

Alamo Navajo Community School

Student-Parent Handbook



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Alamo Navajo Community School Board.*

Alamo Navajo Community School

“Home of the Cougars”

Marvin L. Martin
Superintendent

PO Box 5907
Alamo, NM 87825
Telephone: (575)854-2635 x 1100
Fax: (575) 854-2545
www.ansbi.org

This handbook belongs to:

NAME: _____

Grade: _____ Student #: _____

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Calendar

Alamo Navajo Community School | 2026-2027 CALENDAR - C

7/27 - 7/30 Teacher in Service
3 First Day of School Begin Quad A/ 1st Semester

4 Teacher In-Service Days
19 School Days

AUGUST '26						
S	M	T	W	Th	F	S
26	27	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 '27						
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						

19 Teacher In-service

1 Teacher In-service
16 School Days

7 Labor Day

17 School Days

SEPTEMBER '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			

MARCH '27						
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			

18 End of Quad C
22 Begin Quad D
25 ½ Day Students Only
Student Led Conferences

3/29-4/1 Spring Break

16 School Days

8 End of Quad A
12 National Indian Day
13 Begin Quad B
15 ½ Day Student Led Conferences
23 Teacher In-service

1 Teacher In-service
16 School Days

OCTOBER '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

APRIL '27						
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	

16 School Days

11 Veterans Day
12 Harvest Day
23-26 Thanksgiving

11 School Days

NOVEMBER '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					

MAY '27						
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					

22 HS Graduation/8th Grade Promotion
26 ½ Day Students Only End Quad D/Last Day of School
27 Teacher In-Service
31 Memorial's Day

1 Teacher In-service
15 School Days

17 End of Quad B, ½ Day Students Only
12/21-1/1 - Winter Break

11 School Days

DECEMBER '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		

JUNE '27						
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			

19 Juneteenth

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

4 Begin Quad C/ 2nd Semester

16 School Days

JANUARY '27						
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 Approval

Marvin L. Martin

School Board President Approval

Robert J. [Signature]

Teacher In-Service
School Start/End
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 st Period
9:00-9:55	2 nd Period
10:00-10:55	3 rd Period
11:00-11:55	4 th Period
11:55-12:25	Lunch
12:30-1:25	5 th Period
1:30-2:40	6 th Period
2:45-3:40	7 th Period

High School Regular Schedule

Times	Period
8:00-8:55	1 st Period
9:00-9:55	2 nd Period
10:00-10:55	3 rd Period
11:00-11:55	4 th Period
11:55-12:25	Lunch
12:30-1:25	5 th Period
1:30-2:40	6 th Period
2:45-3:40	7 th 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. MS and HS Students: Each period marked absent is 1/7 of the school day. 7 absent periods = 7/7= 1 whole school day absent.

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

Early Release lunch Schedule Elementary

- K-1 Grade 11:00 -11:30
- 2-3 Grade 11:10 -11:40
- 4-5 Grade 11:20 -11:50

2026-2027 Key Contacts

Administration

Marvin L. Martin Superintendent
Bill Green Director of General Services

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
Kellie Ochoa	Student Services
Marlena Herrera	Office Manager
Lanicelia Apachito	Receptionist
Lemuel Guerro	Athletic Director
Keona Secatero	Student Activities
Manuel Guerro	Parent Liaison
Rebecca Fenton	Nurse

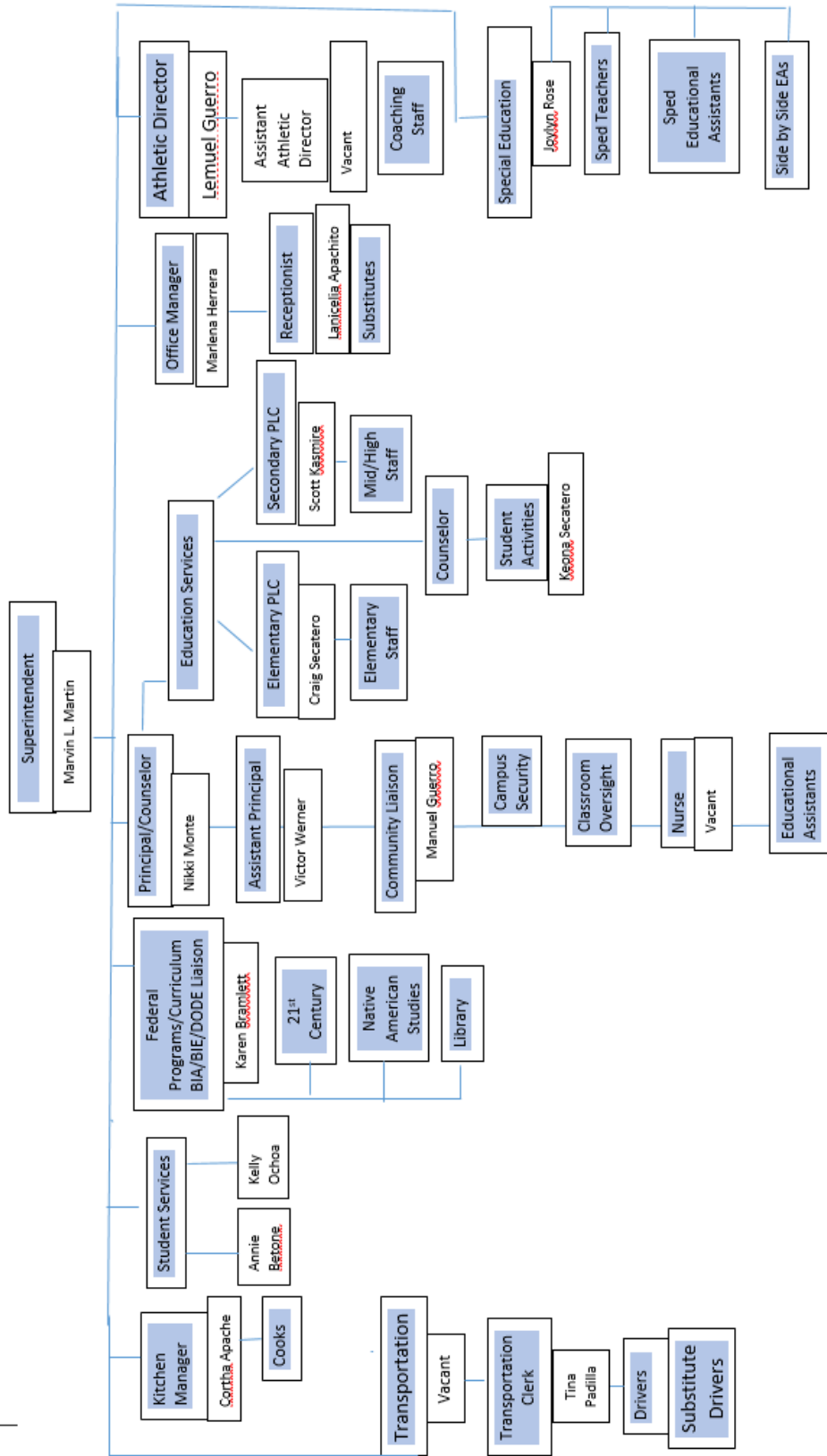
Alamo Navajo Community School

PO Box 5907

Alamo, NM 87825

575-854-2635 x 1100

Organization Chart



Welcome to Alamo Navajo Community School

The Home of the Cougars



Vision Statement

At Alamo Navajo Community School, we nurture a safe and welcoming Hózhó environment where Diné students feel valued, inspired, and empowered to be lifelong learners and community ambassadors



Alamo Navajo School Board, Inc.

P.O. Box 5907

Alamo, New Mexico 87825

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

President

Raymond Apachito Jr.

Vice President

Cecil Abeyta

Sectary/Treasurer

Marie Pino

Members

Rick J. Padilla

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 handbook, 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,

Marvin L. Martin

Superintendent

Mission Statement

Our mission is to guide students through the principles of Hózhó, harmony, balance, respect, and beauty, by providing a rigorous, culturally grounded education that honors Diné language, traditions, and community, preparing them to thrive in two worlds.

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.

Enrollment Requirements

Alamo Navajo Community School

Student Enrollment Policy & Procedures

Required Documents for Registration

Enrollment Packets are mailed each summer for the upcoming school year, they can be picked up from the Student Service Office, and home delivery of packets is available when necessary. The Enrollment Packet must be completed and submitted to Student Services with the required documentation prior to the student beginning classes.

All students enrolling at Alamo Navajo Community School (ANCS) must provide the following documentation along with the enrollment packet:

- **Birth Certificate** (new students only)
- **Certificate of Indian Blood (CIB)** (new students only, if no CIB will require parent's CIB)
- **Social Security Card** (new students only)
- **Up-to-date Immunization Record** (new and returning students)
- **Transferring Students must also provide:**
 - Official transcript or grade report from the previous school
 - Withdrawal form from the last school attended
- **Legal Documentation** (if applicable):
 - Court-issued guardianship papers
 - Power of attorney, custody orders, or other legal designations
- **Additional Student Support Documents** (if applicable):
 - Individualized Education Plan (IEP)
 - Section 504 Plan
 - Behavior Intervention Plan (BIP)
 - Other relevant educational support documents

Additional Enrollment Policies

- **Behavior & Discipline Record Check:**

Student services will request a discipline report from the student's previous school, the report will be provided to the school administration to review and make decisions on. If the student is enrolling outside of the regular enrollment window, this check is required before enrollment is finalized.
- **ANCS Students and Transfer Students with Long-Term Suspension or Expulsion:**
 - Enrollment at ANCS is subject to administrative review.

- The student may be required to complete the terms of the suspension or expulsion prior to attending regular classes at ANCS.
- The school may consider conditional enrollment, alternative placement, or support interventions as appropriate, in compliance with New Mexico law and federal due process protections (25 CFR Part 42 and 6.11.2 NMAC).

Definitions

- **Suspension:** The temporary removal of a student from school for a code-of-conduct violation.
- **Temporary Suspension:** (9 school days or fewer): May be in-school (ISS) student remains in a supervised setting and continues academic work or out-of-school (OSS).
- **Long-term suspension:** (9 school days or more): Requires a formal disciplinary hearing through due process before it is imposed.
- **Expulsion:** Removal of a student from school permanently or for an indefinite period exceeding 9 school days. Requires a formal disciplinary hearing, due process before it is imposed.

Kindergarten Enrollment

In New Mexico, a child must be at least five years old by September 1st of the school year to enroll in kindergarten.

Transfer of Academic Credits

- ANCS will accept credits earned at accredited schools (public, private, charter, tribal or BIE schools) with no loss of value. A transcript will be requested through student services.
- Students who transfer to ANCS will have their courses evaluated on a one (1) credit for one (1) credit basis.
- Partial credit will be awarded in accordance with 6.30.18 NMAC and BIE for mobile, foster, or adjudicated youth.
- Dual-credit or postsecondary coursework will be transcribed to meet graduation requirements, consistent with New Mexico's statewide dual-credit transfer framework.

Students with Disabilities

Enrollment of students with an IEP or Section 504 Plan will follow all federal and state requirements. Special education services and accommodations will be implemented upon verification of documentation and transfer of records. IDEA (34 CFR §§ 300.530–300.531) and Section 504 (34 CFR Part 104).

Final Authority

Enrollment decisions, including cases involving prior suspensions, expulsions, or incomplete records, will be made by the Superintendent/Principal and School Counselor and may be appealed to the Alamo Navajo School Board. Consistent with state law and federal due process, ANCS will ensure that no eligible student is denied access to education, though placement or conditions of enrollment may be determined on a case-by-case basis.

References

BIE (25 CFR Part 42): Formal hearing required for suspension >10 days or expulsion; due-process notice/hearing elements; handbook content requirements.

NMPED (6.11.2 NMAC): Definitions of expulsion, long-term suspension, temporary suspension, and in-school suspension; procedures tying in-school suspensions to temporary suspension and due process.

Students with disabilities IDEA (34 CFR §§ 300.530–300.531): Federal regulations authorize interim alternative educational settings and removals with required IEP team determinations and timelines.

Students with disabilities Section 504 (34 CFR Part 104): Section 504/ADA requires nondiscrimination and a re-evaluation before any significant change of placement

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 1st 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 Infection (STI) Education

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

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 99)

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.

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.	• 3rd - 8th and 11th to measure proficiency in ELA, and Mathematics Science for 5th, 8th, and 11th grades • Assessing Comprehension and Communication in English (ACCESS for ELLs) for identified K-12th grade students • NWEA Assessments K-12th grade students. ELA, Math, Science

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 initialed 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. . MS and HS

Students: Each period marked absent is 1/7 of the school day. 7 absent periods = $7/7 = 1$ whole school day absent.

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. went 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.

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. **MS and HS Students: Each period marked absent is 1/7 of the school day. 7 absent periods = 7/7 = 1 whole school day absent.**

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. **Parents/guardians who check their child out after 3:15 p.m. will not have their child's attendance affected, as students are considered present for the full instructional day at that time.**

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 ANCS is eager to have the support of community members who wish to volunteer their support in various capabilities for ANCS programs. To adequately safeguard the clients served by the ANCS, volunteers shall be required to complete the Volunteer Form, this form can be found at the school front office. 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, prior to volunteering.

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 st Infraction Consequence	2 nd Infraction Consequence	3 rd Infraction Consequence	4 th Infraction Consequence	5 th Infraction Consequence	6 th Infraction Consequence
Level C Infraction 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. Threats, Hoaxes, and False Reports*- written or verbal 11. Physical Assault of Staff/Student (Police Referral) 12. Internet Misuse (Terroristic Threats, unauthorized websites: How to make bombs, pornography, etc.)* 13. 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
Level B Infraction 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. Inciting or Instigating Physical Altercations 11. Verbal Abuse of peer or staff/adult 12. AWOL 13. Disorderly Conduct 14. Cruelty to Animals 15. Failure to attend <i>Another Place to Learn or ISS</i> 16. Other Similar Infractions	1 day OSS	3 days OSS	6 days OSS	Long-Term Suspension or Expulsion Due Process Hearing	N/A	N/A

Level A Infraction 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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*** Threats, Hoaxes, and False Reports-Any verbal, written, electronic, or social media threat involving violence, weapons, school safety, or harm to others will be taken seriously and investigated. Students who make threats, joke about threats, create false reports, or encourage such behavior may face disciplinary action, law enforcement involvement, and possible long-term suspension or expulsion.**

***Sexual Misconduct -includes using pornography in a search engine to view pornographic material of any type**

*** Bullying may 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 3rd infraction Level A, then progressively for subsequent infractions for the same offense (1st 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).** Students may possess a cell phone on campus provided it remains powered off and stored in a backpack, locker, or other approved location.

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 devices 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, 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 worn 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 permitted to bring food, snacks, or beverages onto campus or into classrooms unless prior approval has been granted by the Principal, Superintendent, or designated school staff for a specific school-related activity, event or required for a documented medical need.
- 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 may 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 Procedures

a. Students assigned to ISS must report to the main office upon arrival. A parent/guardian should accompany the student when possible. If a parent/guardian is unable to accompany the student, they must contact the school office to notify administration and make appropriate arrangements.

b. Parents/guardians must provide a current telephone number where they can be reached during the school day if needed.

c. All students assigned to ISS must be signed in and signed out by the ISS Instructor.

2. School Day Start and Dismissal

a. ISS begins at 8:00 a.m. and ends at 3:37 p.m.

b. Students will be signed out by the ISS Instructor at the conclusion of the school day. Upon dismissal, students will be escorted to the designated exit area and must leave campus immediately. Students assigned to ISS are not permitted to participate in or remain on campus for extracurricular activities, tutoring, athletic events, practices, meetings, or other after-school programs on the day(s) they are assigned to ISS unless specifically authorized by administration.

c. Students will remain in the ISS classroom for the duration of the school day except when escorted by authorized staff for restroom breaks, meals, emergencies, or other approved reasons.

d. Students may not leave the ISS classroom or designated ISS area without permission. Any student who leaves without authorization will be subject to additional disciplinary consequences in accordance with school policy.

3. Supplies and Materials

a. All academic materials required for ISS will be provided by the school, including textbooks, assignments, writing materials, and other instructional resources. Students are not permitted to bring personal items into the ISS classroom, including backpacks, purses, electronic devices, or other non-essential items. Approved lunch bags may be stored in a designated area until mealtime.

b. Students will be screened upon entering ISS for prohibited items, including electronic devices. Any unauthorized electronic device will be confiscated, secured by school administration, and returned in accordance with school policy.

c. Coats, jackets, and other outerwear may be stored in a designated area during the school day. Students are responsible for dressing appropriately for weather conditions and classroom temperatures. The school will not provide replacement clothing, jackets, sweaters, or other apparel during ISS.

d. Computers may be provided for academic purposes only. Access to technology and network resources is at the discretion of the ISS Instructor and may be restricted to approved educational activities. Students may not access personal email, social media, entertainment websites, streaming services, games, or unauthorized storage devices. Failure to follow technology expectations may result in loss of computer privileges and additional disciplinary consequences.

4. Meals

a. Breakfast and lunch will be served through the school cafeteria meal program.

b. Students assigned to ISS will receive the same school breakfast and lunch offered to all students. Sack lunches, outside food, and food deliveries are not permitted unless approved by administration for documented medical or dietary needs.

c. Students will use their assigned lunch number to receive meals.

d. Meals will be delivered to or served in the designated ISS area. Students will not be permitted to leave ISS to visit the cafeteria or select alternate meal options.

e. Candy, gum, energy drinks, and carbonated beverages are not permitted in ISS.

f. Students are expected to remain in the ISS classroom throughout the school day unless escorted by authorized staff.

5. Daily Program

a. The purpose of In-School Suspension (ISS) is to provide students with an opportunity to reflect on their behavior, continue their academic work, and develop the skills necessary to return successfully to the regular classroom setting. Students may be assigned academic work, reflection activities, or other educational assignments as determined by school staff.

b. The ISS Instructor will coordinate with classroom teachers to obtain assignments and ensure completed work is returned to the appropriate teacher.

c. Students will be assigned a seat and are expected to remain seated and engaged in assigned work throughout the school day. Students must maintain appropriate behavior and follow all directions provided by the ISS Instructor. Movement within the classroom is permitted only with permission.

d. Students are expected to use their time in ISS productively, demonstrate respectful behavior, and make positive choices that support their successful return to the regular classroom environment.

6. Student Activity Restrictions

a. ISS is a structured disciplinary setting designed to minimize distractions and support student reflection, accountability, and academic progress. Students are expected to follow all ISS rules and procedures.

b. Students may speak only with permission from the ISS Instructor.

c. Students may not engage in conversations or other communication with other students unless specifically authorized by the ISS Instructor.

d. Students must remain seated unless given permission to stand, move about the classroom, or leave their assigned seat.

e. Sleeping, resting with heads on desks, or refusing to participate in assigned activities is not permitted.

f. Profanity, disrespectful language, disruptive behavior, and failure to follow directions will not be tolerated and may result in additional disciplinary consequences.

g. These guidelines are not intended to be an exhaustive list of expectations. Students must follow all directions and instructions provided by the ISS Instructor and other authorized school personnel.

7. ISS Records

a. A record will be maintained for each student assigned to In-School Suspension (ISS). Documentation may include attendance, behavior, academic progress, assignments completed, and any disciplinary incidents that occur during the ISS placement.

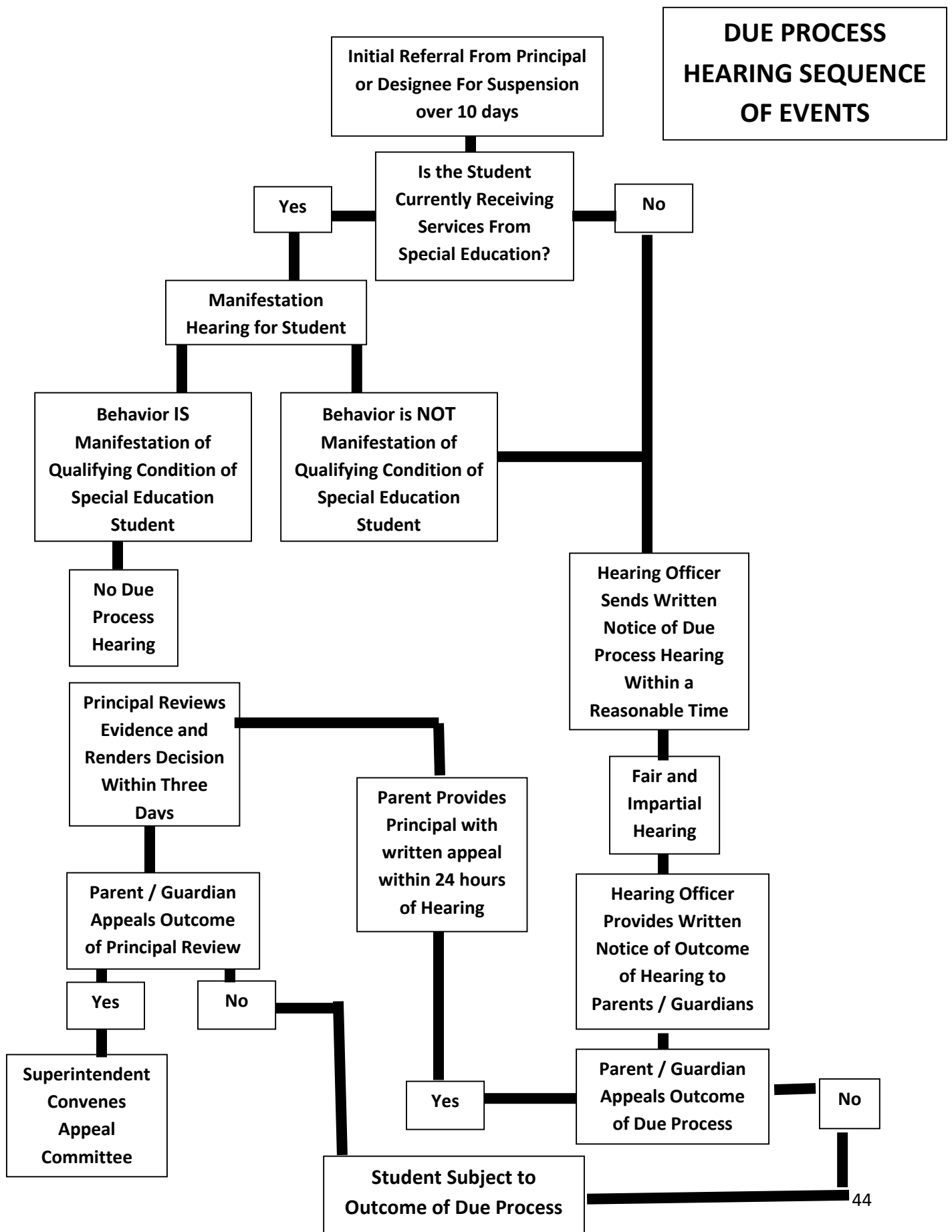
b. Parents/guardians may request to review their child's ISS records in accordance with school procedures. Access to student records will be granted only to authorized individuals and agencies as permitted by applicable laws, regulations, and school policies governing student records and confidentiality.

Failure to comply with ISS rules, expectations, or directions from the ISS Instructor may result in additional disciplinary consequences, including additional days in ISS, out-of-school suspension, or other disciplinary action in accordance with school policy.

Any additional disciplinary consequences will be determined by the Assistant Principal or designee based on the nature, severity, and frequency of the violation.

ISS is intended to provide students with an opportunity to reflect on their behavior, remain engaged in their academic work, and develop the skills necessary for success in the regular classroom environment. Students who fail to follow ISS expectations should expect appropriate disciplinary consequences.

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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.

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 Community School maintains concurrent enrollment and dual credit agreements with various post-secondary academic and vocational institutions throughout New Mexico. These programs provide eligible high school students with the opportunity to enroll in college-level courses while earning high school credit and, when applicable, college credit.

Eligibility requirements for concurrent enrollment and dual credit courses are established by the participating post-secondary institution and may vary by institution and course. Students may be required to meet placement testing requirements and other admission criteria established by the college or university.

In addition to post-secondary institution requirements, ANCS requires students to maintain a minimum cumulative GPA of 2.0 to participate in concurrent enrollment or dual credit opportunities. Some colleges and universities may require a higher GPA or additional qualifications.

Courses successfully completed through an approved concurrent enrollment or dual credit program may be recognized by ANCS and applied toward high school graduation requirements, subject to administrative approval and transcript verification. It is the student's responsibility to provide the Student Services Office with an official college transcript or other required documentation to ensure that earned credits are properly recorded on the student's high school transcript.

Common conversion:

- 3-4 college credit class = 1 high school credit (1 full-year course)
- 1-2 college credits = 0.5 high school credit

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 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:

- American College Testing Program (ACT) – Grades 11 and 12
- Armed Services Vocational Aptitude Battery (ASVAB) – General Aptitude Test & Career Exploration Program- Grades 11 and 12

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.

21st 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 3:40-5:30, 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. Guest are required to submit the Guest Permission Form minimum 24 hours in advance. The guest of an Alamo student must be under the age of 19. Forms are in the school front office.

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 all 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. **ESports**

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 1st place finish
 - b. 6 points for a 2nd place finish
 - c. 5 points for a 3rd place finish
 - d. 4 points for a 4th place finish
 - e. 3 points for a 5th place finish
 - f. 2 points for a 6th 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, **contact student services to re-enroll for bus services.**
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 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.

High School Graduation Requirements

Total Credits For HS Grade Classification

HS Grade Classifications

0 to 5.0 - 9th grade

6.0 to 13.0 - 10th grade

13.0 to 21.0 - 11th grade

22 and up - 12th 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 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

8th Grade students will be recognized during the academic awards assembly for their promotion to the 9th grade. 8th 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 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.
5. 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!
6. It is the student's responsibility to notify the office of any changes in vehicle information.
7. Once passing over the school cattle guard you are on school campus and teacher housing units are on school campus.

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

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
Raymond Apachito Jr.
Vice President
Cecil Abeyta
Sectary/Treasurer
Marie Pino
Members
Rick J. Padilla
Carol Vicente

July 27, 2026

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 licensed 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 21st 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;
 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.

Student and Employee Boundaries

Alamo Navajo Community School is committed to maintaining a safe, professional, and respectful learning environment for all students.

Students are prohibited from engaging in, attempting to engage in, or encouraging any romantic, sexual, or otherwise inappropriate relationship, contact, communication, or conduct with any employee, contractor, volunteer, substitute teacher, coach, tutor, or other individual providing services on behalf of Alamo Navajo School Board, Inc. (ANSBI).

Any report or allegation involving inappropriate conduct between a student and an employee, contractor, volunteer, substitute teacher, coach, tutor, or other ANSBI representative will be investigated promptly and may be referred to law enforcement, child protection agencies, and other appropriate authorities as required by law and school policy.

Students who experience or become aware of inappropriate conduct involving an employee or ANSBI representative are encouraged to report the matter immediately to a teacher, counselor, administrator, or other trusted adult.

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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.

Family Educational Rights and Privacy Act (FERPA)



UNITED STATES DEPARTMENT OF EDUCATION

STUDENT PRIVACY POLICY OFFICE

SPPO-21-04

A Parent Guide to the Family Educational Rights and Privacy Act (FERPA)

Other than statutory and regulatory requirements included in the document, the contents of this guidance do not have the force and effect of law and are not meant to bind the public. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) provides certain rights for parents regarding their children's education records. FERPA gives these rights to custodial and noncustodial parents alike, unless there is a court order, legally binding document, or State law that specifically provides to the contrary. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. Given the target audience for this document is parents, this guide is intended to discuss parents' rights under FERPA. Under FERPA, the term "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. A companion document discussing eligible students' rights under FERPA is available on our website at <https://studentprivacy.ed.gov/resources/ferpa-general-guidance-students>.

FERPA is a Federal law that is administered by the Student Privacy Policy Office (SPPO) in the U.S. Department of Education (Department). FERPA protects "education records," which are generally defined as records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. An

"educational agency or institution," herein after referred to as a "school," generally means a school district, a public elementary or secondary school, or an institution of postsecondary education such as a college or university. There are also a few exceptions to the definition of education records, such as law enforcement unit records and sole possession records. More information is available at <https://studentprivacy.ed.gov/faq/what-records-are-exempted-ferpa>.

FERPA applies to schools that receive funding under any program administered by the Department. Private and faith-based schools at the elementary and secondary levels generally do not receive such funding and are, therefore, generally not subject to FERPA. In addition, the confidentiality of personally identifiable information (PII) in the education records of children with disabilities is further protected by Part B of the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1417(c) and 34 CFR §§ 300.610-300.626). These regulations contain confidentiality provisions that are similar to, but broader than, FERPA. The IDEA-FERPA crosswalk contains additional information comparing IDEA and FERPA and is available at <https://studentprivacy.ed.gov/resources/ferpaidea-cross-walk>.

The rights provided by FERPA to a parent include, but are not limited to:

- Access to Education Records

Under FERPA, a school or State educational agency (SEA) must provide a parent with an opportunity to inspect and review their child's education records within a reasonable period of time, but not more than 45 calendar days following receipt of a request. A school or SEA is generally not required to provide copies of the education records unless circumstances effectively prevent the parent from exercising the right to inspect and review the education records. For example, if a parent who does not live within commuting distance of their child's school requests that the school provide access to his or her child's education records, the school would be required to make other arrangements for the parent to inspect and review the requested records, or to provide a copy of the requested records.

- Amendment of Education Records

Under FERPA, a parent has the right to seek amendment or correction of their child's education records that the parent believes to be inaccurate, misleading, or in violation of the child's rights of privacy. However, while a school is not required to amend an education record in accordance with a parent's request, a school is required to consider the request for amendment, to inform the parent of its decision, and, if the request is denied, to advise the parent of his or her right to a hearing on the matter. If, as a result of the hearing, a school decides not to amend the education records, then the parent has the right to insert a statement in the record commenting on the contested information or stating why the parent disagrees with the decision, or both. That statement must remain with the contested part of the education record for as long as the record is maintained and be included whenever the contested part is disclosed.

While a parent has the right to seek to amend non-substantive factual errors in the student's education records, the right is not unlimited, and a school is not required by

FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as substantive decisions made in the context of grades given to a student based on their performance, other evaluations of the student's performance, or disciplinary decisions. These substantive decisions also include evaluations of whether a student has a disability and is eligible for special education and related services, disagreements about the content of a student's Individualized Education Program (IEP), or the student's educational placement under Part B of IDEA. While under FERPA a parent may seek amendment to correct a non-substantive factual error in an IEP, a parent should utilize the Part B of IDEA dispute resolution procedures (State complaints, mediation, or due process hearing procedures) to resolve disputes with a school regarding substantive matters. Each State has resources to help parents to participate effectively in their children's education and development. State contact information is available at <https://sites.ed.gov/idea/contacts/#state>.

- Disclosure of Education Records

Under FERPA, a school generally may not disclose PII from a student's education records to a third party unless the student's parent has provided prior written consent. However there are a number of exceptions to FERPA's general consent requirement, some of which are described below. Under these exceptions, schools are permitted to disclose PII from education records without consent, but they are not required to do so by FERPA.

School Official

FERPA allows "school officials," including teachers, within the school to obtain access to PII from education records without consent, provided that the school has determined the officials have a "legitimate educational interest" in the information. The school's annual notification of rights under FERPA must specify the criteria for determining who constitutes a "school official" and what the school considers to be a "legitimate educational interest." Typically, 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.

Also, under the "school officials" exception to the consent requirement, FERPA permits a school to disclose education records to contractors (e.g., software/application vendors, lawyers), consultants (e.g., nutritional or information technology consultants), volunteers (e.g., home room parent volunteers, field trip chaperones, student volunteers), or other third parties to whom the school has outsourced institutional services or functions, provided that the outside party:

1. Performs an institutional service or function for which the school would otherwise use employees;
2. Is under the direct control of the school with respect to the use and maintenance of education records;
3. Is subject to the requirements in FERPA that PII from education records may be used only for the purposes for which the disclosure was made, and which govern the redisclosure of PII from education records; and
4. Meets the criteria specified in the school's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.

More information regarding the use of school volunteers and FERPA is available at <https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa>.

Seeks or Intends to Enroll

Another exception to FERPA's general consent requirement permits a school to disclose PII from a student's education records, without consent, to another school in which the student seeks or intends to enroll, or where the student is already enrolled, as long as the purpose of the disclosure is related to the student's enrollment or transfer. A school that discloses education records under this exception must make a reasonable attempt to notify the parent of the disclosure, unless the disclosure is initiated by the parent, or the school's annual notification of rights under FERPA includes a notice that it forwards education records to other schools that have requested the records and in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. A school that discloses education records under this exception also must provide the parent, upon request, a copy of the records that were disclosed. Under this exception, a school has the discretion to disclose academic, disciplinary, or any other PII from the student's education records to the new school. Further, a parent does not, under FERPA, have the right to prevent a school from disclosing such PII from the student's education records, or from communicating information about a student more generally, to the school in which the student seeks or intends to enroll.

Directory Information

FERPA also permits a school to disclose PII from a student's education records, without consent, when such information has been appropriately designated as "directory information" and the parent has not opted out of the disclosure of such designated information. The FERPA regulations define directory information as information in a student's education record that would not generally be considered

harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance (i.e., the period of time during which the student attends or attended the school), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent school attended. FERPA provides that a school may disclose, without consent, directory information if the school has given public notice to parents of the types of PII that it has designated as directory information and the process, including period of time, for parents to opt out of certain directory information disclosures. This notice is often included in the annual notification discussed below. For more information regarding directory information, visit

<https://studentprivacy.ed.gov/training/b-cs-student-directory-information>

Dependent Student

FERPA provides ways in which a school may share education records on an eligible student with their parents. Schools may, but are not required to, disclose any and all education records to parents, without the consent of the eligible student, if the student is a "dependent student," as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax return, a school may disclose the student's education records to either parent, without the eligible student's consent.

This exception to FERPA's general consent rule also permits institutions of postsecondary education to share information with parents of students who are enrolled in both a high school and a college or university (dually enrolled). In this situation, the parents retain the rights over the student's education records maintained by the high school, if the student is under the age of 18 years, and the student retains the rights over the education records maintained by the college or university.

Other Exceptions

Provided certain conditions are met that are not included in the summary below, other exceptions to FERPA's general consent requirement that would permit the disclosure of PII from education records include, but are not limited to, the following:

- To authorized representatives of, among others, State and local educational authorities, such as a State department of education, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
- To a representative of a State or local child welfare agency or Tribal organization regarding a child in foster care
- To State and local officials or authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed
- To organizations conducting studies for, or on behalf of, the school for specified purposes including improving instruction
- To comply with a judicial order or a lawfully issued subpoena
- In connection with a health or safety emergency

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of their rights under FERPA. There are separate annual notifications and other rights under IDEA. The FERPA annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of PII from the records (except in certain circumstances), and the right to file a complaint with SPPO regarding an alleged failure by a school to comply with FERPA. The notification must also inform parents of the school's criteria for the terms "school official" and "legitimate educational interest" in certain instances. A school is not required to notify parents individually, but rather is required to provide the notice by any means that are reasonably likely to inform parents of their rights. These means could include publication in a school activities calendar, newsletter, student handbook, or on a school's website.

Complaints of Alleged Violations with FERPA

Parents who believe that their FERPA rights may have been violated may file a complaint with SPPO at <https://studentprivacy.ed.gov/file-a-complaint>. SPPO will review the complaint to ensure the complaint:

- Is filed, in writing, by a parent who maintains FERPA rights over the education records that are the subject of the complaint;
- Is submitted to SPPO within 180 days of the date of the alleged violation or of the date that the parent knew or reasonably should have known of the alleged violation; and

- Contains specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred.

SPPO will then make a case-by-case determination to determine the best mechanism for resolving the underlying situation. Sometimes the action will be a formal investigation; for other complaints, consistent with the statute and applicable regulations, we will take other appropriate actions, such as acting as an intermediary or providing resolution assistance. More information regarding our complaint process is available at <https://studentprivacy.ed.gov/file-a-complaint>.

Additional Information

For more information regarding FERPA and other student privacy issues, please visit our website at <https://studentprivacy.ed.gov>.

If you have questions about FERPA that are not addressed here, you may also submit a question through our website at <https://studentprivacy.ed.gov/contact> or write to SPPO for additional guidance at the following address:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Issued July 9, 2021

Student Records and Confidentiality

Alamo Navajo Community School is committed to protecting the privacy of student records and personal information in accordance with the Family Educational Rights and Privacy Act (FERPA).

Parents/guardians and eligible students have the right to:

- Inspect and review the student's educational records.
- Request corrections to inaccurate or misleading information in student records.
- Provide written consent before personally identifiable information is released to individuals or organizations not authorized by law.
- Receive information regarding the school's policies related to student records and privacy.

Student records may include, but are not limited to:

- Academic records and report cards
- Attendance records
- Discipline records
- Assessment and testing information
- Health and immunization records
- Special education and Section 504 records

School employees may access student information only when necessary to perform their educational responsibilities. Student information will be treated as confidential and shared only as permitted by law.

Parents or eligible students who wish to review educational records should contact the school administration to arrange an appointment.

Questions regarding student records or privacy rights may be directed to the Principal or Superintendent.



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

Thomas Dowd Date

Director, Office of Indian Education Programs

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.

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Vice President

Cecil Abeyta

Secretary/Treasurer

Marie Pino

Members

Rick J. Padilla

Carol Vicente

SCHOOL-PARENT COMPACT

School Year 2026–2027

The Alamo Navajo Community School and the parents/guardians of students participating in programs, activities, and services funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), agree that this School-Parent Compact outlines how parents, school staff, and students will share responsibility for improving student academic achievement and how the school and families will develop a partnership to help students meet challenging State academic standards. This compact is in effect for the 2026–2027 school year.

School Responsibilities

Alamo Navajo Community School will:

1. Provide high-quality curriculum and instruction

Provide high-quality curriculum and instruction in a supportive, safe, and effective learning environment that enables students to meet State academic standards.

- Elementary students will receive uninterrupted instructional blocks in reading and mathematics.
- Teachers will utilize research-based instructional practices, approved curriculum, and interventions designed to meet the needs of all learners.
- Students will receive opportunities for academic growth in all content areas, including English Language Arts, Mathematics, Science, and Social Studies.

2. Hold Parent-Teacher Conferences

Provide opportunities for meaningful communication regarding each child's academic progress.

Conferences will be held:

- During Open House at the beginning of the school year;
- During First Quad Parent-Teacher Conferences; and
- During Third Quad Parent-Teacher Conferences.

Additional conferences may be scheduled upon request.

3. Provide Regular Progress Reports

Provide parents/guardians with regular information regarding their child's academic progress.

- Progress reports will be provided at least every four weeks.
- Report cards will be issued at the conclusion of each grading period.

4. Provide Reasonable Access to Staff

Teachers and administrators are available during regular workdays and scheduled conferences. Parents are encouraged to contact the school to arrange meetings or discuss concerns regarding their child's education.

5. Encourage Parent Participation

Provide opportunities for parents and guardians to volunteer, participate in school activities, and observe classroom instruction.

- Volunteers must comply with Bureau of Indian Education (BIE) requirements and background check procedures.
- Volunteer opportunities and classroom visits must be arranged through the Principal and classroom teacher.
- Volunteer forms are available in the Front Office.

Parent/Guardian Responsibilities

As parents/guardians, we will support our child's learning by:

1. Ensuring regular school attendance and punctuality.
2. Monitoring homework completion and academic progress.
3. Encouraging positive use of technology and screen time.
4. Participating in school activities and conferences whenever possible.
5. Communicating with teachers and school staff regarding concerns and questions.
6. Supporting positive behavior and responsible decision-making.
7. Promoting productive use of extracurricular and out-of-school time.
8. Reading and responding to school communications in a timely manner.
9. Participating in advisory committees and school improvement activities when possible.

Student Responsibilities

(Parents/Guardians should review these expectations with their child.)

As a student, I will:

1. Attend school regularly and arrive on time.
2. Come prepared and ready to learn.
3. Complete classwork and homework to the best of my ability.
4. Ask for help when I need it.
5. Show respect toward others and follow school expectations.
6. Read or engage in learning activities outside of school each day.
7. Share school notices and information with my parent or guardian.

Parent and Family Engagement Commitments

Alamo Navajo Community School will:

1. Involve parents and families in the planning, review, and improvement of the school's Parent and Family Engagement Policy.
2. Include parents and families in the development and review of the schoolwide Title I program.
3. Hold an annual Title I meeting to explain the school's participation in Title I programs and provide information regarding parents' rights and opportunities for involvement.
4. Provide information in an understandable format and, when practicable, in a language parents can understand, including alternative formats for parents with disabilities.
5. Provide timely information regarding curriculum, academic assessments, proficiency expectations, and student progress.
6. Provide opportunities for parents to offer suggestions and participate in decisions regarding their child's education and school improvement efforts.
7. Provide individual student reports regarding State assessment performance in English Language Arts, Mathematics, and other required assessments.
8. Provide timely notice when a student has been assigned to, or taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements.
9. Maintain open communication and promote a strong partnership between home and school to support student success.



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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.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Please return this Signature Page to the Assistant Principal.

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