or legal guardian must present themselves to the Student Service Manager, or their designee. The parent will then complete and sign an Early Checkout Request form. The Student Service Manager will then retrieve the

student from their class and relinquish custody to the parent/guardian. Parents are reminded that the student is responsible for making up any classwork they have missed by not completing the school day. Parents are reminded that early checkouts **before** 12:00 noon are counted as a **full day's** absence.

## **Visitors**

All visitors are required to pass through the metal detectors and are subject to the same screening procedures as students. Visitors must sign in with security or at the front office and receive a visitor badge before entering the building. Visitors are only permitted to access the people and areas listed on the sign-in log and may be escorted by staff during their visit. If visitors are on campus for a prolonged amount of time or consecutive days they will be required to go through the volunteer process.

## **Volunteer Opportunities for Parents**

The ANSBI is eager to have the support of community members who wish to volunteer their support in various capabilities in ANSBI programs. To adequately safeguard the clients served by the ANSBI, volunteers shall be required to complete the standard ANSBI Employee Application form. In so doing, the prospective volunteer will be authorizing and be subject to character, background investigation and fingerprint checks and other requirements specific to divisions as required of all employees and volunteers.

## **Complaint and Concern Form**

If you have a concern about something happening at school, such as safety, bullying, staff, classroom or athletic issues, you may fill out a Complaint/Concern Form.

Forms are located in the front office and may be turned in anonymously or with your name if you would like someone to follow up with you. All concerns are reviewed by designated school staff and handled with respect and care, following the chain of command. This is one way you can help us keep our school safe, fair, and positive for everyone.

# Discipline

## Alamo Navajo Community School Positive Behavior Plan

	1 <sup>st</sup> Infraction Consequence	2 <sup>nd</sup> Infraction Consequence	3 <sup>rd</sup> Infraction Consequence	4 <sup>th</sup> Infraction Consequence	5 <sup>th</sup> Infraction Consequence	6 <sup>th</sup> Infraction Consequence
<b>Level C Infraction</b> 1. Sell/Use/Possess Drugs/Alcohol 2. Sell/Use/Possess Marijuana 3. Fighting 4. Weapon 5. Theft 6. Gang Activity 7. Arson/Bomb Threat/False Fire Alarm/Fire Works 8. Sexual Misconduct/Harassment* 9. Verbal/Physical Intimidation of a Staff Member (Police Referral) 10. Physical Assault of Staff (Police Referral) 11. Internet Misuse (Terroristic Threats, unauthorized websites: How to make bombs, pornography, etc.) 12. Other Similar Serious or Threatening Behaviors that Cause Harm to Others	4 days OSS	8 days OSS	Long-Term Suspension or Expulsion  Due Process Hearing	N/A	N/A	N/A
<b>Level B Infraction</b> 1. Drug/Alcohol Paraphernalia 2. Use/Possession Tobacco Products 3. Sell/Use/Possess E-cigarette(Vaping) 4. Extortion 5. Intimidation/Hazing 6. Bullying/Cyber-bullying* 7. Pictures/Recordings of any student or staff with cellphone or other device 8. Vandalism/Theft of Personal/School Property 9. Dishonesty/Plagiarism 10. Verbal Abuse of peer or staff/adult 11. AWOL 12. Disorderly Conduct 13. Cruelty to Animals 14. Failure to attend <i>Another Place to Learn or ISS</i> 15. Other Similar Infractions	1 day OSS	3 days OSS	6 days OSS	Long-Term Suspension or Expulsion  Due Process Hearing	N/A	N/A

<b>Level A Infraction</b> 1. PDA/Hickeys 2. Profanity 3. Noncompliance/Defiance/Insubordination 4. Dress Code Violation 5. Ditching/Truancy 6. Violation of Reasonable Standard of Right/Wrong 7. Class Nuisance 8. Disruption 9. Gambling 10. Technology Infraction 11. Possession/Use of Liquid in a container that is not clear* 12. Tardy 13. Other Similar Infractions 14. Cell Phone	Verbal Warning	Written Warning	ISS 1-4 days	ISS 4-8 days	OSS 1-4 days	Long-Term Suspension or Expulsion  Due Process Hearing
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**\*Sexual Misconduct includes using pornography in a search engine to view pornographic material of any type**

**\*All bullying will require a police report and a behavioral health referral which will include mandatory anti-bullying counseling**

**\*All Containers must be clear and contain only water**

**All Level B & C Infractions may require the following:**

- Security and/or Navajo Tribal Police
- Mandatory parent meeting
- Mandatory behavior/counseling contract
- OSS is an unexcused absence, and students will not receive credit for any work missed during timed served out of school (students will not be allowed to obtain/secure any work prior to serving any out-of-school suspension)
- If a student refuses to relinquish an electronic device, immediately follow Matrix beginning at the 3<sup>rd</sup> infraction Level A, then progressively for subsequent infractions for the same offense (1<sup>st</sup> Offense, student to serve ISS immediately)
- Any student suspended at the end of the school year, which carries over past the last day of the school, will not be allowed to participate in any school-sponsored activities, including graduation ceremonies (Walking with cohort) and/or promotion ceremonies (walking with cohort). Also, the students may have to serve the remainder of OSS unserved upon returning to school the following school year.

### **Glossary**

**OSS-** Out of School Suspension

**ISS –** In School Suspension

**Long-Term Suspension—**9 days or more

**Expulsion—**Recommendation to the Board of Education for permanent removal from school



### **All Level B & C Infractions Require the Following:**

- Mandatory Parent Meeting
- Mandatory Behavior/Counseling Contract

### **All Level C Infractions Also Require:**

- Referral to Tribal Police

### **Glossary**

Long-Term Suspension—9 days or more

Expulsion—Recommendation to the Board of Education for possible permanent removal from school

### **Note**

The Suspension or expulsion of children with disabilities shall be in accordance with the Individuals with Disabilities Education Act (20 United States Code sections 1410 through 1485) and federal regulation issued pursuant to the Individuals with Disabilities Education Act.

**(Depending on the severity of the incident, the authority to suspend and/or proceed directly to Due Process is at the discretion of the Assistant Principal/Dean of Students or their designee)**

## **Alamo Navajo Community School – Student Cell Phone Policy**

To preserve a safe, respectful, and distraction-free learning environment, students are strictly prohibited from using **cell phones, smart watches, or similar electronic devices, earbuds and headphones while on school property from 7:30am to 3:40 pm (and tutoring from 3:40pm -5:30pm).**

### **Exceptions to policy**

- **Extracurricular events**
  - **Field trips**
  - **Away Athletic events**
- **School transportation**

## **Policy Enforcement:**

- **First Offense:**

The device will be confiscated and secured in the front office. A parent or legal guardian must pick up the device in person. The student and parent/guardian will be required to sign a written acknowledgment of the policy before the device is returned.

- **Second Offense or More:**

The device will be confiscated and secured in the front office. A parent or legal guardian must pick up the device in person. The student will have in-school suspension or out-of-school suspension following the discipline matrix.

- **Refusal to surrender** a phone when directed by staff will be considered insubordination and will be addressed through the school's discipline matrix procedures, up to and including out-of-school suspension.

- The school is not liable for loss, theft, damage, or data loss to any phone or device brought to school in violation of this policy.

- **Parent/Guardian Acknowledgment (Required):**

By enrolling your child at Alamo Navajo Community School, you acknowledge and agree to the terms of this Cell Phone Policy. You understand that:

- Your child is not permitted to use cell phones or similar device during school.
- If your child violates this policy, you agree to retrieve the device in person after each offense.
- The discipline process for each offense follows the school's discipline matrix.
- These consequences are firm and non-negotiable.

This policy will be enforced without exception. Consistency and cooperation between school and home are essential to maintaining a productive academic environment for all students.

*\*In case of a non-school emergency you may contact the school front desk 575-854-2635 Ext 1100, they will take appropriate steps.*

## **Dress and Appearance Expectations**

Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school-sponsored field trips. Interpretation of the following dress code is subject to administrative discretion.

### Prohibited dress

1. Headgear such as hats, hoods, caps, hairnets, and bandanas (Headgear and sunglasses may be worn outside only).
2. T-shirts may not have suggestive words or sexual innuendos, promote drugs/alcohol, have pictures, symbols, graphics, or references to obscenities, weapons or skulls, devil faces or death, promote violence, and/or defiance of authority.
3. Any items, accessories, or tattoos, including face painting, which advertise, display, or promote any drug, including tobacco and alcohol, sexual innuendos, violence, weaponry, profanity, hatred, or bigotry toward any group.
4. Visible hickeys will not be tolerated. Students must present themselves in the same manner as ANSBI employees who are required to set the appropriate example to students.
5. Suggestive shirts, undergarments (may not be visible at any time), midriffs (no skin may be visible between shirt/blouse and the top of the pants/skirt when the arms are stretched upwards), muscle shirts, mesh shirts or other see-through articles of clothing, visible sports bras, and tube tops. Skirts/shorts/dresses must be at or below the middle of the thigh (at 4 inches above the knee).
6. Gang-related clothing or dress is prohibited. Pants, jeans, etc, that are noticeably sagging (the crotch of pants is at or near the student's knees and/or the student has exposed undergarments above the waistline of the pants, jeans, etc.) are prohibited. The Alamo Navajo School Board of Education has banned all inappropriate graphics, clothing, paraphernalia, accessories, music, and lyrics from the school campus; students must present themselves in the same manner as ANSBI employees who are required to set the appropriate example to students.
7. Pants and jackets must be appropriately sized and may not conceal contraband (i.e. drugs, alcohol, or weapons). Students are not to wear jeans that are torn or have holes in them in inappropriate areas (using standards that are applied to shorts and skirts). No leggings/jeggings will be allowed. No gloves in the building. Footwear must be worn at all times.
8. Any clothing (pants, jeans, etc.) with tears, holes, or openings of any kind is allowed if, and only if, the student is wearing undergarments that completely cover the skin underneath the open area of the 'holey' clothing
9. Pajama bottoms/tops and/or slippers of any kind are not allowed (except for school spirit week, pajama day, or specified school event.)

## **Public Display of Affection**

Students should remember that the school campus, buses, and events are considered environments. Students and staff are often offended when exposed to certain behaviors. Students are to refrain from any display of affection (PDA) that might offend others. The following actions are unacceptable and will be addressed with an official discipline referral:

1. Kissing on lips
2. Sitting on another lap/licking
3. Hugging/holding from behind
4. Walking one in front of the other  
with any physical contact by either party (students can hold hands if, and only if they are walking side-by-side)

Consequences may range from Parent contact, detention, and/or suspension.

## **Food**

- Students are not allowed to bring food and snacks to school without the school's permission.
- Students are not allowed to bring food into class unless it is prior approved by the Principal and/or Superintendent.
- Students are not allowed to call/text their parents to bring food to them at the school

## **Suspension Procedures**

Students suspended from Alamo Navajo Community School are prohibited from being on campus or attending any school activity or event for the duration of their suspension. Students placed in ISS are allowed on campus for direct instruction in the ISS classroom but are not allowed to participate in extracurricular activities during their ISS assignment. A parent meeting to develop or review a behavior plan/contract will occur prior to the student returning to school. Students who appear on campus during an OSS will be subject to arrest and prosecution, as well as additional school consequences. Students who have received OSS, as a consequence, will not have the opportunity to make up class assignments during the days of OSS served.

## **Expulsion Procedures**

Upon the recommendation of the Principal, the Alamo Navajo School Board may expel a student from the school. Expelled students are prohibited from being on campus or in attendance at any school activity, function, or event, at least for the remainder of the school year. Unless the student is formally reinstated at a later time, an expulsion is indefinite. Expelled students will be reported to the Navajo Nation Social Services and to local law enforcement agencies under the Navajo Nation's Compulsory School Attendance Law.

**Reinstatement Following Expulsion.** Students may petition the ANSB for reinstatement.

Reinstated students will be placed on a 60-day probation period. The reinstated student will be expected to comply, one hundred percent, with a school-prepared behavioral contract. The content of the contract, as determined at the discretion of school officials, will delineate standards and expectations for student conduct, academic performance, guidance and counseling, and/or other therapeutic or rehabilitation services. Failure to comply with the written agreement may result in the student losing his/her reinstatement to school, and he/she will be returned to an "expulsion status."

## **Student-Parent Rights and Due Process**

The authority to suspend a student rests with the principal or his/her designee. The principal will inform the parent/guardian regarding the action to suspend a child for under ten days.

If the recommendation is for suspension over ten days, an informal hearing will be conducted by the principal, and due process will apply.

Due process for suspension over ten days shall include:

- Written notice of charges within a reasonable time prior to a hearing. Notice of the charges shall include reference to the regulation allegedly violated, the facts alleged to constitute the violation, and notice of access to all statements of persons relating to the charge and to those parts of the student's school record, which will be considered in rendering a disciplinary decision.
- A fair and impartial hearing prior to the imposition of disciplinary action absent the actual existence of an emergency situation seriously and immediately endangering the health or safety of the student or others. In an emergency situation, the official may impose immediate disciplinary action but shall immediately thereafter report in writing

the facts (no conclusions) giving rise to the emergency and shall afford the student a hearing that fully comports with due process, as set forth herein, as soon as practicable thereafter.

- Student has the right to have present at the hearing his/her parent(s) or guardian(s) (or their designee), and to be represented by lay or legal counsel of the student's choice. Private attorney's fees are to be borne by the student.
- The student has the right to produce, and have produced, witnesses on their behalf and to confront and examine all witnesses.
- The student has the right to a record of hearings of disciplinary actions, including written findings of fact and conclusions in all cases of disciplinary action.
- The student has the right to administrative review and appeal.
- The student shall not be compelled to testify against him/herself.
- The student has the right to have allegations of misconduct and information pertaining thereto expunged from his/her school record in the event the student is found not guilty of the charge.

### **Student-Parent Appeal Process**

- Students and parents may initiate an appeal process under the following procedures:
- A student has twenty-four hours to initiate an appeal process against a disciplinary action he/she has received.
- Students must appeal the suspension within one school day after the initial meeting with the Principal.
- Students who are suspended from Alamo Navajo Community School during an appeal process are prohibited from being on the campus or in attendance at any school activity or event.
- Any student requesting an appeal may come on campus to complete an appeal.
- The student shall remain off campus and away from student activities until the appeal is heard.
- The student is responsible for obtaining assignments from all his/her teachers.

- Satisfactorily completed work will earn normal credit.

### **Appeal Process**

- A student will present his/her appeal in writing to the Principal.
- The Principal will review the evidence presented and make a ruling within 3 school days.
- If the student is not satisfied with the Principal's decision, the student can appeal the Principal's decision to the Superintendent, who may convene an appeal committee consisting of:
  1. One of the student's teachers
  2. Counselor
  3. The Superintendent
  4. The appeal committee must meet within three (3) school days of the completion of the Principal's ruling
  5. The decision of the appeal committee will be final.

### **Student Appeal on Suspension or Expulsion**

The student appeal process may be used when any student feels that s/he:

1. Was not duly informed of charges
2. Did not receive due process
3. Has new evidence or witnesses on her/his behalf

### **Parent/Guardian Appeal on Suspension or Expulsion**

Parent/guardian appeals will follow the same guidelines and process as the student appeal process above.

## **Discipline Issues with Special Education Students**

Students with IEPs or 504 will be represented in all discipline matters. Prior to any discipline conference, the case manager, special education coordinator, and the teacher will be consulted and/or present at the discipline conference. Their presence will help assure proper discipline is given in accordance with IEP or 504 and will provide guidance and



insight into the student's actions and reactions. Their representation will also assure that the school complies with the law governing special education students; these individuals will also be able to help in the event that a manifestation hearing is in order.

All consequences for discipline must be considered with discretionary judgment, whether the student is a special education student or a non-special education student at Alamo Navajo Community School. The Positive Behavior Expectations is a guide and will be followed with discretion.

## **In-School Suspension**

**ISS** is a behavioral consequence for students based on the educational law. Students should expect to learn but not expect comfort or ordinary school behavior. There are many restrictions outlined below. Please read them carefully:

Students who are assigned to ISS must abide by the following rules and Policies:

1. **Check In/Check out :**

- a. Parents must accompany the student to the main office to meet his/her administrator. If the parent cannot accompany his/her child, they must call the main office to notify the child's administrator and make arrangements.
- b. Parents must leave a contact number where they can be reached, if necessary, by the ISS instructor.
- c. Students must be signed in and out of ISS by the ISS Instructor.

2. **School day start and dismissal:**

- a. ISS will begin at 8:00am and end at 3:37pm.
- b. Students will be dismissed and must be signed out by the ISS instructor at 3:37 pm. Dismissed students will be escorted as a group back to the security desk and allowed to leave the building. Suspended students may not stay in the building for after-school activities (games, tutoring, PIT, etc) and go to their locker or any other place in the building. They must leave at dismissal.
- c. Bathroom break will occur when students are in their classrooms. There is no reason for students to leave this room during the day. Students should expect to be in the ISS room for the day.
- d. Any student who leaves the ISS room without an administrative, staff, or SSO escort will be considered trespassing. He/she is, therefore, subject to arrest in addition to school consequences.

3. **Supplies:**

- a. All supplies required for ISS will be provided by the school, including textbooks, calculators, writing materials, etc. Students are not permitted to bring anything into the ISS room. This includes book bags, purses, etc. lunch bags are permitted but will be locked in a closet until lunchtime.
- b. The ISS instructor will scan students for any electronic devices that are not allowed to be brought in. If students have any such device, it will be taken by the ISS teacher, given to the Dean of Students, and locked up for the day.
- c. Students will not be allowed to wear coats or have access to their coats while in the ISS. Any coat will be locked into a closet when students arrive and unlocked at dismissal. Students should plan on dressing in accordance to the weather. If a student is cold, they may use one of several sweaters stored in the ISS room for this purpose, but they may not have access to

their coat.

- d. Computers are available in ISS but will not be allowed for non-Scholastic work. Network access will be blocked and only unblocked if the ISS instructor feels it will be a benefit to instruction. Students are not allowed to email and may not use jump drives or other devices to listen to any music. Students may log in only after permission is granted. Permission may be revoked for any reason.

4. **Meals:**

- a. Breakfast and Lunch will be served in the cafeteria.
- b. Students must use their lunch number. Students who eat at the school may use the same food program they use during the regular lunch period.
- c. Breakfast will be cereal and milk only and lunch will be a cafeteria special. Students will not be given a choice and will not be allowed to visit the lunch room to select.
- d. There is no reason for students to leave the ISS room.
- e. Students may not have candy, gum, or carbonated beverages even if they are brought from home in the lunch bag.

5. **Daily program:**

- a. Our goal is to never see the student again in this setting. Therefore, the day is designed to help students improve their behavior and get them back on track with regular classes. Class work will be given as well as assignments to improve judgment and build character.
- b. The ISS instructor will gather assignments for you to work on and return your work to the teacher.
- c. Students will be assigned a seat and expected to remain in the seat with chair and desk legs remaining on the floor. Breaks to stand-up may be given at the discretion of the ISS teacher.
- d. Students who do not enjoy the daily program are encouraged to avoid returning through the choices they make.

6. **Student Activity restrictions**

- a. Students should not expect the same behaviors they may be allowed in classes. It is not a regular class and should not be treated that way. It is a punishment for students. They should expect consequences.
- b. Students may not talk without permission.
- c. Students may not talk to other students.
- d. Students may not get up from their seats without permission.
- e. Students may not sleep or rest their heads on the desk.
- f. Profanity or disrespect is not tolerated.
- g. **STUDENT RESTRICTIONS ARE NOT LIMITED TO THIS BRIEF SUMMARY. STUDENTS MUST FOLLOW THE DIRECTIONS OF THE ISS TEACHER.**

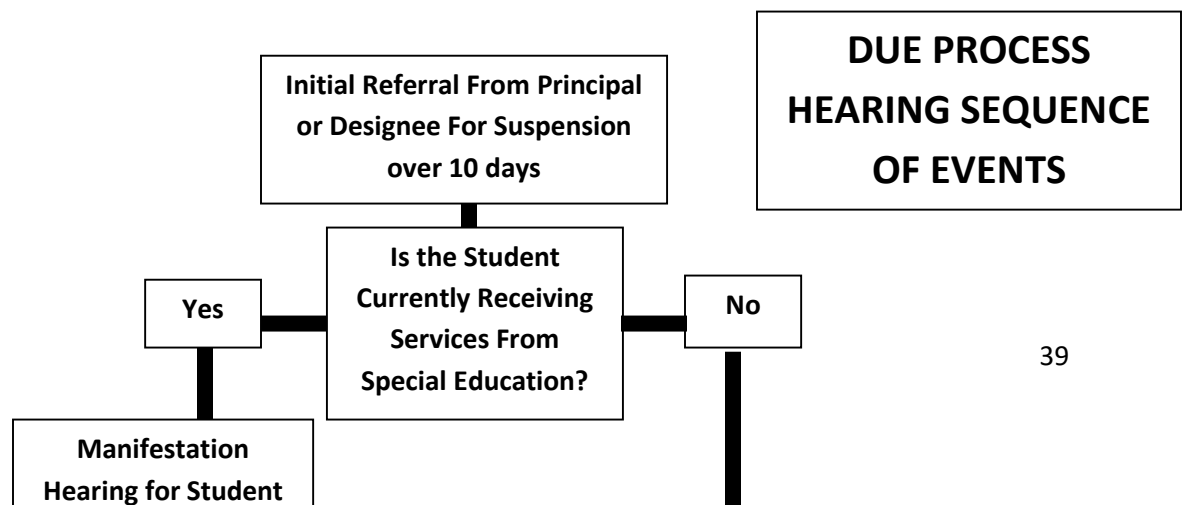
- 7. **ISS records:** Each student assigned to ISS will be given a folder into which a written record is placed. A written record of each day in ISS will be kept by the ISS instructor. Parents may view this record upon request. Other school officials, court authorities or other persons may also view the record.

**FAILURE TO FOLLOW ISS RULES AND THE DIRECTION OF THE ISS INSTRUCTOR WILL RESULT IN ADDITIONAL DAYS ADDED TO ISS, CRIMINAL PROSECUTION OR BOTH.**

**THE AMOUNT OF TIME ADDED WILL BE DETERMINED BY DEAN OF STUDENTS STAFF BASED ON THE POLICY**

**VIOLATED AND PERSISTENCE OF THE STUDENT VIOLATOR.**

**ISS IS DESIGNED TO BE AN ALTERNATIVE TO OUT OF SCHOOL SUSPENSION FOR SOME BEHAVIORS AND A  
DETTERRANT. STUDENTS WHO BREAK THE RULES CAN EXPECT CONSEQUENCES.**



### **Registration & Placement**

Students will pre-register for the following year's courses each spring. High School students are encouraged to choose courses carefully with the help of the counselor, keeping in mind their four-year plan.

## **Enrollment Requirements**

Students must be immunized and provide evidence of such immunizations. Required for all school students are: diphtheria, tetanus, measles, haemophilus influenza type b (HIB), pertussis, poliomyelitis, rubella, mumps, Hep B. Varicella (K-2nd grade).

### **Taking Care of Your Child at School**

Your child's health is very important to us because your child's emotional and physical well-being will have a big impact on his or her school performance. We want your child at school every day, physically healthy. We will take all appropriate steps to help you and your child's doctor make sure that your child gets the medicine and care he/she needs that can be reasonably provided by the school while the child is actually in school. In addition, every year the school conducts hearing and vision screenings to determine if your child has a problem with hearing or vision.

### **When Your Child is Sick at School**

A child who is sick during school cannot concentrate on work, and may need to see the nurse. In addition, other children and staff are at risk of catching the illness if your child has symptoms like vomiting, diarrhea, fever or a sore throat. Some types of skin problems such as ringworm, scabies or lice can also be passed from person to person. Therefore, these are times when we will call you or the emergency contact person you have listed, to take your child home or to his or her doctor. A medical emergency form will be kept on file at the school so that your child can receive immediate attention. A child must be symptom free for at least 24 hours in order to return to school.

### **In Case of Medical Emergency or Severe Injury**

If your child has a severe injury or a medical emergency while at school, first aid and/or CPR will be provided immediately by staff, and emergency services will be called. You will be notified of the injury or emergency as soon as possible. If you cannot be reached, the emergency contact person that you designated will be called and your child will be taken to the Alamo Clinic. We will keep you informed and help you to be with your child while he or she is receiving emergency medical care.

### **Medications**

The following guidelines must be followed in order to be sure that we are giving medicine the way that you and your child's doctor have agreed upon. Medications will be given to students at the school only when:

1. The **permission of the parent or guardian** (informed consent) is given in writing for the medication;
2. The **permission of the doctor** (physician's order) is given in writing for the medication. There must be a doctor's order for any changes in medication, including any changes in the dose of the medication; and
3. An **original pharmacy label** must be on the bottle or package of the medication.

Other than meter dose inhalers, NO medications are to be carried by students on campus. This includes both prescription and over the counter (OTC) medications. Parents who wish to have OTC or prescription medications available at the school for distribution to their child/children must contact the School Office for information.

### **Medication Administration**

On regular school days, medications are given to students by the school nurse as prescribed by the doctor. If your child is going on a field trip, or for some reason the nurse is not available to dispense medications, an adult will supervise the administration of medication to students.

### **Medical Screening & Reports**

On a yearly basis, the school will conduct hearing, vision, and dental screenings. Grades Kindergarten through 1<sup>st</sup> grade will also have a general screening which may include occupational therapy, speech and language, physical fitness and basic academic skills.

### **Acquired Immune Deficiency Syndrome (HIV and AIDS)**

Students with HIV or AIDS may attend the school in an unrestricted manner.

### **Sexually Transmitted Disease (STD) Education**

The causes and prevention of HIV-AIDS-STD will be taught in the sixth through twelfth grades.

### **Asbestos in School Buildings**

In accordance with the Environmental Protection Agency's Asbestos Containing Materials in Schools Final Rule and Notice, 40CFR Part 763, a Management Plan that outlines steps taken to eliminate the asbestos hazard is available for public review in the Principal's Office.

Asbestos containing material has been identified in the following Buildings in this school location:

Bldg. #	Bldg. Name	Bldg. #	Bldg. Name
#102	Classroom		
#827	Computer Lab		
#103	Radio Station		
#828	FACE Program		
#109	Classroom		
#830	Storage Building		
#803	Red Building		
#831	Community Services Building		
#810	Main School Building		
#810	Maintenance Shop		
#129711	Maintenance		
#826	Classroom		

### **Class Assignments K-12**

The placement of students in those classes is the sole responsibility of the Principal. Classes are balanced numerically, academically, socially, and by gender, so that each class is fairly divided. Teachers may be invited to make recommendations for student assignment.

Class lists are updated with withdrawals and new students in a manner which attempts to keep the balance established in each class.

### **Grade-Level Program Placement**

All grade-level placement decisions will be the sole responsibility of the Principal. This includes grade placement for promotion, and new students at the time of enrollment.

## **Transfer Student Classification**

Students who transfer to ANCS will have their courses evaluated on a one (1) credit for one (1) credit basis. Individual accommodations will be made in specific subject areas to allow a transfer student who has met the New Mexico High School Assessment Requirements in that subject area to graduate without meeting Alamo Navajo School's higher credit requirements.

## **Class Schedule Changes**

1. No schedule changes are allowed after a week of class with the exception of failed pre-requisites.
2. In order to change a schedule, the student must secure the signatures of the following persons: the teacher whose class is being dropped, the teacher whose class the student expects to enter, their parents, their counselor, and Principal.
3. A schedule change after the initial two-week deadline has passed may be affected only by administrative action when such a change is deemed in the best interest of the student by the Principal. Withdrawal after the second week will result in a WF (Withdraw with an F) on student transcripts.
4. Students who do not attend the first ten days of class or who do not make prior arrangements with the office will be required to re-register.

## **Report Cards and Evaluations**

Your child will receive a report card four (4) times per year. The report card evaluates academic functioning, behavioral functioning and study habits. Student led conferences are held in conjunction with report card distribution.

## **School Programs**

The following programs may be provided for the purpose of prevention, intervention, and support services to students:

Another Place to Learn (Student Support Center) - Provides emotional and social support to students who have difficulty with self-managing their behaviors in the classroom.



Check-In-Check Out Program (CICO) - Is a voluntary Response to Intervention Program to assist students with managing their behaviors. Students may be referred to the Check-In-Check-Out Program if they meet the following requirements:

- More Than 5 Unexcused Absences
- More Than 3 Visits to the Nurses Office (If no Medical Condition) per week.
- More Than 5 Discipline Referrals
- More Than 3 Time Outs in a Day

Students in the CICO program are provided a mentor that they check in with up to 3 times per day. Parents receive a daily progress report and the students' behavior is monitored daily by teachers and staff. Another Place to Learn works with the students on skill building so they are able self-manage their behavior. Positive Feedback and incentives are provided to the student to encourage positive behavior. The CICO program is a 6-9 week program

### **Concurrent Enrollment/Dual Credit**

Alamo Navajo High School has concurrent enrollment agreements with various post-secondary vocational and academic institutions in New Mexico. Concurrent/dual credit enrollment provides an opportunity for high school students to take college-level courses. Students must have a passing score on COMPASS testing along with other requirements to enroll in CE/DC academic courses.

Eligibility requirements to enroll in concurrent/dual enrollment courses are established by the post-secondary institution and vary with the institution and the desired course. ANCS requires a student's grade point average to be at least 2.0 GPA to be eligible for concurrent enrollment courses, while some post-secondary institutes may require minimum a 2.5 GPA for enrollment. It is the student's responsibility to provide the Student Services Office with an official transcript to have the course included on the student's school transcript.

### **Homework**

It is the policy of Alamo Navajo Community School to assign an appropriate amount of homework. Failure to do the assigned work can result in their performance below grade level. While many teachers will assign homework regularly, others will do so on a less regular basis. However, parents should question the child who never seems to have homework. Homework is assigned and your child, as a rule, should have some.

Types of homework assignments:

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

### **Gifted and Talented Program**

The school offers a G.A.T.E program for students identified in one of the following areas and qualifies:

- Intellectual Ability, Creative/Divergent Thinking, Academic Aptitude/Achievement, Leadership, Visual and Performing Arts.

### **Section 504 Plan**

Students determined to not be in need of Special Education Services, but who have a physical or medical disability (diabetes, asthma, and wheelchair) can receive services such as special lunches and modified instruction in the regular classroom.

### **Suicidal/Danger to Self or Others Protocol**

- Parents are contacted
- Student is taken to EMS services at Clinic
- Behavioral Health Services Evaluates Student at Clinic and develops safety plan prior to the student returning to school

### **Special Education**

Special Education offers services in a variety of ways.

- Modifications in the regular classroom
- “Pull out” for speech/language
- “Pull out” for occupational or therapy
- Resource room activities

Promotion and retention decisions affecting a student enrolled in Special Education will be made in accordance with the provisions of the Individualized Educational Plan (IEP) established for that student.

### **Student Assistance Team (SAT)**

All students who are having difficulty achieving annual yearly progress or who are failing in the classroom are referred to the school’s student assistance team before being referred to special education services for evaluation. Anyone may refer a student to the student assistance team, including a teacher, counselor, principal, or parent.

### **Standardized Testing Programs**

The school may test each student's achievement through federal, state and tribally adopted programs. Some of the purposes of these tests are:

1. To assist the teacher in identifying areas within the student's educational development requiring mediation.
2. To assist and guide curriculum development.
3. To indicate academic growth.
4. These tests may measure a student's proficiency in the following basic areas: language arts, mathematics, science, social studies, and the use of resources. Test results will show a profile of the student's ability level if the student made a serious effort on the day the test was administered. Parents are encouraged to make sure their children take tests on the scheduled testing days.

The following assessment results will be shared with parents/guardians, presented to the Alamo Navajo School Board and published in the School Performance Report:

- Grades K-12ACCESS for ELLs
- Grades 11+High School Graduation Assessment

- Grades 3-8, 11 Federally mandated annual assessments

Note: Other testing may be required based on grant requirements for new or continuing programs.

Optional assessment opportunities for students may include but are not limited to:

- National Merit Scholarship Qualifying Test (PSAT/NMSQT) – Grade 11
- American College Testing Program (ACT) – Grades 11 and 12
- Armed Services Vocational Aptitude Battery (ASVAB) – General Aptitude Test & Career Exploration Program

### **Student Directory**

Student directory information may be released without prior consent unless the parent of the student informs the Principal within a reasonable period of time that any or all of the information should not be released. Directory information includes student's name, class, eligibility for and participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and identification in photographs depicting school programs or activities.

### **Textbooks and Materials**

Textbooks and other material are issued to students and they are responsible for any damage to them. Students are to bring their textbooks and all necessary materials to class. If students do not return any textbooks and materials due to teachers by the time grades are due each quad, students will receive an incomplete on their report cards for that class.

### **Tutoring After School**

A Tutorial Program is offered as an opportunity to provide remedial or enrichment work for interested students. Teachers who offer their services to this program will work from 4:30 PM. to 5:30 PM with students. Teachers may recommend that certain students participate in an after-school Tutoring Program, or parents may request that a student be enrolled in

such tutoring. Each parent is encouraged to check with the teachers to determine tutorial availability during the week.

## **21<sup>st</sup> Century Program**

The school offers an after-school program available for all students in grades K-12 that provides the following services in math and reading skill development:

Tutoring --- provides tutorials (tailored instruction) in core subjects.

Homework help --- provides assistance with homework and make-up work.

Academic Enrichment --- computer-based educational programs and activities that provide the opportunity for students to develop and apply reading and math skills.

Highly qualified teachers who offer their services for this program work from 3:45-5:30, Mon – Thurs. They provide remedial and enrichment work for students who require additional support. Teachers or parents may recommend students to the program and parents are encouraged to check with teachers to determine tutorial availability.

Attendance is very important! Regular participation (at least twice a week) in the program is strongly encouraged and has resulted in improvement in behavior and academic achievement. Students who attend less than regularly do not benefit from the program and are subject to being able exited from the program.

## **Summer School**

Students have the opportunity to recover credits during summer school in a shortened (16 days or less) program during June or July, depending on the grade level. Therefore, it is imperative that students attend every day to obtain necessary credit(s). The policy for attendance and tardiness is as follows: students are allowed one absence (excused or unexcused). Students will be dropped from the program following their second absence (excused or unexcused). Students will be allowed to be tardy two days only. ON the third tardy students will be exited from the summer program.

## **Procedures and Guidelines for a Club Proposal**

Thank you for your desire to start a club at Alamo Navajo Community School. Clubs are great ways to build friendships, get involved, and share your interests with others.

***In order to ensure the safety of everyone involved, the following guidelines must be followed to get your club approved.***

1. Read the *Policy on "School Clubs"* sheet
2. Submit a club proposal to the Principal or designee

The Proposal must:

1. Be typed
2. Include the name that club will use
3. Include a paragraph describing the club's purpose
4. Describe who (students) will act as the club leadership
5. List times and locations of proposed meetings
6. Describe/list what activities will be carried out at these meetings
7. Describe/list any special meetings or trips the club may be planning
8. Describe what basic rules your club will have
9. List who the adult/staff advisor will be
10. Your proposed club advisor must sign the advisor duties sheet and attach it to your proposal.
11. Your club advisor should keep the *Policy on ANSBI "School Clubs"* sheet.
12. Turn in the club proposal with advisor sheet attached

### **ANSBI Guidelines for Clubs / Student-Led Non-Curricular Groups**

1. Students must meet during non-instructional times, unless sanctioned by school administration.
2. The club may not exclude anyone on the basis of sex, religion, race or creed.

3. Minutes of the meetings must be made available.
4. School rules are in effect during meetings
5. Schools retain authority to ban unlawful groups.
6. Students' attendance at meetings is voluntary
7. Non-school persons may not direct, conduct, or control the activities of student groups.
8. Sponsorship by the Board shall consist of the approval of the club or activity together with the appointment of a faculty member who shall promote, lead and participate in all meetings and programs of the club.
9. The topics/content of club's and/or their meetings must not be unlawful or interfere with the orderly conduct of educational activities.
9. Fundraisers must be approved by the Principal or designee prior to the fundraiser.

### **Alamo Cultural Club (formerly the Pow Wow Club)**

The mission of this club is to maintain and teach the students of Alamo the traditional ways of their ancestors. We want to preserve the history of the Navajo traditions. The club leaders will help the students learn Navajo songs, dance, display of traditional clothing, and various other aspects of the Navajo culture. This club will be offered pending the availability of appropriate sponsorship.

### **Class Sponsors**

Grades 9 through 12 each have High School teachers as Class Sponsors. Duties of the sponsors include mentoring students, supervising Scheduled Events and the Student Council, guiding fund-raising efforts, and overseeing graduation preparation activities.

### **Dances**

All dances are well chaperoned by faculty sponsors. A student attending Alamo High or Middle School may invite one other student attending our school, a recent graduate of our own high school, or a student attending school in a neighboring middle or senior high school. The guest of an Alamo student must be under the age of 21.

Students or guests leaving a dance may not return.

Parents are always welcome at dances and should feel free to attend.

### **Field Trips (Extracurricular and Co-Curricular)**

The Alamo Navajo School Board recognizes that school-sponsored trips can be important to a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interest among students, make them more aware of community resources, and help them relate school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and reasonably assure the safety of such trips. Field trips depend on funding.

Field trips may be of two types:

- Co-curricular trips are class-related, including interscholastic athletic trips, that normally involve a teacher and students from one or more of his/her classes
- Extracurricular trips include all other trips. They may be recreational, sponsored by a school club or for participation in an event as representatives of the school.

All extracurricular and co-curricular trips are planned in advance, and require the Principal's approval. Any trip requiring a student to miss more than one (1) day of school, or involving out-of-state travel, overnight travel, or overnight stay requires prior written approval by the Superintendent or his designee.

Students participating in extracurricular and co-curricular trips will be under the supervision of a certified employee of the school. The Principal may authorize in writing that parents or non-certified employees may assist with supervision of students on trips. All parents and non-certified volunteers must be at least twenty-one (21) years of age. Non-approved persons may not accompany field trips of any kind.

## **Athletics**

The school strongly encourages student participation in a variety of sports. In order to enjoy the privilege of participating in interscholastic athletics, students must meet academic standards established by the New Mexico Activities Association (NMAA) and the School.

### **NMAA Rules**



To participate in any mid/high school activity, a student must have passed at least four (4) subjects, and have a 2.0 G.P.A., not have failed more than one course the preceding grading period, and must be enrolled in five (5) subjects throughout the current grading period. Eligibility for Special Education students is based on NMAA guidelines and a student's Individual Education Plan (IEP).

### ANSBI Athletic Policy

Eligibility for students who transfer into the school from the same or another district will be reviewed at the time the student officially enrolls and begins attending school. All factors affecting students' eligibility status in the previous district or school will be considered in determining the date the student becomes eligible for participating in performance and/or competitions.

Students who participate in athletics must comply with all applicable rules, policies, and regulations of the school and of the particular team. The following forms must be signed and turned into the athletic office prior to try-outs and practice:

1. physical exam (good for 12 months after May 1);
2. a Permission to Practice Form;
3. a completed Eligibility to Play Form for each game/Academic Progress Report
4. a signed Acknowledgment of Injury Risks form.

Fall Sports are: Boys and Girls Cross Country, Girls Volleyball, and Boys Football

Winter Sports are: Boys and Girls Basketball

Spring Sports are: Boys and Girls Track

### Varsity Lettering Guidelines

#### A. Basic School Requirement for a Varsity Letter:

- An athlete must participate in sports season in which they play a sport.
- An athlete must attend the sports banquet or they will not receive their certificate, letter or any other awards. The only exception is if the athlete is excused by the coach before the banquet date.
- An athlete must not miss any games or events because of participation in a non-school club, recreational activity, etc.

- An athlete must display sportsmanship and conduct which exemplify the school to his or her opponent, spectators, teammates, and officials and must conform to practice and game rules/regulations as established by the school and the coach of that sport.
- The athlete must return all equipment issued to him or her to the satisfaction of the coach/or athletic director.
- In the event of injury or other legitimate extenuating circumstances, letter winners will be made on the recommendation of the coach to the athletic director.
- Only one letter will be awarded to any athlete in attendance at the Alamo Navajo School. When a letter is awarded to an athlete, the athlete will also receive a representative pin for that sport. Letter winners in more than one sport will designated by a representative pin for that sport. Athletes who have earned a letter in sport for more than one season will be given a service bar for each letter awarded.
- A certificate will be given to all team members who participated for the full season.
- Pins will be given to team captains and co-captains.
- Plaques will be given to all athletes who make a special select team, for example: First team all-district, first and second team all-region, etc.
- Principal's Award: Given to the outstanding male and female student/athlete of the senior class. This award will be chosen by the entire faculty and staff of the Alamo Navajo High School.

#### B. Basic Team Requirements for a Varsity Letter

- Played in 50% of all the quarter or halves during the season for the following sports: Basketball
- Played and placed (when applicable) in at least one-half of all contents in the following sports: Volleyball, Cross Country
- Scored at least 20 points for their team during the year in the following sport: Track & Field

Points will be assigned for ANHS purposes as follows:

For single events

- a. 7 points for a 1<sup>st</sup> place finish
- b. 6 points for a 2<sup>nd</sup> place finish
- c. 5 points for a 3<sup>rd</sup> place finish
- d. 4 points for a 4<sup>th</sup> place finish
- e. 3 points for a 5<sup>th</sup> place finish
- f. 2 points for a 6<sup>th</sup> place finish

- Cheerleaders must cheer at 90% of all contests in the following varsity sports: Girls and Boys Basketball
- Managers and trainers who have served the varsity for one or more sports seasons and attend three-fourths of all games and practices.
- Any senior who has not met the award requirements, but has been a member in good standing for two or more years
- The coach may recommend awards in special cases to athletics who have not met the requirements.

#### Student Eligibility

Only students enrolled in the class/activity shall be allowed to participate in school field trips. Each student is eligible to participate in any school extracurricular and co-curricular trips if he/she has met NMAA guidelines for eligibility.

#### Student Responsibilities

- Students will act in a responsible manner at all times. All school disciplinary rules and consequences apply on trips, including appropriate dress.
- Students who are having academic, attendance, or behavioral problems in the class may not be allowed to participate in extracurricular and co-curricular activities.
- Students must have written approval on a ANCS consent form from a parent or guardian before participation on any trip.

#### Extracurricular and Co-Curricular General Guidelines

The Principal will ensure that teachers develop plans which provide for the safety of students and their proper supervision by certified staff on all school-sponsored trips.

- Trips that require overnight or out-of-state travel, or those beyond 200 miles from the school, will be supervised by at least one (1) certified school employee with additional supervisory assistance provided by one other certified school employee.
- The ratio of pupils to adults will not normally exceed twelve (12) students per adult in the elementary school, eight (8) pupils per adult in the middle school, and twelve (12) students per adult in the high school. It is recommended that the ratio of pupils to adults be from eight (8) to ten (10) pupils per adult on all overnight trips at all grade levels.
- If there are both male and female students on any trip, then there must also be a combination of supervising male/female certified adult sponsors/chaperones
- If a trip involves water activities, this ratio will be revised upwards to ensure closer supervision. All adults who accompany these water activities must attest to the ability to swim.
- Supervising sponsor will designate seating assignments on the bus and provide said seating arrangement chart to the student affairs manager, the principal, and superintendent upon their return to Alamo Navajo Community School at the conclusion of the trip.
- Students are responsible for making arrangements with teachers in advance of a field trip which occurs during school hours to secure assignments and to take make-up tests missed because of participation in the trip. Students will be given a reasonable amount of time in which to complete these assignments and take make-up tests.
- Parents/guardians must receive complete written information about all field trips, including purpose, date, itinerary, means of transportation, anticipated cost, disciplinary expectations, medical release, information about how the group may be reached, and other pertinent information.
- Parents/guardians will provide the teacher with a telephone number where possible.
- Any student found to be in the possession/use/selling of any drug, including marijuana, during any co-curricular or extracurricular school-sponsored trip, must be disciplined accordingly. The certified employee of the school must contact the local police immediately and a police report is to be filed with the local police. If the police detain the student, notify the student(s) parents/guardians immediately. A school Administrator is then to be notified regarding the details of the incident.

- School sponsors and/or chaperones are to remain with students upon return to Alamo Navajo Community School until all students are picked up by a parent/guardian

## **National Honor Society (NHS)**

NHS recognizes outstanding high school students who have demonstrated excellence in:

1. Scholarship: 3.0 GPA or higher.
2. Leadership: are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and students who show positive attitudes towards life.
3. Service: voluntary contributions made by a student to or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
4. Character: the student upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains good and clean lifestyle.

### Eligibility

Eligible 10th through 12th grade students will be voted in by a High School Staff committee appointed by the Principal. Eligible students will be admitted on the following basis:

1. A 3.0 GPA or above.
2. 50 points for academics.
3. 20 points for leadership.
4. 10 points for service.
5. 100 total points possible.

A student must have 85 points or higher to qualify. Once accepted, a student who falls below a 3.0 average in any Quad will be placed on NHS academic probation for the next semester. Failure to maintain a 3.0 average that semester will result in removal from the program.

## **Student Council**

High School students become members of the Student Council by a vote of their peers. Activities are planned to promote school spirit and comradery. Leadership and service are key elements of this student organization.

### FINANCIAL PROCEDURES FOR CLUBS/ORGANIZATIONS

#### PURCHASE ORDERS:

1. A requisition form **MUST** be filled out and approved by the Principal **BEFORE** the business manager can issue a purchase order number. Once the sponsor approves the order and has obtained the Principal's approval and signature the bookkeeper will issue a number.

#### **ALL PURCHASE ORDERS MUST BE APPROVED IN ADVANCE AND NOT AFTER PURCHASE IS**

**MADE!** Purchases made without a purchase order are not the financial responsibility of the school. You will be held responsible for any purchase without a purchase order.

2. Once a purchase order has been issued, you may purchase the items listed. It is your responsibility to handle any issues with purchase order & vender.
3. After purchase has been made, an itemized statement, receipts or invoice (with vendor's address) must be given to the bookkeeper within **one working day**.

### **School Transportation (Bus Service)**

#### **Your Help is needed...**

1. Please have your child ready when the bus arrives.
2. A parent or responsible adult should be with the child to help him/her on the school bus at the scheduled time.
3. A parent or other responsible adult should also be present to receive the child when she/he returns home.
4. Parents are not allowed to make changes or other arrangements with the bus drivers. If any changes need to be made for a student, please contact Student Services at the School.
5. Please report to Student Services whenever you bring your child to School late.
6. Call Student Services if you plan to pick-up your child, or request bus change, by 2:00pm each day. On half days by 11:00 am.
7. Students will not be allowed to be removed from the buses during bus line-up, except for an emergency designated by administration (All pick-up and drop-offs are to occur in the front of the school by the flag-poles).

8. Students/staff/parents/guardians/community members are not permitted to walk between the buses at any time during bus line-up (It is against state and national laws). The laws were designed to protect the safety of the children of all communities, including Alamo)

### **Bus Information...**

1. Bus drivers are to wait no longer than one minute for your child.
2. Bus drivers are not allowed to change their schedule at any time.
3. If the bus arrives late or does not arrive, parents should call the school.
4. Transportation temporarily stops after your child has been absent for three consecutive days.
5. If your child misses the bus, it is parent responsibility to bring their child(ren) to school.
6. Your child is not permitted to carry dangerous objects or any items prohibited on the School Campus onto the school bus.

\*If a parent refuses bus transportation for their child or children, the school will not transport the students by any other school vehicle.

## **High School Graduation Requirements**

### **Next-Step Plan**

The Next-Step Plan provides a framework for your son's or daughter's academic decisions as he or she goes through each of the high school years in preparation for college, the world of work, the armed services, or other endeavors.

The Next-Step Plan is a requirement in New Mexico law, (NM Public Statute, Article 13, Section 22-13-1.1).

Planning takes place through a meeting with you, your student, and a counselor or other school official. After agreement is reached for your student's courses for the coming year, the Next-Step Plan is signed by the parent, student and counselor (or other school official in charge of planning coursework). A copy is kept at the school under the supervision of the principal.

Your student's courses for the coming school year are discussed in the meeting. Information from previous years, such as test scores, your student's interests and career goals help guide the decisions.

Your student's final Next-Step Plan as a senior will show what he or she plans to do after graduating, such as attending a two or four-year college or a university, entering a trade or vocational program, becoming an apprentice or intern, entering military or other service, full time employment, or a combination of training and employment.

Planning begins at the end of the eighth grade as your student prepares for high school. It then takes place toward the end of each year until your student graduates from high school. The final twelfth grade Next-Step Plan includes projected pursuits immediately following graduation.

### **High School Diploma**

Students must successfully complete all the required courses to earn the necessary credits for graduation. They must also meet all assessment requirements in order to be eligible to receive a High School Diploma.

Students who do not meet all assessment requirements will have up to five years past their intended graduation year to retest in the subtest areas needed. Parents should consult NMPED Assessment and Evaluation Department for any updates to this statute.

### **High School Graduation Requirements**

#### **Total Credits For HS Grade Classification**

##### **HS Grade Classifications**

0 to 5.0 - 9<sup>th</sup> grade

6.0 to 13.0 - 10<sup>th</sup> grade

13.0 to 21.0 - 11<sup>th</sup> grade

22 and up - 12<sup>th</sup> grade

#### **Required Credits for High School Graduation for 2019 and beyond**

##### **Credits/Subjects:**

4 - English/Language Arts

4 - Math (one credit must be equal to or higher than ALG II)

3 - Science (2 must be a lab science)

3.5 - Social Studies

1 - Physical Education



- 1 - Fine Art
  - 1 - Navajo History and Government
  - .5 - Health
  - 7 Electives (1 must be in a career cluster, workplace readiness, or language other than than English).
- 25 Credits for Graduation

### **Valedictorian and Salutatorian**

Each graduating senior class will have one valedictorian and one salutatorian.

- **Valedictorian:** The student with the highest cumulative grade point average (GPA) calculated over the first seven semesters of high school.
- **Salutatorian:** The student with the second highest cumulative GPA for the first seven semesters of high school.

Eligible students will be notified by the Principal at the beginning of their eighth semester. Final confirmation of these honors, including resolving any ties, will be based on the completion of the eighth semester after senior final exams.

#### **Ties:**

- If two or more students have the same highest final GPA at the end of the eighth semester, they will be named co-valedictorians and no salutatorian will be named.
- If two or more students have the same second highest final GPA at the end of the eighth semester, they will be named co-salutatorians.

#### **Eligibility Requirements:**

- The student must have attended Alamo Navajo Community School for at least two of the first seven semesters of high school.
- The student must have a minimum cumulative GPA of 3.0.

#### **Transfer Students**

A senior transfer student is eligible for a diploma from Alamo Navajo Community Schools after satisfactorily completing at least one (1) semester as a full-time student at Alamo and satisfying the graduation requirements.

Senior transfer students who do not qualify will have their credits returned to their prior high school for the awarding of a diploma. Such students may participate in the local graduation ceremony. Special cases may be referred to the Superintendent, who may authorize the issuance of a diploma.

#### **High School Certificate of Completion**

Students who have not met proficiency cut scores on the Federal/State mandated graduation assessments, but have successfully completed all the required courses and earned the necessary credits, are eligible for a Certificate of Completion and may participate in graduation ceremonies.

### **Special Education Graduation**

Special Education students will receive a diploma upon satisfactory completion of the program of study (standard, career readiness, or ability) defined in their Individualized Education Plan (IEP).

#### **Graduation Requirement**

**To receive a diploma from Alamo Navajo Community School the student must:**

- Earn the specified minimum number of credits in the required and elective courses
- Complete all assessment requirements

To graduate, a student must meet the cut score for high school graduation assessment or via the alternate demonstration of competency options.

A student will not be allowed to participate in the graduation ceremonies if required courses and credits are not completed by the graduation date.

### **8th Grade Promotion**

8<sup>th</sup> Grade students will be recognized during the academic awards assembly for their promotion to the 9<sup>th</sup> grade. 8<sup>th</sup> grade students must complete all course requirements to be recommended for promotion.

## **Parent Portal**

Parents and guardians can monitor their child's grades and attendance via the Parent Portal on Infinite Campus. To obtain access, please visit Student Services in person to collect the Parent Agreement and Acceptable Use Policy forms for Infinite Campus. These forms must be completed before access to the Parent Portal is granted. (Bring your ID)

## **Parent Responsibilities**

Parents are encouraged to work with the classroom team at the school. As your child's first and most important teacher, you are a key to the success of your child. Listed below are some of the ways that you can be a part of your child's team:

- ✓ You can help us learn more about your child's emotional and educational needs through regular contact with the team.
- ✓ Your child's team may ask you to participate in a monthly meeting and/or workshop to discuss your child's progress and to share information with other parents of children in the classroom.
- ✓ You must contact the school immediately in case of a change of address, phone number, or change in your child's medications.
- ✓ We ask that you keep us informed if something has happened at home that may affect your child's progress at school, such as the death of a relative, a crisis at home, etc. Call the School Counselor so we can help support your child during this time.
- ✓ Report changes (good or bad) in your child's behavior to the school counselor. Report concerns about medication to the School Nurse.
- ✓ Check your child's book bag to find important papers or correspondence and respond to any papers or correspondence that requires your attention.
- ✓ Check to see if your child has homework, and if he/she has completed it.
- ✓ The classroom team will want to talk with you about how to make behavior management at school and home consistent. Your participation in this activity will be crucial to the progress of your child at school.
- ✓ If your child is going to be absent for more than a day, please let the school know in advance so bus service can be stopped temporarily. Let us know at least one day before service is to be restarted.

### **Student Drivers and Parking Lots**

Students who drive to school must obey the following rules and regulations. Failure to do so will result in suspension of parking and driving privileges on campus, with possible ISS or OSS under the discipline matrix for Noncompliance/Defiance/Insubordination.

**Vehicle regulations include:**

1. Registration of your vehicle by completing an official student parking vehicle registration form.
2. Student must have a valid driver's license to receive a permit.
3. Parking is allowed only in the Southwest Parking Lot, closest to the football field. The student will be assigned a parking space.
4. Students can only park in their assigned parking spot.
5. Students are to park their cars immediately upon arriving at school and leave the parking area. The parking lot is off limits at all times. Students are not to be in their cars or the parking lot at any time during the day unless permission has been given by administration.
6. VEHICLES MUST BE REGISTERED WITH THE OFFICE AND PROOF OF INSURANCE WILL BE REQUIRED. THE SCHOOL IS NOT RESPONSIBLE FOR THEFT OR DAMAGES WHILE YOUR VEHICLE IS IN THE PARKING LOT!
7. It is the student's responsibility to notify the office of any changes in vehicle information.
8. Once passing over the school cattle guard you are on school campus and teacher housing units are on school campus.

**Emergency Response Protocols****Emergency Response Procedures**

At Alamo Navajo Community School, keeping students and staff safe is our highest priority. The school follows clear emergency response steps to help everyone stay prepared and know what to do if an emergency happens. Drills and safety practices happen throughout the year so everyone knows the plan.

Below are the main emergency procedures students and families should understand:

### **Fire/Evacuation**

If the fire alarm sounds or an evacuation is needed for another reason:

#### **Students:**

- Stop what you are doing right away and leave your belongings behind.
- Line up quickly and quietly.
- Follow your teacher to the designated evacuation point outside.
- Stay silent and remain with your class until an “All Clear” is given.

#### **Parents:**

- Do not come to campus during a fire or evacuation unless instructed.
- The school will notify families when and where it is safe to pick up students if needed.

### **Lockdown**

A lockdown will be used if there is a threat or danger on or near school grounds.

#### **Students:**

- Move away from doors and windows, get low, and stay quiet.
- Silence cell phones and devices.
- Follow your teacher’s instructions at all times.
- Stay in place until an official “All Clear” is given.

**Important:** During a lockdown, **no one is allowed to enter or leave campus** until the Emergency Command Center and Law Enforcement say it is safe and the “All Clear” is given. Parents will be contacted when it is safe to pick up students.

### **Shelter in Place**

This is used if it's safer for everyone to stay inside the building.

#### **Students:**

- Stay inside your classroom.
- Continue activities as instructed by your teacher.
- Stay away from exterior doors and windows.
- Do not open doors unless your teacher says it is safe.

### **Evacuation Level I**

Students and staff will leave the building through the closest safe exit and gather at a safe evacuation point away from the school. Usual gathering spots include the front parking lot areas, the south side of the buildings, and the football field.

### **Evacuation Level II**

If needed, students will move to another safe location on campus or be transported by bus to an off-campus safe site for parent pick-up. These locations will be checked and confirmed safe by school officials and law enforcement.

### **How Parents Can Help**

- Keep your contact information up to date with student services.
- Stay calm and wait for instructions from the school in an emergency.
- Follow pick-up instructions exactly so everyone stays safe.

**Safety is everyone's responsibility.** Thank you for supporting Alamo Navajo Community School's commitment to keeping our students and staff safe at all times.

### **Weather-Related School Closing**

In case of inclement weather occurring before the opening of school, tune into to KABR radio station, Chanel 4 or 7 News, Facebook, Parent Portal Infinite Campus, or call the school. In case of early dismissal due to weather, parents/guardians or emergency contacts will be called by staff to notify you of your child's early return home. Early closings will be announced on KABR radio, Facebook, and Infinite Campus.

### **Remote Learning Packets**

In the event of a school closure due to bad weather, a power outage, or other unforeseen circumstances, students will be provided with a remote learning packet containing three days' worth of assignments. These packets should be kept in an accessible location at home and used only when a remote learning day is announced. Students are expected to complete one day of work for each remote day and return the completed work on the next in-person school day. All students will be considered present for the remote learning day if the assigned work is turned in; if the work is not submitted, the student will be marked absent for that day.

## **Student Academic Progress—Notice to Parents (1)**

The following letter is sent by the School Superintendent to all parents and guardians of children attending Alamo Navajo Community School:



**Alamo Navajo School Board, Inc.**  
**P.O. Box 5907**  
**Alamo, New Mexico 87825**  
**(575)854-2543 Voice \*\* (575)-854-2545 Fax**

**President**  
*Rick J. Padilla, Sr.*  
**Vice President**  
*Raymond Apachito*  
**Members**  
*Cecil Abeyta*  
*Marie Pino*  
*Carol Vicente*

July 22, 2025

Dear Parent and Guardian:

Attached please find documents that notify you of your rights as parents and guardians. The documents are lengthy and a little difficult to read. Here is a brief summary of what these papers mean:

1. Schools are required, by law, to notify parents/guardians of their rights
2. Schools cannot have policies that deny parents/guardians the right to:
  - a. Look at their child's school records,
  - b. To try to change the content of records, and
  - c. Give our permission to release personal information.
3. When the child becomes 18, the parent's rights transfer to that young adult. That means that the 18 year old student gains the rights to access his/her records, request to make changes to them, and to give permission to release personal information.

In addition, the law requires the school to notify parents about:

1. The school procedure to look at records or make changes to them. We don't have a written procedure to make that request other than contacting "a school official" and the "officials" are either the superintendent or principal if you wish to look at your child's record and request a change.
2. A "legitimate educational interest" to receive personally identifiable information without consent. Right now, the military recruiters have access to student director information and parents can deny the release of that information if they choose.
3. When students transfer between schools, such as between Alamo and other schools, information about grades, attendance, and discipline history are generally share. That means if an Alamo student was suspended or expelled from Alamo, THAT information is shared with the next school.
4. What kind of information is NOT TO BE ASKED of students in survey forms and your right to know the "protected areas" that are sensitive and private and which cannot be asked or reported? Parents have a right to see the survey forms that contain content of the "protected areas."
5. Schools are required to develop and adopt policies regarding the right of parent to inspect surveys that are created by agencies outside of the school; the right of parents to inspect instructional material in the school; the right of parent to know that their children will receive a physical examination or screening in the school; the right of parents to be aware that there is a collection or sharing of personal information regarding children; and, the right of parents to inspect any instrument used to collect personal information.

If you have any questions or concerns regarding this notice or any of the documents attached, please contact the Superintendent for an explanation of what this entire means.

Respectfully,  
Alamo Navajo Community School



## **Student Records**

The school maintains the following educational records directly related to students.

1. Academic (grades, promotion and retention dates, entry and transfer information, credits earned, graduation dates).
2. Personal information (parental addresses and phone numbers).
3. Attendance history (tardiness and absences).
4. Discipline history (office referrals)
5. Health (immunization records, health records, medications administered, visual acuity).
6. Progress and standardized testing (achievement tests scores, diagnostic records for special placement).

### **Access to individual education records is limited to:**

1. parents of students under 18;
2. parents of students over 18 if such student is a dependent as defined in the Internal Revenue Service Code;
3. employees of this school who have a legitimate educational interest;
4. federal, state and local officials to whom information is required to be reported;
5. certain testing organizations;
6. accrediting organizations;
7. persons who have a need to know in connection with an emergency pursuant to subpoena or court order;
8. to any person with the written consent of the parent of students under 18 or the student over 18;
9. to a school or schools in which a student seeks or intends to enroll with parental consent for students under 18 years.

Questions regarding records should be directed to the Principal. NOTE: The School is required to release contact information for juniors and seniors annually to the U.S. Military. If parents do not want this information released to the military, by law, they may inform the school in writing of this decision.

## **Medical Services**

Alamo School employs a registered nurse and medical support staff to serve the mental and physical health needs of our students. Our services include intake evaluations, prescribing and administering medications, medical reviews, psychiatric consultation (with the student, parents and team), crisis intervention, and referrals for hospitalizations or other services. Additional medical services include treatment of illness or injuries, monitoring viral signs and health statistics, providing health education and maintaining medical records including immunizations.

Since accidents and medical emergencies may occur anywhere at any time, a team of non-medical staff has been trained in first aid, and a number of the staff is also certified in cardio-pulmonary resuscitation (CPR). Selected non-medical staff has been trained to supervise the administration of medication to students during field trips and off-campus activities when a nurse is not present.

## **Internet Use**

The Internet is an electronic network connecting millions of computers and individual subscribers worldwide. The purpose of the Internet is to support world-wide access to business and educational information by individuals, and the sharing of content created by a variety of users. The use of an assigned ANSB account must be in the application and support of educational technology, and must be consistent with the educational objectives of ANSB and the standards that have been established.

1. Internet access may be provided to students for research activities relating to their studies. Students may also have access to:
  - a. Electronic mail
  - b. Surf the World Wide Web
  - c. Various discussion groups which include chat rooms
  - d. Bulletin Boards
  - e. Streaming Audio and Video content
  - f. Web-based educational applications
  - g. ANSB Sites (web pages, blogs, training, etc.)

## 2. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not be abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden.
- c. Do not reveal your personal address or phone number or that of other employees or students, except in your normal course of duties.
- d. Note that ANSB-provided e-mail accounts are not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- e. Do not disrupt the use of the network by other users.

## 3. Inappropriate use of an account. The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.

- a. The use of (or an attempt to use) another person's log-in and/or password.
- b. Copying, transferring, or duplicating software owned by or registered to ANSB.
- c. Transmission of, or downloading any material in violation of any national, state, or district regulation is prohibited. This includes, but is not limited to, copyrighted documents, material that is threatening, and/or obscene/pornographic material.
- d. Using the network for commercial, political, personal, or private gain.
- e. Communication whose sole intent is not for the purpose of education or school-related research/activities.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

The system administrators will deem what is inappropriate use and may close an account at any time. The administration may request the system administrator to deny, revoke, or suspend specific employee accounts. If an employee has failed to comply with this policy, he/she may be:

- a. Removed from the system for a specific period of time or permanently, depending on the nature of the offense.
- b. Required to pay for damages with regard to technician time, computer resources, or other fees.
- c. Criminally charged under local, state, or federal laws.

- d. Subject to employee disciplinary action, up to and including termination or discharge in accordance with existing Board policies and applicable law.

### **Child Internet Protection Act (CIPA) Policy**

It shall be the responsibility of all members of ANCS to educate, supervise, and monitor appropriate usage of online computer network and access to the internet in accordance to this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of ANSBI.

The standards and acceptable use of Internet services as set forth by ANSBI Internet Safety Policy.

### **Legal Authority & Due Process, Search and Seizure Policy**

Alamo Navajo Community School enforces policies that align with 6.11.2 NMAC, as authorized by the New Mexico Public Education Department. Under this rule, school officials are granted the authority to maintain order, discipline, and safety in all areas under school control, including school buildings, grounds, buses, and off-campus school-sponsored events.

School officials may conduct searches of students, lockers, bags, and personal items if there is reasonable suspicion of a rule violation. Random screenings using metal detectors will be conducted to ensure campus safety.

#### **Who May Conduct a Search**

Searches may be conducted by:

- The school superintendent, principal, assistant principal or acting administrator
- Authorized administrative personnel
- Certified staff, including security personnel
- School bus drivers (when applicable)

These individuals are permitted to search students or their property when there is reasonable suspicion that a school rule or law has been violated or that safety is at risk.

#### **When Searches Are Permitted**

Searches are permitted when:

- There is reasonable suspicion that a student possesses prohibited, illegal, or dangerous items.
- A student is suspected of violating rules regarding cell phones, controlled substances, weapons, or other restricted materials.
- An item is causing a disruption to the educational environment.

Searches must be limited in scope to the suspicion and must not be excessively intrusive based on the student's age, gender, and the nature of the suspected infraction.

### **Types of Property Subject to Search**

- Student backpacks, bags, or personal items
- Lockers (considered school property and may be searched with or without the student present)
- Student vehicles on school grounds
- Electronic devices (e.g., cell phones) when they are being used in violation of school policy

### **Seizure of Items**

- Items that are illegal, unsafe, disruptive or violate school policy may be seized.
- Confiscated items may be returned to a parent/guardian, held for a defined period, or turned over to law enforcement, depending on the nature of the item.
- The school is not responsible for lost, stolen, damaged, or erased items brought in violation of school rules.

### **Due Process Protections**

- Students will be informed of school policies regarding search and seizure annually.
- In disciplinary matters involving confiscated items, students will be provided an opportunity to explain their side before consequences are applied.
- Parents/guardians will be notified when searches result in confiscation or disciplinary action.

## **Metal Detector Policy**

The purpose of this policy is to ensure the safety and security of all students, staff, and visitors at Alamo Navajo Community School by using metal detectors to prevent the introduction of weapons and other prohibited items on school premises.

Alamo Navajo Community School aims to create a safe and secure learning environment for everyone. Compliance with these procedures is mandatory and essential for maintaining the safety and well-being of our school community.

To ensure the safety of all students and staff, random metal detector screenings may be conducted at the beginning of the day, and throughout the school day. Bags, purses, backpacks, and other personal items may be searched during all random screenings. These checks may occur at entry points or in designated areas on campus. The purpose is to promote a safe and secure learning environment and to deter prohibited items from being brought onto school grounds.

Participation in random screenings is mandatory when selected. Refusal to comply will be treated as a safety concern and addressed in accordance with school discipline procedures.

**Scope:** This policy applies to all students and visitors entering the school buildings and grounds.

**Procedures:**

**1. Screening Process:**

- All individuals entering the school buildings are required to pass through a metal detector.
- If the metal detector alarms, individuals will be subject to a secondary screening, including the use of a handheld metal detector wand and/or a pat-down search by authorized security personnel.
- Bags, purses, backpacks, and other personal items may also be searched as part of the screening process.

**2. Prohibited Items:**

- Weapons of any kind (e.g., firearms, knives, etc.).
- Items that can be used to inflict harm or cause disruption.
- Any other items deemed inappropriate by the school administration.

**3. Visitor Screening:**

- All visitors must pass through the metal detectors and are subject to the same screening procedures as students.
- Visitors must also sign in with security or at the front office and receive a visitor badge before proceeding into the school.

**4. Compliance and Enforcement:**

- Non-compliance with the metal detector screening process will result in denial of entry to the school premises.
- Students found in possession of prohibited items will face disciplinary action in accordance with the school's code of conduct.

**5. Athletics/Sports and Special Events:**

- All attendees at school athletic events, sports activities, and special events held on school premises are required to pass through a metal detector.
- Bags, purses, backpacks, and other personal items may be searched at these events.
- The same procedures and prohibited items policy will apply as outlined above.
- Additional security measures may be implemented for large events, including increased security personnel and the use of additional screening equipment.

**6. Confidentiality and Respect:**

- All screenings will be conducted with respect for the individual's privacy and dignity.
- Personal information obtained during the screening process will be kept confidential and used only for security purposes.

## **Federal Law Governing Indian Students' Rights**

Federal law provides minimum requirements for BIA-funded schools to develop due process and student rights obligations while respecting the authority of schools to set higher standards for addressing school policy violations.

Summary:

- Every student attending a BIA-funded school has the right to an education that considers Native values, an education that incorporates federal and tribal constitutional and statutory protections and due process in certain disciplinary actions. In addition, a school may issue policies that guarantee additional student rights.
- Every school is required to publish a student handbook that describes student rights and includes school policies, definitions of suspension, expulsion, zero tolerance, other appropriate terms, and a copy of Part 42 (see below). The student and school staff must acknowledge in writing that they have received a handbook and understand the student rights section.
- To protect student rights, the school must have a procedure for “formal disciplinary hearing,” though the school may have other policies and procedures that include alternative dispute resolution methods and less-than-formal types of hearings.
- Except for emergency exceptions listed in the regulation, a student must be granted a formal disciplinary hearing before a suspension in excess of 10 days, or expulsion.
- In any formal disciplinary hearing, the school must consider the actual victim’s rights. These rights may allow the victim to participate in the hearing and be notified of the hearing’s outcome.

### **PART 42—STUDENT RIGHTS**

42.1 What general principles apply to this part?

42.2 What rights to individual students have?

42.3 How should a school address alleged violations of school policies?

42.4 What are Alternative Dispute Resolution (ADR) processes?

42.5 When can a school use ADR processes to address an alleged violation?

42.6 When does due process require a formal disciplinary hearing?

42.7 What does due process in a formal disciplinary proceeding include?



42.8 What are a student's due process rights in a formal disciplinary proceeding?

42.9 What are victim's rights in formal disciplinary proceedings?

42.10 How must the school communicate individual student rights to students, parents or guardians, and staff?

42.11 Information collection.

**42.1 What general principles apply to this part?**

- a. This part applies to every Bureau-funded school. The regulation in this part governs student rights and rights and due process procedures in disciplinary proceedings in all Bureau-funded schools. To comply with this part, each school must:
  - 1. respect the constitutional, statutory, civil and human rights of individual students;
  - 2. respect the role of Tribal judicial systems where appropriate;
  - 3. all student rights, due process procedures, and educational practices should, where appropriate or possible, afford students consideration of rights equal to the student's traditional Native customs and practices.

**42.2 What rights do individual students have?**

Individual students at Bureau-funded schools have, and must be accorded, at least the following rights:

- a. the right to an education that may take into consideration Native American or Alaska Native values.
- b. the right to an education that incorporates applicable Federal and Tribal constitutional and statutory protections for individuals; and
- c. the right to due process in instances of disciplinary actions.

**42.3 How should a school address alleged violations of school policies?**

- a. in addressing alleged violations of school policies, each school must consider, to the extent appropriate, the reintegration of the student into the school community.

- b. the school may address a student violation using alternative dispute resolution (ADR) processes or the formal disciplinary process.
- c. when appropriate, the school should first attempt to use the ADR processes described in 42.4 that may allow resolution of the alleged violation without recourse to punitive action.
- d. where ADR processes do not resolve matters or cannot be used, the school must address the alleged violation through a formal disciplinary proceeding under 42.7 consistent with the due process rights described in 42.7.

#### **42.4 What are Alternative Dispute Resolution (ADR) processes?**

Alternative dispute resolution (ADR) processes are formal or informal processes that may allow restitution of the violation without recourse to punitive action.

- a. ADR processes may:
  - 1. include peer adjudication, mediation, and conciliation;
  - 2. involve appropriate customs and practices of the Indian Tribes or Alaska Native Villages to the extent that their practices are readily identifiable.
- b. for further information on ADR processes and how to use them, contact the Office of Collaborative Action and Dispute Resolution by:
  - 1. sending an e-mail to [cadr@ios.gov](mailto:cadr@ios.gov);
  - 2. Writing to the Office of Collaborative Action and Dispute Resolution, Department of the Interior, 1849 C Street NW, Ms 5258, Washington, DC 20240.

#### **42.5 When can a school use ADR processes to address an alleged violation?**

- a. the school may address an alleged violation through the ADR process described in 42.4, unless one of the conditions in paragraph (b) of this section applies:
- b. the school must not use ADR processes in any of the following circumstances:
  - 1. where the Act requires immediate expulsion (“zero tolerance laws”);
  - 2. for a special education disciplinary proceeding where use of ADR would not be compatible with the Individuals with Disabilities Education Act;
  - 3. when all parties do not agree to using ADR processes;

- c. if ADR processes do not resolve matters or cannot be used, the school must address alleged violations through the formal disciplinary proceeding described in 42.8

#### **42.6 When does due process require a formal disciplinary hearing?**

Unless local school policies and procedures provide for less, a formal disciplinary hearing is required before a suspension in excess of 10 days, or expulsion.

#### **42.7 What does due process in a formal disciplinary proceeding include?**

Due process must include written notice of the charges, and a fair and impartial hearing is required by this section.

- a. The school must give the student written notice of charges within a reasonable time before the hearing required by paragraph (b) of this section. Notice of the charges includes:
  - 1. a copy of the school policy allegedly violated;
  - 2. the facts related to the alleged violation;
  - 3. information about any statements that the school has received relating to the charge and instructions on how to obtain copies of those statements;
  - 4. Information regarding those parts of the student's record that the school will considering in rendering a disciplinary decision.
- b. the school must hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:
  - 1. if the Act requires immediate removal (such as, if the student brought a firearm to school) or if there is some other statutory basis for removal;
  - 2. in an emergency situation that seriously and immediately endangers the health or safety of the student or others;
  - 3. a. if the student (or the student's parent or guardian if the student is less than 18 years old) chooses to waive entitlement to a hearing.

In an emergency situation under paragraph (b)(2) of this section, the school:

- 1. may temporarily remove the student;

2. must immediately document for the record the facts giving rise to the emergency;
  3. must afford the student a hearing that follows due process, as set forth in this part, within ten days.
- c. the right to the record of disciplinary action, including written findings of fact and conclusions;
  - d. the right to administrative review and appeal under school policy;
  - e. the right not to be compelled to testify against himself or herself;
  - f. the right to have an allegation of misconduct and related information expunged from the student's school record if the student is found not guilty of the charges.

#### **42.8 What are a student's due process rights in a formal disciplinary proceeding?**

A student has the following due process rights in a formal disciplinary proceeding:

- a. the right to have present at the hearing the student's parents or guardians (or their designee);
- b. the right to be represented by counsel (legal counsel will not be paid for by the Bureau-funded school or the Secretary);
- c. the right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses.

#### **42.9 What are victim's rights in formal disciplinary proceedings?**

In formal disciplinary proceedings, each school must consider victims' rights when appropriate.

- a. the victim's rights may include a right to:
  1. participate in disciplinary proceedings either in writing or in person;
  2. provide a statement concerning the impact of the incident on the victim;
  3. have the outcome explained to the victim and to his or her parents or guardian by a school official, consistent with confidentiality.
- b. for the purpose of this part, the victim is the actual victim, not his or her parents or guardians.

**42.10 How must the school communicate individual student rights to students, parents or guardians, and staff?**

Each school must:

- a. develop a student handbook that includes local school policies, definitions of suspension, expulsion, zero tolerances, and other appropriate terms, and a copy of the regulations in this part;
- b. provide all school staff a current and updated copy of student rights and responsibilities before the first day of each school year;
- c. provide all students and their parents or guardians a current and updated copy of students rights and responsibilities every school year upon enrollment;
- d. require students, school staff, and to the extent possible, parents and guardians, to confirm in writing that they have received a copy and understand the student rights and responsibilities.

**42.11 Information collection.**

Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information, subject to the requirements of the Paperwork Reduction Act of 1995 (44U.S.C. 3501 et seq.) (PRA), unless that collection of information displays a currently valid Office of Management and Budget (OMB) Control Number. This part in #42.6, 42.7, and 42.9 contains collections of information subject to the PRA. These collections have been approved by OMBV under control number 1076-0163.

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**SEXUAL HARASSMENT**

ANCS is committed to providing a school environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. ANCS will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic.

**Prohibited Behavior**

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or; (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome.

Prohibited sexual harassment includes any offensive or unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. It also includes many forms of offensive behavior and includes gender-based harassment with a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.
- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements, pinching, brushing against another's body, assault and coercing sexual intercourse.

### **Harassment by Non-employees**

In addition, ANSB will take all reasonable steps to prevent or eliminate sexual harassment by non-employees such as customers, clients and suppliers who are likely to have workplace contact with ANSB students.

### **Monitoring**

ANSB shall take all reasonable steps to see that all employees, supervisors and others who have contact with our students, follow this policy prohibiting sexual harassment. This prevention plan will include training sessions, ongoing monitoring of the worksite and confidential employee surveys to be conducted and evaluated periodically.

## **Retaliation**

Student(s) bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and appropriate administrative action will be taken.

## **Complaint Procedure and Investigation**

Immediately report sexual or other unlawful harassment at school to your teacher/staff. If your teacher/staff is unavailable or you believe it would be inappropriate to discuss it with your teacher, you should immediately contact the Human Resources Director or any other member of management. Immediately reporting the incident facilitates a prompt management response, collection of statements and evidence and witness recollection of the event in question. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation to the extent possible.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Director or any member of management so it can be investigated in a timely and confidential manner. Employees who engage in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **Training**

ANSB will establish yearly training sessions for all employees concerning their rights to be free from sexual harassment and the options available if they are harassed. In addition, training sessions will be held for supervisors and managers, educating them in how to keep the workplace as free from harassment as possible and in how to handle sexual harassment complaints.

Acknowledgement of Sexual Harassment training

I \_\_\_\_\_, acknowledge that I have read and understand ANSB's Personal Relationship Policy and Sexual Harassment Policy. I attended Sexual Harassment training on \_\_\_\_\_(Date).

\_\_\_\_\_

Signature of participant

Signature of Human Resources Director



UNITED STATES DEPARTMENT OF EDUCATION

WASHINGTON, D.C. 20202



September 2007

Dear Superintendent:

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that the Department of Education (Department) notify annually each State educational agency (SEA) and each local educational agency (LEA) of their obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA). This letter serves to provide that notification to the LEA. The general requirements placed on the LEA by each law are discussed below.

### **The Family Educational Rights and Privacy Act (FERPA)**

Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 and 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student").

LEAs must annually notify parents and eligible students of their rights under FERPA. 34 CFR § 99.7. The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and,
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification for LEAs is enclosed and is also available on FPCO's Web site – [www.ed.gov/policy/gen/guid/fpcoc](http://www.ed.gov/policy/gen/guid/fpcoc).)

*Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.*





If the LEA or educational institution under the LEA discloses directory information from education records without consent, it is required by 34 CFR § 99.37 to notify parents and eligible students of:

- The types of information the LEA (or institution) has designated as directory information (see 34 CFR § 99.3 "Directory information" for definition), and,
- The right to opt out of disclosure of directory information. (A model "directory information" notice is enclosed and is also available on FPCO's Web site – [www.ed.gov/policy/gen/guid/fpcO](http://www.ed.gov/policy/gen/guid/fpcO).)

LEAs must also comply with FERPA's redisclosure and recordation provisions, set forth in 34 CFR §§ 99.32 and 99.33, except for disclosures that are specifically exempted.

Outlined below are changes in the NCLB that do not amend FERPA, but relate to the disclosure of personally identifiable information from students' education records.

Suspension and expulsion disciplinary records:

- Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7165, as amended by the NCLB, requires that each State have "a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school" no later than January 8, 2004. LEAs should include a notice in their annual notification of rights under FERPA that they forward education records to other schools that have requested the records and in which the student seeks or intends to enroll (34 CFR §§ 99.7 and 99.34(a)(ii)). (See enclosed model notification of rights.)
- Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by § 544 of the *National Defense Authorization Act for Fiscal Year 2002* (Pub.L. No. 107-107), require LEAs to:
  - give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and,
  - provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.)

### **Protection of Pupil Rights Amendment (PPRA)**

Statute: 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98.

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or,
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**GENERAL NOTIFICATION** – LEAs must provide parents and students effective notice of their rights under PPRA. In addition, the NCLB amendments to PPRA require that LEAs provide for reasonable notice of the adoption or continued use of the policies described on page four. The LEA must provide such notice at least annually, at the beginning of the school year, and after any substantive change in such policies. This new notification requirement may be included in the PPRA general notification.

The general notification must indicate that PPRA applies to surveys that contain questions about one or more of the eight protected areas listed above. The notification must explain that for surveys that contain questions about one or more of the eight protected areas and that are funded in whole or in part by Department funds, the LEA must obtain prior written consent from parents before students are required to submit to the survey.

The general notification must also indicate that, for surveys that contain questions from one or more of the eight protected areas but are not funded in whole or part by Department funds, the LEA will notify the parent, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when it will administer the survey(s) and provide an opportunity for the parent to opt his or her child out of participating.

In addition, LEAs must notify parents that they have the right to review, upon request, any survey that concerns one or more of the eight protected areas, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas, and any instructional material used as part of the educational curriculum for the student. (A model PPRA general notification for use by LEAs is attached and may also be obtained on FPCO's Web site.)

Section 1061 of NCLB amended PPRA to give parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. Here are some of the changes made to PPRA by NCLB:

- An eighth category of protected information was added to PPRA. See No. 7 above, "religious practices, affiliations, or beliefs of the student or student's parent."
  - The following new provisions apply to educational agencies and institutions that receive funds from any Department program.
- A. LEAs are required to develop and adopt policies – in consultation with parents – regarding the following:
- 1) The right of parents to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to students.
  - 2) Arrangements to protect student privacy that are provided by the LEA in the event of the administration of a survey to students containing one or more of the eight protected items of information noted above (including the right of parents to inspect, upon request, a survey that concerns one or more of the eight protected items of information).
  - 3) The right of parents to inspect, upon request, any instructional material used as part of the educational curriculum for students, and the procedure for granting a request by a parent for such access.
  - 4) The administration of physical examinations or screenings that the school may administer to students.
  - 5) The collection, disclosure, or use of personal information (including items such as a student's or parent's first and last name, address, telephone number or social security number) collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose, including the LEA's arrangements for protecting student privacy in the event of collection, disclosure, or use.
  - 6) The right of parents to inspect, upon request, any instrument used in the collection of personal information, as described above in paragraph 5, before the instrument is administered or distributed to a student and the LEA's procedure for granting a parent's request.
- B. **SPECIFIC NOTIFICATION** – An LEA must "directly" notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and must provide an opportunity for the parent to opt his or her child out of participation in the specific event or survey. The notification must be provided at least annually at the beginning of the school year and must include the specific or approximate dates during the school year when activities described below are scheduled, or expected to be scheduled. If the LEA is unable to identify the specific or approximate dates of the activities or surveys requiring specific notification at the beginning of the school year, it must provide this notification to parents once the activity or survey is scheduled. Parents should be provided reasonable notification of the planned activities and surveys, and be provided an opportunity to opt their child out, as well as an opportunity to review any pertinent surveys. A model specific notification for use by LEAs is attached and may also be obtained on the Web site noted at the end of this guidance. **LEAs must offer an opportunity for parents to opt their child out of participating in the following activities:**

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
  - Any non-emergency, invasive physical examination or screening that is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students.
  - The administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole or in part by Department funds. (LEAs must obtain active consent, and may not use an opt-out procedure, if the survey is funded in whole or in part with Department funds.)
- C. An LEA is not required to develop and adopt new policies if the SEA or LEA has in place, on the date of enactment (January 8, 2002) of the NCLB, policies covering the requirements set forth in this law; however, the LEA must still provide annual notice of these policies to parents.
- D. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:
- 1) College or other postsecondary education recruitment, or military recruitment.
  - 2) Book clubs, magazines, and programs providing access to low-cost literary products.
  - 3) Curriculum and instructional materials used by elementary schools and secondary schools.
  - 4) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
  - 5) The sale by students of products or services to raise funds for school-related or education-related activities.
  - 6) Student recognition programs.
- E. This law does not preempt applicable provisions of State law that require parental notification.

- F. This law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings permitted without parental notification.
- G. An SEA or LEA may use funds provided under part A of title V of the ESEA to enhance parental involvement in areas affecting the in-school privacy of students, such as reimbursement for costs associated with this direct notification.

DEFINITION OF SOME TERMS USED IN PPRA:

"Instructional Material" – instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" – any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" – individually identifiable information including –

- (1) a student's or parent's first and last name;
- (2) a home or other physical address (including a street name and the name of a city or town);
- (3) a telephone number; or,
- (4) a social security number.

The Family Policy Compliance Office (FPCO) in the Department administers both FERPA and PPRA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5920  
(202) 260-3887

Informal inquiries may be sent to FPCO via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

The FPCO Web site address is: [www.ed.gov/policy/gen/guid/fpcoc](http://www.ed.gov/policy/gen/guid/fpcoc).

Sincerely,



LeRoy S. Rooker  
Director  
Family Policy Compliance Office

**Family Educational Rights and Privacy Act (FERPA)  
Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, [School District] may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want [School District] to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by [insert date]. [School District] has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- |                          |   |
|--------------------------|---|
| -Student's name          | -Participation in officially recognized activities and sports |
| -Address                 | -Weight and height of members of athletic teams               |
| -Telephone listing       | -Degrees, honors, and awards received                         |
| -Electronic mail address | -The most recent educational agency or institution attended   |
| -Photograph              |   |
| -Date and place of birth |   |
| -Major field of study    |   |
| -Dates of attendance     |   |
| -Grade level             |   |

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**Model Notification of Rights under FERPA  
for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

### Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of–*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect, upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

[School District will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. [School District] will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. [School District] will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. [School District] will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920



**PPRA Model Notice and Consent/Opt-Out for Specific Activities**  
**[LEAs should adopt the following model form as appropriate]**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **[School District]** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the **[School District]** will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

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*Date:* On or about October 15, 2007

*Grades:* Five and Six

*Activity:* ABC Survey of At-Risk Behaviors.

*Summary:* This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

**Consent [for ED funded, protected information surveys only]:** A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this survey.

**Opt-out [for any non-ED funded protected information survey]:** Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

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**Date:** November 22 - 24, 2007  
**Grades:** One through Six  
**Activity:** Flu Shots  
**Summary:** The County Department of Public Health Services will administer flu shots for influenza types A and B.

**Opt-out:** Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

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Below are two examples dealing with the collection, use and distribution of personal information for student-based commercial services. Administrators should *particularly* note the difference in the type of consent required for each activity depending on what personal information is being collected, used or distributed.

*[Survey A: Limited to personal information designated as “directory information”]*

**Date:** 2007-2008 School Year  
**Grades:** Nine through Twelve  
**Activity:** Student-Based Commercial Services  
**Summary:** [School] collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

**Opt-out:** Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

[Note to schools: This information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (FERPA). Instead of using this Model Notice format, schools *may* meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt of “directory information” at the start of each school year, which would include all marketing activities.]

*[Survey B: Collects personal information beyond designated directory information]*

**Date:** 2007-2008 School Year  
**Grades:** Nine through Twelve  
**Activity:** Student-Based Commercial Services  
**Summary:** [School] collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, telephone listings and social security

numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

*Consent:* A parent must sign and return the attached consent form no later than **[insert return date]** so that your child may participate in this activity.

**[Note to schools: While some of the information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (FERPA), schools that permit marketing activities that involve the collection, use, and disclosure of students’ social security numbers may not use an opt-out procedure and must obtain prior written consent in accordance with § 99.30 of the FERPA regulations.]**

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If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **[school official, address]**. **[School official]** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

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I   [parent’s name]   give my consent for   [child’s name]   to take the ABC Survey of At-Risk Behaviors on or about October 15, 2007.

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Parent’s signature

Please return this form no later than   [insert date]   to the following school official: [Provide name and mailing address.]



## United States Department of the Interior

BUREAU OF INDIAN EDUCATION  
Washington, D.C. 20240



### National Policy Memorandum

## Bureau of Indian Education

**Title:** Policy Requiring School Violence and Bullying Policies in Schools

#### 1. Purpose

The Bureau of Indian Education (BIE) is committed to providing a safe and civil education environment for all students. The Bureau recognizes that a safe and civil education environment is one in which students are free from School Violence and Bullying. The Bureau further recognizes that requiring School Violence and Bullying Policies in BIE-funded schools will reduce the risks that acts of School Violence and Bullying pose to a safe and civil education environment.

#### 2. Scope

This Policy applies to BIE-funded schools

#### 3. Definitions

**Assault:** For purposes of this Policy, "Assault" is defined as any threat or attempt to strike another student, whether successful or not.

**Battery:** For purposes of this Policy, "Battery" is defined as actually intentionally striking another student with the intent to harm.

**Bullying:** For purposes of this Policy, "Bullying" is defined as any intentional written or verbal expression, or physical act or gesture, or a pattern thereof that takes place on school property, in school vehicles, at a designated school bus stop, or at any school sponsored event that: 1) causes physical harm or distress to a student; 2) damages a student's property; 3) has the effect of substantially interfering with a student's education; 4) is severe, persistent or pervasive enough that it creates an intimidating or threatening educational environment; 5) has the effect of substantially disrupting the orderly operation of the school.

**Harassment:** For purposes of this Policy, “Harassment” is defined as systematic and/or continued unwanted and annoying or disturbing actions directed toward one student or group of students by another. Harassment may include, but is not limited to threats, demands, intimidation, coercion, suppression and cruelty.

**Hazing:** For purposes of the Policy, “Hazing” is defined as any physical or mental practice intended to harm, humiliate, or cause physical, mental or psychological suffering initiated by one student or group of students on another as a way of initiation into a social group.

**Intimidation:** For purposes of this Policy, “Intimidation” is defined as any attempt by one student or group of students to frighten or subdue another by making threatening expressions or acting in a dominating manner to compel a student or group of students to react in a certain manner. Intimidation may include physical threats, angry or threatening expressions, emotional manipulation, verbal abuse, purposeful embarrassment and/or Assault.

**School Violence:** For purposes of this Policy, “School Violence” is defined as any act or threat of physical aggression and/or abuse by one student or group of students which causes or intends to cause physical injury or harm to another and that takes place on school property, in school vehicles, at a designated school bus stop, or at any school sponsored event. Any act or threat of Assault, Battery, Bullying, Harassment, Hazing, Intimidation, and any other act or threat of hostility or malice by one student or group of students against another may be considered an act of School Violence under this Policy.

#### **4. Policy**

##### **A. School Violence and Bullying Prohibited**

All BIE-funded schools shall develop policies that prohibit School Violence and Bullying.

Each School Violence and Bullying Policy shall include the following components:

##### **1. Statement of School Violence and Bullying Policy**

A clear statement of the School Violence and Bullying Policy.

##### **2. Definition**

Definitions for School Violence and Bullying that are no less inclusive than the definitions of School Violence and Bullying set forth in this Policy. The definitions of School Violence and Bullying in the School Violence and Bullying Policy shall include specific examples of actions and behaviors included within the definitions of School Violence and Bullying.

### **3. Procedures**

The School Violence and Bullying Policy shall include detailed procedures that clearly set forth steps to be taken in the event that School Violence and/or Bullying is detected or reported. These procedures shall include steps intended to: 1) cause the School Violence or Bullying behavior to end; 2) protect the victim(s) of the School Violence and/or Bullying; 3) punish the student(s) committing the act(s) of School Violence and/or Bullying through appropriate remedial measures; 4) record the occurrence of the act(s) of School Violence and/or Bullying to be taken into consideration in assessing appropriate remedial measures in cases of future acts of School Violence and/or Bullying or inappropriate behavior, and 5) report any act of school's School Violence and/or Bullying that escalates to the level of a reportable or violent crime under any applicable tribal, state, or federal statute to the proper authorities.

### **4. Sanctions**

The school's School Violence and Bullying Policy shall include specific consequences and remedial actions for engaging in acts of School Violence and/or Bullying. Consequences and remedial actions may be adjusted in accordance with age, grade, behavioral history, and other factors.

### **5. Reporting**

The school's School Violence and Bullying Policy shall establish a system for reporting acts of School Violence and/or Bullying for students and school personnel. School personnel shall be required to report all incidents of suspected or witnessed School Violence and/or Bullying to appropriate supervisors, administrators or other school personnel. School personnel shall also be required to report any suspected or witnessed School Violence or Bullying that escalates to the level of a reportable or violent crime under any applicable tribal, state or federal statute to the proper authorities.

## **B. Notification**

Notice of the school's School Violence and Bullying Policy shall be prominently posted to inform students and school personnel of the following portions of the school's School Violence and Bullying Policy: 1) actions that may be defined as School Violence and/or Bullying; 2) a statement that School Violence and/or Bullying is prohibited; 3) the consequences of School Violence and/or Bullying under the Policy.

Notification of the school's School Violence and Bullying Policy shall be distributed to all students, parents, and school personnel.

## **C. Education and Training**

The school shall provide training for students and school personnel as to the contents of the school's School Violence and Bullying Policy.

The school shall provide classes and/or presentations designed to inform students about School Violence and Bullying, and to allow students to develop the knowledge and skills necessary to prevent and respond to acts of School Violence and Bullying.

The school shall provide classes and/or presentations designed to assist school personnel in recognizing and responding to School Violence and Bullying. The school shall also provide classes and/or presentations designed to assist school personnel in recognizing and reporting School Violence or Bullying that constitutes a reportable or violent crime under any applicable tribal, state or federal statute.

## **D. Other School Violence and Bullying Measures**

As available resources permit, each school shall adopt other appropriate School Violence and Bullying measures to assist in recognizing, responding to, and preventing School Violence and Bullying.

## **5. Roles and Responsibilities**

Director. The BIE Director is responsible for final approval of the *BIE Policy Requiring School Violence and Bullying Policies in Schools*, consistent with the U.S. Department of the Interior's Secretarial Re-Delegation Order 230 DM 1, and submission of the final Policy to the Deputy Director, School Operations, BIE.

Deputy Director. The Deputy Director of School Operations, BIE, is responsible for the annual review of the Policy for overall management improvement of BIE-funded

schools. The Deputy Director, School Operations, BIE, is also responsible for monitoring the Education Line Office for adherence to the Policy Requiring School Violence and Bullying Policies in Schools.

*Education Line Officers.* Education Line Officers are responsible for ensuring the *Policy Requiring School Violence and Bullying Policies in Schools* is in place at and implemented by BIE-funded schools.

*School Principals.* School Principals are responsible for ensuring compliance with the Policy Requiring School Violence and Bullying Policies in Schools.

## **6. Approvals**

(signed) mm/dd/yy

Thomas Dowd Date  
Director, Office of Indian Education Programs



## **Definition of Confidentiality**

- Disclose to parents or eligible students upon request.
- Consent of parent or eligible student required for disclosure to anyone else unless one of the exceptions to consent applies.
- Inspection and review of all education records by parent or adult student.
- No right to copy unless circumstances effectively prevent parent or eligible student from exercising the right to inspect and review.
- This right is very broad and encompasses virtually every document pertaining to the student

## **For Solid Success in Confidentiality**

- Don't leave modification sheets lying visible on top of your desk!
- Never open a grade book where a parent can see the grades of other students.
- Don't be guilty of talking "out of turn" in the lounge!
- Don't talk about a specific child where other children can hear the information.
- Beware of those "over the fence", "grocery aisle", or "beauty shop" conversations. You NEVER know who may be listening.
- If you were the subject of open conversation, what would you want said and to whom would you want the conversation repeated?

## **Suspected Child Abuse Notification (SCAN)**

Public Law 101-630 as amended, (Codified in 25 United States Code 3203, 1169), INDIAN CHILD PROTECTION AND FAMILY VIOLENCE PREVENTION ACT, AS AMENDED, requires that any person identified as a Mandated Reporter who knows or has a reasonable suspicion that a child has been abused in Indian country, must report the information to the local protective services agency or local law enforcement agency. Further, if the Mandated Reporter knows or has a reasonable suspicion that actions are being taken, or are going to be taken, that would reasonably be expected to result in the abuse of a child in Indian country he/she must report the information to the local protective services agency or local law enforcement agency. Public Law 101-630 also specifically identifies positions designated as Mandated Reporters, outlines the penalties for Mandated Reporters who fail to immediately report such abuse or actions described to the proper authorities, and the penalties for supervisors, or those having authority over Mandated Reporters, who prevent or inhibit a Mandated Reporter from taking the proper reports.

Public Law 101-647 (Codified in 42 United States Code Section 13031), CRIME CONTROL ACT OF 1990, SUBCHAPTER IV – CHILD ABUSE REPORTING, requires that any person who, while in a professional capacity or activity on Federal land or in a federally operated (or contracted) facility, learns of facts that give reason to suspect that a child has suffered an incident of child abuse, shall as soon as possible make a report of the suspected abuse to the agency designated to receive the report.

All employees of Alamo Navajo Community School are considered “Mandated Reporters.”

Suspected abuse may include:

1. sexual abuse
2. physical abuse
3. emotional abuse
4. physical and/or emotional neglect.

Other examples of Child Abuse and Neglect are:

1. Discourteous conduct towards students such as an employee or other adult using inappropriate language; making out-of-place comments of a sexual/non-sexual nature; calling the student names; making insulting remarks; making humiliating comments to the child; shouting at or cursing the child.

All cases of child abuse allegations are treated within the guidelines of Federal laws protecting children, employees, and all parties involved. That means, an employee might report a suspected child abuse case and his or her identity is protected under the law.



## **Alamo Navajo School Board, Inc.**

P. O. BOX 5907  
MAGDALENA, NEW MEXICO 87825  
(575) 854-2543 Voice (575) 854-2545 Fax

### **President**

*Rick J. Padilla, Sr.*

### **Vice President**

*Raymond Apachito*

### **Members**

*Cecil Abeyta*

*Marie Pino*

*Carol Vicente*

## **SCHOOL-PARENT COMPACT**

*The Alamo Navajo Community School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop a partnership that will help children achieve the State's high standards.*

*The school-parent compact is in effect during school year 2025-2026*

## **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

### **School Responsibilities**

**Alamo Navajo Community School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

The Elementary Section will provide uninterrupted Reading and Math during designated blocks of teaching and learning. Highly qualified teachers will use instructional material based upon scientific research and best practices and mythology that is also based upon scientific research.

- 2. Hold a parent-teacher conference during which this compact will be discussed as it relates to individual child's achievement.**

Specifically, those conferences will be held:

At the beginning of the school year during Open House, and during the First and Third Parent-Teacher Conferences.

- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

Regular Progress Reports will be sent to parents at least every four weeks.

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Teachers and Administrators are available nearly every work day and always for regularly scheduled Parent-Teacher Conferences.

- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

During times of national emergency or pandemic access to inside the school is strictly monitored and regulated. Parents may not be granted access to participate at school in person, but the parent may participate or observe the classroom virtually. Parents will be subject to background check according to Bureau of Indian Education (BIE). Parents may volunteer to serve on volunteering projects or assist in their child's classroom. Arrangements are made with the Principal in agreement with the classroom teacher.

### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- 1. Monitoring my child's attendance.**
- 2. Making sure that homework is completed.**
- 3. Monitoring amount of screen time my child watches.**
- 4. Volunteering in my child's classroom.**
- 5. Participating, as appropriate, in decisions relating to my children's education.**
- 6. Promoting positive use of my child's extracurricular time.**
- 7. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate.**

8. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

**Student Responsibilities (Parent or Adult to Explain the following to the student):**

I, as a student, will support my own learning in the following ways:

1. I will come to school every day;
2. When in school, I will do my classwork;
3. I will finish everything I start;
4. I will do my best in all my work;
5. I will do my homework every day and ask for help when I need to;
6. I will read at least 30 minutes every day outside of school time;
7. I will give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Alamo Navajo Community School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that include a description and explanation of the schools' curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practically possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least Mathematics and English Language Arts.
8. Provide each parent timely notice when their child has been assigned or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

School	Parent(s)	Student
Date	Date	Date

Delivered by \_\_\_\_\_ on \_\_\_\_\_



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## **Signature Page**

I acknowledge that I have received and read the Alamo Navajo Community School Parent/Student Handbook. I understand that by signing this page, my student and I agree to follow all rules and policies outlined by ANCS, ANSBI and the Children's Internet Protection Act (CIPA).

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this Signature Page to the Dean of Students.

**The signature page is to be filed in the student's record.**