Greyhills Academy High School

2010-2011

Student and Parent Handbook

Approved by Governing Board of
Greyhills Academy High School on
September 2, 2010

The Knight's Staff and Students are committed to maintain Greyhills Academy High School a Drug-Free Campus

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G R E Y H I L L S

Governing Board's Message

Ya' at' eeh dóó A' he'he', The Greyhills Academy High School Governing Board cordially welcome all returning students to the "Home of the Knights" for the School Year 2010/2011. In addition, the School Board of Directors would like to encourage all students to read and follow the codes of conduct published within this document. All stakeholders, including students, parents, staff and administrators are accountable for creating a safe and nurturing school environment whereby, students may be encouraged to succeed.

The School Board strongly recommends and attests that education is foremost in your lives. In order to take full advantage of the quality education that Greyhills Academy High School provides, it is important that students abide by the rules and policies set forth by the Governing Board and your community. Again, we encourage all students to work to reach their potential, "T'aa whi' aji' téégó dééya", and have a successful year!

Principal's Message

Y1'1t'44h shidine'4 noolin7g77. Kwe'4 nihi[hwo' n00[0n7g77 baa ahee hasin. Nih1'1[ch7n7 t'11'altso t'11 a[aaji' biyaa dahwool'aa d00 nidanitin7g77. Y4ego baa ahee hasin {ib1 da yisk'id 0[t'7g77.

On behalf of the administration, faculty and staff, I welcome all students and parents to Greyhills Academy High School. We are committed to providing a quality academic program in a safe learning environment. We start this new school year with a continued commitment in helping each student to be successful by partnering with parents in sharing academic successes and challenges.

This student handbook has been designed to give students and parents/guardians information about our school. Please read it, become familiar with its content and refer to it often. It is intended to be of assistance in providing key information regarding all aspects of school life.

This school year promises to bring new learning opportunities and personal growth for all. Following school policies promotes increased student achievement and encourages individual responsibility.

Mission Statement

Greyhills Academy High School is committed to providing a nurturing and safe environment where culturally based, and academically challenging programs are utilized in providing holistic, experiential and problem based learning that promotes life-long learners, whose knowledge will benefit Dine, First Nation's people and Global societies.

Vision Statement

Greyhills Academy High School students will grow and develop into members of their community who share an understanding and concern for society.

Philosophy of Education

Every student is entitled to an education, which shall be offered in an orderly, healthy atmosphere, both physical and emotional, and entitled to firm, fair and consistent treatment in all matters pertaining to school life.

Statement of Beliefs

We Believe. . . .

1. Educators, families, students and the community are equal partners in the education of our youth.
2. Strong parental involvement programs will foster
    a. Higher academic achievement
    b. Literacy
    c. Cognitive Development
    d. Attendance
    e. Physical and mental Well-being
    f. Personal Responsibilities and Citizenship
3. In reading, writing, and problem solving across the curriculum.
4. As a stakeholder, we are responsible for providing intellectually rigorous programs that stimulate the examination of social and civic values.
5. Youth should be equal partners in the development of the school and should have a voice in the matters of school improvement, policy making and student governance.
6. The inner talents, gifts and abilities of all students should be recognized, nurtured, and prized equally along with academic skills.
7. We are responsible, community-wide, for providing a safe, healthy, supportive educational environment.
8. Staff mentorship supports and enhances intellectual, academic and emotional development and fosters a greater sense of belonging to the school community.
9. Students develop an appreciation of all people in a global society when daily engaged in curriculum pertaining to their own culture, language, and history.

Greyhills Academy High School
SY 2010-2011
Block Time Schedules

Daily Schedule	Assembly Schedule	Class Meeting Schedule	Half Day Schedule	2 Hour Delay Schedule
Period 1 8:10 a.m.- 9:40 a.m.	Period 1 8:10 a.m.- 9:20 a.m.	Period 1 8:10 a.m.- 9:30 a.m.	Period 1 8:10 a.m.- 8:55 a.m.	Period 1 10:10 a.m.-11:10 a.m.
Period 2 9:45 a.m.- 11:15 a.m.	Period 2 9:25 a.m.- 10:35 a.m.	Period 2 9:35 a.m.- 10:55 a.m.	Period 2 9:00 a.m.- 9:45 a.m.	Period 2 11:15 a.m.-12:15 p.m.
Lunch 11:15 a.m.-12:00 p.m.	Period 3 10:40 a.m.–11:50 a.m.	Class Meeting 11:00 a.m.–11:35 a.m.	Period 3 9:50 a.m. – 10:35 a.m.	Lunch 12:15 p.m.-1:00 p.m.
Period 3 12:05 p.m.- 1:35 p.m.	Lunch 11:50 a.m.-12:35 p.m.	Lunch 11:35 a.m.-12:20 p.m.	Period 4 10:40 a.m. –11:25a.m.	Period 3 1:05 p.m.-2:05 p.m.
Period 4 1:40 p.m.- 3:10 p.m.	Period 4 12:40 p.m.- 1:50 p.m.	Period 3 12:25 p.m.- 1:45 p.m.	Lunch 11:25 a.m.-12:10 p.m.	Period 4 2:10 p.m.-3:10 p.m.
	Assembly 1:55 p.m.- 3:10 p.m.	Period 4 1:50 p.m.- 3:10 p.m.		

Transfer Students and Student Enrollment Policies

Students seeking to transfer to Greyhills Academy High School will need to have a completed enrollment packet and meet with either the Assistant Principal, Principal or Designated Representative to screen potential students seeking to transfer and may be denied enrollment by any of the following four criteria: 1) parent or legal guardian not present for enrollment; 2) over 10 unexcused attendances during current semester (students seeking to enroll who have not been in school during the particular semester for over 10 days or has over ten unexcused absences from the transferring school during current semester, which puts the student into GAHS No Credit Status); 3) behind in high school credits by four or more credits based on initial enrollment for high school (may be placed in **Structured Alternative for Education (SAFE**); 4) unresolved discipline issues(suspensions and long term suspension hearings) from transferring school (may be accepted and student placed on zero tolerance behavioral contracts and/or placed in Long Term Education and Resource Network **(LEARN)**). **Expelled students** from other schools must obtain **school board approval** for enrollment acceptance.

Transferring students will have to follow the Navajo Nation waiver policy. Incoming or transferring students need to provide and complete the following documents before administration will consider enrollment: official release/withdrawal grades (transfers); transcript (previous school); immunization record; state assessment scores – AIMS, Terra Nova; birth certificate; certificate of Indian blood; social security card; 8th grade certificate and/or report card (new freshmen); family income – for lunch application; legal guardianship – if applicable.

Section I. Graduation/Grade Level Classification/Grading System

GRADUATION REQUIREMENTS

In order to qualify for High School graduation at Greyhills Academy High School a student must earn the require credits listed below, and successfully complete a number of units in specific academic areas.

1.

Units for High School	Graduating Class 2011
English	4
Social Studies	3
Mathematics	2 (Algebra 1 and Geometry)
Science	2
P.E./Health	½ & ½
Vocational/Fine Arts	1
Electives	15-19
Total	Minimum of 28 Credits (32 credit opportunities provided)

Units for High School	Graduating Class 2012
English	4
Social Studies	3 (1/2 credit in Government and ½ credit in Economics)
Mathematics	3 (Algebra 1 and Geometry)
Science	3
P.E./Health	½ & ½
Vocational/Fine Arts	1
Electives	13-17
Total	Minimum of 28 Credits (32 credit opportunities provided)

* Class of 2013 (incoming 9th grade students this fall) will need one (1) additional math credit (4 Total) to meet graduation requirements.

** The present Government class will require ½ credit in Economics in 2012. The Government portion can be ½ credit.

2. Students in the class of 2012, **to receive a diploma you must pass the AIMS exams** as outlined by Arizona Department of Education. Use of augmentation for the AIMS scores may be used as outlined by ADE. If **you do not pass AIMS** augmented test scores, you will be given a **certificate of completion** of the required courses of study during High School.
3. Acceptable citizenship.
4. Computer Literacy.
5. Owe no debts to the school.
6. 90% attendance is required for graduation per class while enrolled at Greyhills Academy High School. Saturday School can provide additional days of attendance credit. This does not include Summer Independent (A+) Study classes.

*** Exception: ESS students will be required to meet credit requirements and AIMS requirements will be determined by IEP (Individual Education Plan).**

GRADUATION CEREMONY REQUIREMENTS

To attend and participate in graduation ceremonies, a student must have:
1. Must meet all the required graduation requirements.
2. No debts to the school.
3. Maintained enrollment in the four classes each semester of the last academic year prior to graduation. (Exception for 5th Year or more Seniors)
4. Must not be on restriction from school activities at the time of the ceremony.

DRESS: Students will dress appropriate to the dignity of the occasion. Follow school appearance code. Graduates will wear caps and gowns. (Traditional Dress is also acceptable)

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Valedictorian and Salutatorian candidates must have attended and completed a minimum of four (4) consecutive semesters (two years) at Greyhills Academy High School. The graduating Senior with the highest grade point average for seven (7) semesters will be Valedictorian. In the case of a tie for Valedictorian, the third quarter grades of the Senior year will be averaged in the calculation. Should there still be a tie; both students will be Valedictorian. In the case of a tie for Salutatorian, the third quarter grades of the Senior year will be averaged in the calculation. Should there still be a tie; both students will be Salutatorian. Students who attend half time or part time during their Senior year are not eligible for these positions; unless, they are working through a Greyhills sponsored program (in which they are receiving academic credit). The Valedictorian and Salutatorian will both make a presentation at the graduation ceremony.

GRADE LEVEL CLASSIFICATION

The Greyhills Academy High School student must earn a minimum number of semester units as listed below. To assure that each student is on track toward graduation, minimum units earned have been established for each grade level as follows:

	Beginning of the School Year	Can Earn	End of the School Year
FRESHMAN	0-6	8	8
SOPHOMORE	6.5-13	8	16
JUNIOR	13.5-20	8	24
SENIOR	20.5-28+	8	32

Graduation Requirements----------28/2011+

Students who have not earned the required number of credits for the next grade level will remain at that grade level and not be re-classified. Re-classified students will be considered at their earned grade level in every regard.

GRADING SYSTEM

The official grading system at the high school will be alphabetical, based on the 4.0 system now used by Arizona colleges and universities. Honor courses will be given a weighted grade.

Grades are assigned in the following manner:

A=	Exceptional Work	B=	Better than Average
C=	Average Work	D=	Poor Quality Work, Below Standard
F=	Failing Work, Carries No Credit	I=	* Incomplete
NC=	* No Credit – Excessive Absences	P/F=	Pass/Fail Only for Student Aides & Study Hall

*** Incompletes will be changed to "F" (failing grade) automatically after 2 weeks.**
**** Students Over 9 Absences Will NOT Receive a Passing Grade.**

Section II. Discipline Policies

1. **Disciplinary Action**
   a. All rules for the Greyhills Academy High School are in effect from the time the student leaves home for school, until the time the student arrives home including lunch. The rules are in effect whether the student is on or off campus during the school day or at a school activity.
   b. Students normally receive detention for minor actions. Detention time varies with the severity and frequency of the disciplinary problems of the student. Failure to serve detentions assigned may result in all day Structured Alternative for Education (SAFE) and 3 points for defiance of authority. Repeated failures to serve detention may result in Sustained off Campus Services (SOS).
   c. **Lunch Detention:** Students may receive detention during lunch break. Student will be under adult supervision during their lunch period.
   d. **Structured Alternative for Education (SAFE)*:*** Placement in SAFE is for student disciplinary problems that call for a student to be removed from a class or classes for one or more days. Placement in the SAFE is usually in lieu of Sustained off Campus Services (SOS). Students will only be placed in **SAFE three times**; thereafter, students will be assigned SOS.
   e. Parents are notified of all disciplinary action involving SAFE through the mailing of the discipline letter to the home. If a student repeats discipline problem, every effort is made to have a parent/teacher/administrator conference.
   f. Students whose behavior continues to be a problem for the educational process may be: placed on student behavioral contract; transferred to an alternative program; may be assigned Sustained off Campus Services (SOS); referred to court for (Truancy, CINS, Beyond Control);or may be expelled from school for their actions.
   g. A pupil may be involuntarily transferred on the first violation when s/he commits an illegal act. If an administrator determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process, the student may be transferred to an alternative program or recommended for expulsion on the first violation.

h. Fights and Substance Abuse offenses in residential will result in Sustained off Campus Services (SOS) from both the residential and academics.

CLASSROOM EXPECTATIONS for Self Discipline and Consequences

2. **Classroom Conduct**

The student must:

1. Be on time! (At your workstation).
2. Be ready to work with all needed materials.
3. Be respectful of the learning environment.
4. Be courteous and cooperative with teachers.
5. Be dismissed by a teacher (not by the bell).
6. Be respectful of school property and personal property of others.
7. Be responsible, avoid food or drink into the classroom.

Teacher may assign lunch detention within class up to two days maximum for offense.

Minimal Consequences

1st Step:	Teacher/Student Conference
2nd Step:	Teacher Conference with other (3) Teachers of Student
3rd Step:	Referral to Assistant Principal
4th Step:	Assignment to SAFE: Only 3 times per semester
5th Step:	**Sustained Off Campus Services Contract**

VIOLATION OF SCHOOL RULES

LEVEL A-(1 point for each offense) Assistant Principal

Minimum Discipline: assignment of points with warning, written apologies, lunch detention or Structured Alternative for Education (SAFE).

1. Abusing or defacing property (minor)
2. Bus violation
3. Classroom rules violation (habitual)
4. Class cut (habitual) AWOL, notification of proper authority
5. Detention cut
6. Disrespect to student/staff
7. Dress Code violation (send to office) taken home or placed in ISS
8. Electronic Devices (1st-3rd violation)
9. Gang activity (first violation)
10. Honest Policy (first and second violation)
11. Laser pointer, confiscated and not returnable
12. Leaving school without proper checking out
13. Littering/Spitting
14. Loitering/off limits area
15. Out of class without a pass
16. Overt public display of affection
17. Profanity
18. Rough/boisterous activity
19. Student Vehicle Policy violation
20. Tardy to class (habitual)
21. Tobacco possession/lighter/matches
22. Whistling

LEVEL B*-(Three (3) points per offense) *Assistant Principal

Minimum Discipline: Structured Alternative for Education (SAFE), Sustained off Campus Services (SOS). May Refer to Police or Court.

1. Cutting class (all day) AWOL, notification to proper authority
2. Dangerous behavior
3. Defiance of authority
4. Detention cut (second violations)
5. Fighting (verbal)
6. Fireworks (possession and/or use)
7. Gambling/or related materials
8. Gang Activity
9. Honesty Policy (third violation)
10. Spitting on a person
11. Tobacco use
12. Unauthorized use of computers (restricted web sites, etc.)
13. Vandalism (parents responsible for restitution)
14. Vulgarity

LEVEL C-(*OFFENSES ARE MAJOR VIOLATIONS AND WORTH SIX (6) POINTS EACH) *Assistant Principal
ALL LEVEL C OFFENSES REQUIRE SUSTAINED OFF CAMPUS SERVICES (SOS) AND POSSIBLE REFFERRAL TO THE POLICE. MUST APPEAR HAVE REINSTATEMENT MEETING TO ESTABLISH STUDENT BEHAVIORAL CONTRACT UPON RETURN FROM SUSTAINED OFF CAMPUS SERVICES (SOS) WITH PARENT/GUARDIAN. *ZERO TOLERENCE FOR WEAPONS, ARSON AND BOMB THREATS.*

1. Alcohol (possession or use)
2. Arson
3. Assault/Battery of adults/students
4. Bomb Threats
5. Extortion
6. Fighting (physical)-Automatic police investigation*
7. Illegal Drugs (possession or use) and/or Drug paraphernalia
8. Lethal Weapons (replicas or homemade devices - possession or use)
9. Sexual Harassment
10. Stolen Property (possession)
11. Theft
12. Threat to adults
13. Vandalized computer equipment (hardware & software)(parents responsible for restitution)

- Two fights within the same school year will result in Long Term Education and Resource Network (LEARN).

SEQUENCE OF ACTION GUIDELINES FOR OFFENSES:

All steps must have a completed referral forms each time.

Level A Referrals: 1-10 Discipline Points - Assistant Principal

These Level A (minor) referrals typically result in disciplinary points, lunch detention and meeting with assistant principal to refocus student action on academics. Repeated Level A referral result in assignment to **Structured Alternative for Education (SAFE).**

Level B Referrals or Accumulated 11-20 Discipline Points – Assistant Principal

Generally result in: Parent notification/Parent Conference/Placed on Student Behavior Contract/**Structured Alternative for Education (SAFE) assignment.** Remember students are only assigned to **SAFE three times**; thereafter, students are assigned **Sustained off Campus Services (SOS)**.

Level C Referrals or 20+ Accumulated Discipline Points – Assistant Principal

Student placed on **Sustained off Campus Services (SOS)** with returning Parent/Student/Assistant Principal Reinstatement Conference to Place Student on Behavior Contract. Fights and Substance Abuse incidents will

typically result in ten days of SOS. Parents will be required to attend two counseling sessions with student with in two weeks or behavior contract will be considered broken and students will be placed on Long Term Education and Resource Network (LEARN) for rest of semester.
Behavior Contract Broken: Assistant Principal, Principal and CEO/Superintendent confer to place student on Long Term Education and Resource Network (LEARN) for rest of semester.

Some students experience types of discipline problems at school whereby the student may lose the right to attend or participate in extracurricular activities with the length determined by the administrator in charge.

Nothing in these rules prevents an advisor/coach from increasing the penalty imposed if there is a written policy approved by the administration.

INDIVIDUALS WITH DISABLITIES EDUCATION ACT (IDEA)

Discipline of students with disabilities will comply with the provisions of Public Law 94-142. Such disciplinary procedures, if anticipated, will be included in an individual education plan (IEP) and discussed with the parent/guardian during the IEP process. In developing the IEP, the child study team shall review the needs of the student and the manner in which the disability may affect behavior. If it is determined that the student cannot be expected to follow acceptable behavior patterns because of substantial interference from the disabling conditions, the IEP must specify the procedures to follow if unacceptable behavior occurs. Nothing in this section is intended to negate or diminish the due process rights afforded to non-disabled students.

Structured Alternative for Education (SAFE) School

SAFE Program: is a time-out environment where a student may reflect upon their misbehavior and to resolve disciplinary concerns to therefore re-enter the classroom. The SAFE School Mission Statement will: educate each student according to their needs; determine the needs of each student; understand the student's point of view; care for each student unconditionally; acknowledge each student's need for acceptance and self-worth; teach students with passion; console with compassion; and express appreciation for each student each and everyday.

SAFE School Standard Operating Procedures:

- Only three (3) "Blue Slip" referrals to SAFE school during the semester will be allowed.
- After the third (3rd) referral, students will be assigned to Sustained off Campus Services for nine (9) days.
- Students who are referred to SAFE school will sign a contract that specifically explains the expected behavior while they are assigned to the Structured Alternative for Education (SAFE) school.
- Students in SAFE school will check their backpacks and hand bags, keeping only items that are related to school work and assignments. Back packs and hand bags will be secured in a designated area.
- No electronic devices of any type will be allowed while in SAFE school.
- Students who refuse to comply may choose to go home (at the parents expense) which will be considered as an UNEXCUSED absence which cannot be made up in Saturday school.

Long Term Education and Resource Network (LEARN) Protocol

The LEARN program is a disciplinary initiative designed to provide "treatment" rather that "punishment" for students whose behavior requires special attention and corrective action. It is meant to address student needs by establishing a higher sense of trust between students and their school. It seeks to empower and educate students into making decisions that help them succeed in school, among their peers, within their families, and throughout their lives.

A student who has been assigned to the SAFE School to LEARN is for an automatic fifteen (15) days. For every five (5) days that a student serves in the SAFE School LEARN program, his/her parent will be required to attend at least one (1) class period of one (1) day while their child is in LEARN. Parents will also sign a M.O.A. in this regard. The SAFE School counselor will maintain a record of parents who have fulfilled this requirement. However, in the event that parents do not fulfill this requirement, an additional day will be added to the number of days that remain to be served by the student in LEARN. Parents will be notified regarding this.

SAFE School to LEARN Procedures:

- Students who violate any procedure/terms/conditions of the SAFE School during their referral to LEARN will serve an additional five (5) days in the program.
- An assignment to LEARN may extend for the entire semester. Students make this decision. Students will therefore understand that they really are the ones who are empowered to decide the length of time it will take them to LEARN.
- Students who refuse to comply may choose to go home (at the parents expense) which will be considered as an UNEXCUSED absence which cannot be made up in Saturday school.

INVOLUNTARY TRANSFER TO LEARN

Involuntary transfer to a Long Term Education and Resource Network (LEARN) program shall be imposed only when other means fail to bring about pupil improvement. Involuntary transfer shall be based on finding the student:

1. has received twenty (20) discipline points, or
2. has be habitually truant (3 times or more) or irregular in attendance from instruction when s/he is lawfully required to attend, or
3. student is on No Credit Status for All Four Classes (Including No Credit from Transferring School) or
4. acquired 20 or more points by the end of the year and failed to reduce points. Students with 20 or more points will be required to attend and pass regular summer school to avoid transfer to Long Term Education and Resource Network (LEARN) program the following school year.
5. has had two fights within the same school year will result in Long Term Education and Resource Network (LEARN) program.

If an administrator determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process, the student may be transferred on the first violation.

EXPULSION POLICY

Violation of rules and regulations involving serious misconduct shall result in review of the violation by the Governing Board with the approval of the School Superintendent for disciplinary action, up to and including expulsion of the student. The following procedure shall be followed, with the Governing Board having final authority to expel a student:

1. As soon as practicable, the Principal or Dean of Students- shall provide written notice of the charge(s) to the parent/legal guardian, who will then conduct a student and parent/legal guardian conference by telephone or in person regarding the reason for an Expulsion Recommendation.

2. Where violations of criminal law are involved: principal, law enforcement, student, and parent/legal guardian shall immediately confer.
3. Parent/legal guardian may request review of Expulsion Recommendation by principal and/or superintendent.
4. The Expulsion Recommendation shall be referred to the School Board for a hearing, when necessary. Written notice of the School Board Hearing shall be forwarded to the pupil and the pupil's parent or legal guardian at least ten (10) calendar days prior to the date of the hearing by certified mail with a return receipt.
5. The Board, administrators involved, parent/legal guardian, and student will examine student's entire school records at the board hearing, including the offense for which the student may be expelled. Parents/legal guardians and student may be represented by counsel at their own expense, provide witnesses with the right to cross-examine and confront such witnesses, have the right to inspect evidence, and have the right against self-incrimination.
6. At the conclusion of the hearing, the board may or may not ask for an administration recommendation.
7. If expulsion occurs, the duration of the expulsion is determined by the Board.
8. Parents are notified of the disposition of the case and the procedure for appealing the decision to the Governing Board.
9. The expulsion will become effective only when this due process procedure has been completed.

LEVEL I EXPULSIONS:

The act must be committed at school or during a school related activity off school grounds: Administration **must** recommend and the Governing Board **must** expel student(s) for:

A. Possessing, selling or furnishing a firearm.
B. Brandishing a knife at another person.
C. Unlawfully selling a controlled substance.
D. Committing or attempting to commit a sexual assault or committing sexual battery.

LEVEL II EXPULSIONS:

The act must be committed at school or at a school activity off school grounds. Administration **must** recommend for expulsion of a student. The Governing Board **could** expel a student(s) for:

A. Causing serious physical injury to another person, except in self-defense.
B. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
C. Unlawful possession of a controlled substance listed in Health and Safety Code.
D. Robbery or extortion.
E. Assault or battery upon any school employee.

LEVEL III EXPULSIONS:

The act must be committed at school and or a school related activity. The administration **may** recommend expulsion and the Board **may** expel any student that has:

A Caused, attempted to cause or threatened to cause physical injury to another person.
B. Possessed sold or otherwise furnished any dangerous object.
C. Possessed, used or sold drugs or alcohol.
D. Committed or attempted to commit robbery or extortion.
E. Caused or attempted to cause damage to school property or private property.
F. Stolen or attempted to steal school property or private property.
G. Committed an obscene act or engaged in habitual profanity or vulgarity.
H. Disrupted school activities or other wise willfully defied the valid authority of school employees engaged in the performance of their duties.
I. Knowingly received stolen school property or private property.
J. Possession of imitation firearm.

K. Harassing, threatening or intimidating a pupil who is a witness in a school disciplinary proceeding.
L. Committing sexual harassment.
M. Committing hate violence.
N. Committing harassment.
O. Gang Activity.

Your Rights – Due Process

Relative to student discipline, due process means that school officials must follow certain notice and hearing procedures before a student can be suspended or expelled. In some situations, there are also procedures that students may follow if they do not agree with the school's actions.
If a student is faced with a possible suspension or expulsion, the appropriate due process procedure will be implemented. The following summary provides an overview to acquaint student and parents with the existing procedures. For additional information, please consult Greyhills Academy's Governing Board Policies.

Short Term Suspension
A short tem suspension is 9 school days or less. The notice and hearing required for a short term suspension is more informal and abbreviated that for a long term suspension or expulsion. There is no legal right to appeal a short term suspension.

The principal or his designee has the authority to suspend a student for 9 school days or less. When a short term suspension is the anticipated disciplinary action, the dean of students will provide the student with the opportunity to participate in an informal hearing between the assistant principal and the student. The informal hearing may include any person of the alleged behavior that is considered a violation of the rules. The student will be given an opportunity to respond. If, after these procedures are completed, the assistant principal decides that a short term suspension is appropriate, the suspension will begin and the parent will be notified.
A recommendation to the principal and CEO/superintendent for long term suspension may be imposed; but the short term suspension will nevertheless take place.
The assistant principal may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for a short term suspension shall be initiated.

Long Term Suspension
A long term suspension is 10 school days or more. In addition to imposing a short term suspension, the building principal may recommend that a long term suspension for the semester with loss of credit for that semester be imposed.

The CEO/superintendent or designee has the authority to impose a long term suspension following appropriate due process. Notice shall be given to the student and the parent that the building principal is recommending to the CEO/superintendent that the student be suspended for 10 school days or more. The student and parent shall be given notice of applicable due process procedures
If CEO/superintendent imposes a long term suspension, a formal hearing may be requested by the parent. A request for the formal hearing must be to the CEO/superintendent within two working days after notification that long term suspension has been imposed.
If a formal hearing is requested, the hearing will be held at the school level by an appointed hearing officer. A long term suspension shall take effect upon receipt of the hearing officer's decision, subject to appeal to the Governing Board.

The parent and student shall be given written notice of the date, time and place for the hearing at least five working days prior to the hearing. For substance abuse hearings, the counselor may be present.

The hearing officer's decision may be appealed by sending a written notice of appeal to the Board within five working days after receipt of the hearing officer's decision. The notice of appeal must be received no less than 24 hours prior to the meeting where that appeal will be heard.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending Greyhills Academy High School or reinstatement. Only the Governing Board can expel a student. Expulsion shall take effect only after a formal hearing is held. If the CEO/superintendent believes that expulsion is appropriate, the CEO/superintendent shall give written notice to the student and parent that expulsion is being recommended to the Governing Board and that a hearing on expulsion will take place. The student and parent also shall be given notice of applicable due process procedures. The parent and any student subject to expulsion shall be given written notice of the date, time and place for the hearing at least ten (10) calendar days prior to the date of the hearing by certified mail with a return receipt. The Board, administrators involved, parent/legal guardian, and student will examine student's entire school records at the board hearing, including the offense for which the student may be expelled. Parents/legal guardians and student may be represented by counsel at their own expense, provide witnesses with the right to cross-examine and confront such witnesses, have the right to inspect evidence, and have the right against self-incrimination. At the conclusion of the hearing, the board may or may not ask for an administration recommendation. If expulsion occurs, the duration of the expulsion is determined by the Board. Parents are notified of the disposition of the case and the procedure for appealing the decision to the Governing Board. The expulsion will become effective only when this due process procedure has been completed.

Section III. Student Conduct Policies

ATTENDANCE POLICY

Students are responsible for their attendance in school. The goal of our attendance policy is to establish high standards for school attendance everyday to help students develop the self discipline for future employment, further educational opportunities, and for individual academic success at Greyhills Academy High School. Parents play an important role in encouraging daily attendance. Students and parents are encouraged to schedule professional appointments outside of school hours, weekends, as not to interfere with the student's education. Pursuant to state and tribal laws, a student has to be in school until he/she reaches age sixteen (16) state and eighteen (18) per Navajo Nation Code Title 10 – 118.

I. Definition of Attendance: Excused vs Unexcused

Excused Absences give a student the right to make up school (work, quizzes, tests, etc.).

Excused absences include: school sponsored extra-curricular activities, illness, bereavement, medical appointments, school imposed consequences, and parental/guardian notices for absences.

Unexcused Absences means a student **does not have the privilege to make up missed school work.** Unexcused absences are absences for any purpose not excused and include: skipping class, shopping trips, personal business that can be taken care of on the weekend or after school, babysitting, being incarcerated, and missing bus.

Field Trips, athletic participation and school sponsored activities – students are considered present and can make up class assignments missed during activity.

Non-School Extra-curricular Activities. Students participating in non-school extracurricular activities shall consult with principal to determine if a non-school activity may be an excused absence. Approval must be obtained prior to the absence. Non-school extra-curricular activities will be evaluated for their academic merit to determine if excused status is appropriate.

II. Attendance Policy: Greyhills Academy High School has a strict attendance policy to earn credit(s) for class(es).

1. Teachers will fill out form to be provided to office to mail out at 3, 5, 7, & 9 absences.
2. Any student who misses more than 9 days/class periods of school per semester shall not receive credit in his/her class(es). This includes excused absences such as: illness, bereavement, doctor, optometrist and dental verifications. Upon the 10th absence for the semester, the student will be in automatic **NO CREDIT** status, and **a parent or guardian must go before the appeals committee** on the behalf of their student to petition for their student to continue his/her education at Greyhills Academy High School or withdraw their student.

3. Students returning to school with NO excused note for multiple absences may be placed in Structured Alternative for Education (SAFE) for a day.
4. Any student absent ten (10) consecutive days (for all classes) shall be dropped from the school roll. S/he will go through enrollment process to be readmitted with parent(s) this includes students who are 18 to 21 years of age.

5. Students who come to the beginning of class and are checked out, missing 75% or more of the class period will have their attendance changed to absent.

Exceptions to the requirements:

1. **If the illness is of a long-term nature**, a doctor's excuse must be renewed each quarter, or upon request. (The student will be referred to the 504 committee and the committee will determine if the student qualifies for a 504 plan.)
2. **Quarantine** directed by a County or Indian Health Services Center.
3. **School Activity Absences – Student is considered present.**
4. **Homebound** is determined by a committee for the general population of students. If the student is under Exceptional Education, then homebound will be determined by the Individual Educational Plan. Medical documentation is required and approval.

Make-up of Absences

1. Saturday school attendance will be utilized for make-up of **excused absences** in the regular/current school semester. Student may also make up absences during lunch time and after school. Students, who choose not to exercise this option, run the risk of earning no credit.
    a. A student must complete all work assigned by the subject teacher to earn up to 6 days of attendance credit.
    b. Six days of absences shall be the maximum granted for absence make-up per semester.
2. Students will be allowed three days to make up work after an excused absence. Students are responsible to make up class work when absent.

III. Attendance Procedures:

Any time that your student is absent for any reason, you may clear the absence by writing a note and have your student turn it in to the attendance office. Written notes must have the following information (1) student's full name and grade; (2) date(s) of absences(s); (3) reason for the absences(s); and (4) parent or guardian's signature; (5) home and/or work telephone number, or address. Parent may also telephone the school to indicate reason for student absence. Please call 283-6271 ext. 123.

1. Students report first to the attendance office after any absence for an **ADMIT SLIP**, which will be marked excused or unexcused.
2. Attendance will be taken each period of the day

3. Students arriving more than 10 minutes after the beginning of any class period are considered absent (Announced Snow Delay is the exception) and are to report to the attendance office for clearance before attending class and also assigned a lunch detention "Red Slip".
4. Any change of absence(s) must be completed within 10 days including that absence day.

ABSENCE MAKE-UP THROUGH VOLUNTARY SATURDAY SCHOOL

Students may be assigned or may attend Saturday School to make up absences to meet attendance requirements. Student can only make up excused absences. Students may make up two absences for each Saturday School attended for three hours.

Students may be assigned or chose to attend Saturday School to reduce student conduct points. Points may be removed at one point per ninety minutes of attendance of Saturday School.

ATTENDANCE/TARDY POLICY

PURPOSE: Encourage students to arrive to class on time, thus increasing the amount of instructional time available and to maintain a safe and orderly environment we believe is conducive to learning and academic success.

DEFINITION/PROCEDURES OF TARDY:

- All teachers will close their classroom doors immediately upon the completion of the sounding of the tardy bell that signals the beginning of class. Students who enter class after the bell without an approved reason by a school authority are considered an UNEXCUXED tardy.
- A student who is not inside the threshold of the classroom before the teacher closes the door will be considered tardy. Once the door is closed, student **may not** enter the classroom without a pass or a current tardy slip. Students who are unexcused tardy will report to the attendance office for a "Red Slip" lunch detention referral. This document will allow them to return to class. It is the student's responsibility to report to lunch detention on the date indicated. If students unexcused tardy is AFTER lunch to 3rd or 4th hour classes, they will serve Lunch Detention on the following day. Students will be responsible for taking care of this assignment.
- Students who fail to serve their Lunch Detention will be added another day to serve.
- After the third refusal to serve their Lunch Detention, students will be referred to SAFE school for a five (5) day assignment.
- A school Truancy Officer will supervise the Lunch Detention students in the cafeteria.
- Students will first report to the S.T.O. for attendance verification.
- Lunch Detention students will sit together in a designated area & remain in that area until dismissed by the S.T.O. at ten (10) minutes before the bell.
- Students who fail to comply with any of the School Truancy Officer's instructions will be referred to Structured Alternative for Education (SAFE) school for mandatory five (5) day term. If a student has already received three (3) referrals to SAFE school, they will be assigned to nine (9) days of Sustained off Campus Services (SOS). If student has already been assigned to S.O.S., then assigned to Long Term Education and Resource Network (LEARN) program for 15 days.

SWEEPING THE HALLS:

Administrators, Truancy Officers, Security and other staff members not in class will clear the halls ("sweep") of any students not allowed to enter class. These students will be directed to the attendance office for a tardy slip or if over ten minutes late and admit slip to enter the class.

STAKEHOLDERS RESPONSIBILITES:

Students:

- Be in class on time, ready to work, every class period.

Parents:

- Ensure that your child(ren) arrives at school on time each day.

Teachers:

- Monitor the halls during passing periods.
- Close door promptly upon the completion of the sounding of the tardy bell every class period.
- Admit tardy student only with a pass, excused tardy slip or (absence) admit slip.
- Follow through on tardy consequences.

Administrators:

- Be present in hallways during passing periods.
- Sweep students to Structured Alternative for Education (SAFE) after ten minutes late.
- Follow through on tardy consequences.

Attendance Clerk:

- Provide tardy slip and lunch detention "Red Slip" or (absence) admit slip for students.
- Enter tardies in attendance system.

STUDENT CONSEQUENCES: Students will be swept from the halls to Structured Alternative for Education (SAFE), by Assistant Principal, Home Liaison, Truancy Officers, Security and other staff members not in class after 10 minutes. Students will be given a lunch detention that day for morning or the next day for afternoon classes.

PARENT COMMUNICATION:

- Letter
    - More than 10 minutes late to class = **ABSENCE**
    - Rules and Consequences
    - Student Discipline Referral for tardies will be mailed home to parent/guardian on 5th and subsequent tardy referrals **submitted by the classroom teacher** where infraction occurred.

STUDENT COMMUNICATION:

- Post tardy rules and consequences at every classroom door and on the GAHS web-site.
- Announcements to encourage students to be on time.

ATTENDANCE & PHYSICAL EDUCATION CLASS REGULATIONS

1. Students are to be in the immediate P.E. area prior to the tardy bell.
2. Students are to be in their assigned area ready for roll within five (5) minutes after the tardy bell has rung.
3. The P.E. teachers will take roll five (5) minutes after the tardy bell has rung.
4. P.E. students are not to loiter around classrooms at any time and are to remain in the P.E. area until the passing bell rings.

P.E. locker rooms and P.E. facilities are off limits unless you are attending your assigned P.E. class.

ALCOHOL, DRUGS AND NARCOTICS POLICY

Any student who unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind, or any manner of a substance of any composition while enrolled at Greyhills Academy High School according to state regulations will be referred to proper authority. Student shall be given due process and assigned Sustained off Campus Services (SOS) for 9 school days.

The student will be accountable for any offense related to a school activity or school attendance which occurs at any time, including but not limited to; (1) while on school ground (including residential); (2) while going to or coming from school; (3) during the lunch period; or (4) during or while going to or coming from a school-sponsored activity.

After the **SOS 9 day** period, a student-parent-administrator reinstatement conference will be conducted. At the conclusion of this conference, the following will occur:

i. If it established at the conference that the student has sold or furnished any controlled substance or a substance represented as a controlled substance, possessed one ounce or more of marijuana, or been cited by the police with possession of sale, possessed or used other hallucinogenic or narcotics, or who has otherwise violated the alcohol, drugs and narcotics policy on any prior occasion during his/her school career, will be referred to the Governing Board with a recommendation of/or expulsion.

ii. If the student was in possession of less than one once of marijuana, had used marijuana, or possessed or used alcohol, and was a first-time violator of this policy, then a decision will be reached at the conference as to which of the following alternative will be selected for the student. All aspects of the case and the potential for a change in behavior will be considered for decision.

The alternatives are:

a. The student will be placed on strict administrative student behavioral contract for one calendar year. The student will be ineligible for all student activities for one year, although the student may petition the principal for reinstatement of activity eligibility after forty-five (45) days of school attendance. Administration may recommend an approved program on alcohol, drugs and/or narcotics abuse. Failure to maintain satisfactory attendance and conduct, or violation of any of the terms of the administrative probation will result in the immediate transfer of the student into Long Term Education and Resource Network (LEARN) program, or a recommendation for expulsion.

b. The student will be transferred into Long Term Education and Resource Network (LEARN) program as determined by the school administration. The student will be on strict administrative student contract for one calendar year. The student may petition the principal for reinstatement to activity eligibility after forty-five (45) days of school attendance. The student may petition the principal for admission to the regular school program after a minimum of forty-five (45) days of school attendance. Return to the regular school program is normally granted only at the beginning of a semester. The Principal will conduct an administrative review to determine if the student will be returned to the regular program.

APPEARANCE CODE

The Greyhills Academy High School faculty is committed to establishing a positive educational atmosphere in the classroom, on campus, and at school sponsored events that **promotes Being Safe, Being Respectful and Being Responsible.** The following appearance code is representative of that commitment and applies to both male and female students for student safety. Its purpose is to emphasize that school is the student's place of learning and the respect for other members of society and responsibility for oneself places some restrictions on the nature of our dress and grooming. Students are to be dressed according to the school appearance code each school day. Students may not wear other clothes to or from school and change at school.

1. **To promote school safety: decent, appropriate, safe, respectable and uniformly enforced.**
2. **All clothing must be neat, clean, hemmed, without holes or rips,** and acceptable in appearance. No cut-offs allowed. Clothing will be worn as its design is traditionally intended. School administration reserves the right to determine appropriateness of any school attire.
3. Students must wear footwear at all times on campus.
4. **All head gear** such as baseball or any other caps, hats, hoods, knit beanies and bandannas **are not allowed to be on school premises and must be removed before coming on campus. Head gear will be confiscated without warning and kept until end of semester or parent picks up (only twice).**
5. **All pants must be worn fitted at the waist and covering undergarments.** No pants may be more than one size too large. Excessively "sagging/baggy or tight clothing is not allowed. All belts must be worn as designed through belt loops and no long belts with end hanging down in front.
6. Bare midriffs, revealing tops (spaghetti strap shirts, tank tops), short shorts (no shorter than 6" from the knee), & immodest clothing are not allowed, i.e. any (clothing) that shows cleavage, buttocks, genital area.
7. Clothing used for Physical Education may be worn ONLY in the P.E. area.
8. Sunglasses are not permitted to be worn inside buildings only if so prescribed by a doctor, no colored lenses unless prescribed by a doctor.
9. The instructors of all school teams, and any other extra-curricular activities will consult the other instructors in the same activity and mutually develop dress and grooming standards which must be complied with, by all students in that activity. Restrictions on dress and grooming must be related to the safety of the student in the activity and/or group performance in that activity. Students and parents must be notified prior to the beginning of the activity as to the specific requirements.
10. Clothing or accessory items that are deemed by school officials to advocate, represent, promote or advance gang activity, drug activity, alcohol, violence, racism, sexual behavior, obscene language, or intolerance of any ethnic (shirts or jackets with skulls – not culturally appropriate), religious or social group may not be worn. Identification and confiscation of such items will be at the discretion of school authorities. Confiscated items will be returned to the student when they leave school for the day or may be picked up by the student's parents/guardians. Repeat offenses will not be returned until end of school year.
11. Weapons of any form are prohibited on school property or at school Functions. Additionally, at the discretion of school staff, any clothing item or accessory that appears to have the potential to be used as a weapon will be confiscated. This includes, but is not limited to, spikes, studs and chains, including chains attached to wallets.
12. Excessive jewelry, body adornment presenting a health and/or safety hazard to self or others is prohibited (i.e., nose ring, excessive earrings, body studs, excessive tattoos and tattoos which promote gang affiliation-must be covered).

(PERSONAL) APPERANCE AND GROOMING CODE VIOLATIONS

For any of the violations, students will be sent to the office. Any student who is believed to be in violation of the dress code will face a consequence which may include, but is not limited to: turn inappropriate clothing inside out, change into clothing that may be provided by the school, have other clothing brought to school, remove the accessory, confiscate the article, placed in Structured Alternative for Education (SAFE), sent home to change, given lunch detention, and assigned Sustained off Campus Services (SOS) for repeated offenses.

BUS REGULATIONS

School bus is part of the school; therefore, all infractions will be handled according to student/parent handbook. Penalties may include a temporary or permanent denial of transportation. Student and or parents are financially responsible for any damage.

Check Out of School

The following policies are designed to allow the school to fulfill its responsibility to students and their parents to properly supervise students and help them succeed at school. Requirements for checking out students:

- Only immediate family members can check-out students. Immediate family is defined as a mother, father, legal guardian, sister brother, grandparent, aunt, or uncle.
- School personnel will not be allowed to check a student(s) out, unless they are the parent of the student.
- Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- Parents or legal guardians may designate, in writing, family members who are authorized to check-out their child at enrollment.
- Check-out requests via telephone will not be approved, except in situations where a family emergency involving a serious illness or death of an immediate family member are involved.
- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check-out.
- If a conflict arises concerning the student check-out process, the School Supervisor or acting designee reserves the right to revoke any check-out privileges.
- Students(s) must be in good academic standing in order to be checked out when they will be absent for class. The only exception to this would be in an emergency situation.
- Any student, regardless of age, shall not be authorized to check themselves out and no check-out may be approved to an adult less than 25 years of age. This applies to all parties, including family members.
- Students may not be checked out until any applicable restriction is served. Exception prompted in case of emergency, must be approved by the school administration.
- In the event of local emergencies, i.e., natural disasters, fire or threatening weather conditions, any previously approved check-outs may be cancelled without prior notice.
- Students involved in inappropriate activity while in check-out status may have their check-out cancelled and will face disciplinary action upon their return to campus.

CONTRABAND

The Greyhills Academy High School is not responsible for any contraband brought to school and confiscated by school personnel. Contraband includes, but is not limited to: headgear such as bandanas, hoods, stocking caps, markers, energy drinks, electronic devices, pajamas that are worn as outer clothing, and clothing items that may be gang related and/or may be used as weapons. Students in possession of contraband may be placed in Structured Alternative for Education (SAFE) or Sustained off Campus Services (SOS).

ELECTRONIC DEVICES

Greyhills Academy High School forbids pagers, cellular telephones, and other such electronic devices during school hours or at school-sponsored events. Any student in possession of such devices will be considered for SAFE or SOS from school. The above devices will be taken from the student and returned only to a parent/guardian. Any devices found to be lost or stolen will be returned to the servicing company and law enforcement notified, as needed. School is not responsible for lost, stolen or confiscated electronic devices.

As of January 08, 2007, Greyhills Academy High School placed a School Policy in effect. This policy is our Electronic Device, which states:

Any student caught with a cell phone, iPOD, MP3, digital cameras, camcorders, etc., during the hours of **8:10am** to **11:15am** or **12:05pm** to **3:10pm,** will have their items confiscated by a staff member and delivered to the Dean of Students office and placed in a locked/secured area. **They will go through this process THREE TIMES** and parents will be allowed to pick up the item from the Dean of Students office the **first two offenses. On the Third Offense it will be kept in the main office, the remainder of the semester.** Each student are given three offenses and like stated above, only the Parents/Guardians are allowed to pick up the electronic devices the first two offenses and on the third offense, it will remain in the main office for the remainder of the semester.

Any Electronic Device must be **kept out of sight** during these time frames. These electronic devices **cannot by hanging out of clothes** (i.e. earphones, MP3's, iSHUFFLE, iPOD, etc.) and **Cell Phones** must be **turned off** during class time.

Students are not allowed to answer cell phones, text messaging during class time, picture taking with camera phones, internet browsing, listening to your MP3 (downloaded music), or make phone calls, etc. If phone calls need to be made or family is trying to contact you. You, as the student, need to make arrangements ahead of time to make phone calls at the front office (switchboard operator). Parents/Guardians if you need to contact your child(ren), please call our school switchboard operator at (928) 283-6271 and leave a message with him/her, your message will be delivered to your child(ren)..
Below is a time frame of when these electronic devices can be utilized and when they cannot be utilized:

Before 1st hour 8:10am

Not during 8:10am to 11:15am

During Lunch Time 11:15am to 12:00pm

Not during 12:05pm to 3:10pm

After 3:10pm

ELECTRONIC VANDALISM

Electronic vandalism is a felony. Students found to be involved in electronic vandalism may be cited by the police, and Greyhills Academy High School may assign Sustained off Campus Services (SOS) and/or request expulsion. Electronic vandalism includes but is not limited to computer viruses, tampering with security cameras, accessing and/or corrupting system data.

EXTRACURRICULAR ELIGIBILITY POLICY

1. Scholastic Eligibility Standards:
   a. All incoming freshman will be eligible for all extracurricular activities for the first four weeks of school. Following the first grading period grades, the following standards will be in effect.
   b. A student will be ineligible to participate in any extracurricular activity if s/he receives a grade of "F" in any of their classes during any eligible grading period.
   c. The student must be successfully progressing toward the graduation requirement.
   d. Students who are reclassified downward will remain ineligible until they have regained their class standing, or have earned the credits needed from the regular school each succeeding semester and meet all other eligibility requirements.
   e. A grade change affecting eligibility must have approval of an administrator/counselor. The teacher must complete a "Change of Grade" form or an Athletic Clearance form and turn it into the guidance office. (Usually only work missed in the grading period should be allowed.)
2. Citizenship Eligibility:
   a. A student who is suspended from school will be ineligible to participate in or attend the next extracurricular activity as determined by the administrator enforcing the policy.
   b. Any student who violates the tardy/attendance or discipline policy may lose his/her right to attend or participate in extracurricular activities as determined by the administrator enforcing the policy.
   c. Some students experience types of discipline problems at school whereby the student may lose the right to attend or participate in extracurricular activities with the length determined by the administrator in charge.
   d. Nothing in these rules prevents an advisor/coach from increasing the penalty imposed if there is written policy approved by the administration.

HARASSMENT

Harassment is defined as intentionally engaged in threats or intimidation directed against a pupil or group of pupils that is so severe it materially disrupts class work, creates substantial disorder, and invades the rights of the student or students by creating an intimidating or hostile educational environment.

HATE VIOLENCE

Hate violence is defined as the use of force or threat of force, willfully injure, intimidate, interfere with oppress or threaten the rights of any other person, or knowingly disgrace, damage or destroy the property of any other person for the purpose of intimidating or interfering with the rights of that person, because of the person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation.

HAZING

No student or any other person in attendance at school shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending school. (Including in sports)

HONESTY POLICY

A. *Cheating Defined:*

Obtaining or providing any help on an assignment that is to be completed solely by the student.

This definition applies to:

c. Tests or projects;
d. Individual projects and/or research.
e. Individual homework when so designated.
f. Plagiarism (absolutely not allowed).
g. Other teacher designated work.

Exception to this rule would be when a teacher has an assignment that requires group participation.

B. *Penalties for Cheating:*

1. **First Offense:**
   a. Parent notification by instructor.
   b. Grade of "0" on the work.
   c. Student to see Dean of Students with a completed Student Referral Form.

2. **Second Offense:**
   a. Parent notification by instructor.
   b. Grade of "0" on the work.
   c. Student to see Dean of Students with a completed Student Referral Form.
   d. Counselor, Dean of Students and student conference.
   e. Parent notification by Dean of Students.
   f. Student assigned to ISS for two entire school days.

3. **Third Offense:**
   a. Parent notification by instructor.
   b. Grade of "0" on the work.
   c. Student to see Dean of Students with a completed Student Referral Form.
   d. Counselor, Dean of Students, parent and student conference.
   e. Student removed from that class with a semester grade of "F". (fail)
   f. Student assigned to ISS during that period for the remainder of the semester.
   g. Student may not attend or participate in any school activities for 45 school days of attendance.

Circumstances may occur to cause the Assistant Principal to bypass steps for the first offense and/or the second offense.

LOITERING POLICY

No loitering is permitted by students either before or after school or at lunchtime on the streets, sidewalks, and properties adjacent to the school campuses. (This includes property on both sides of the School Campus. This includes school housing; exception to this rule is if you reside there.)

OFF CAMPUS POLICY VIOLATIONS

If Greyhills Academy High School can anticipate a problem on and/or off campus, the school may take action. If a student makes a threat on campus and follows through with it off campus, the school may take action. The police will be involved. If a threat or activity occurs off campus and reported by a parent, the school may investigate it. However, the incident is not the school's responsibility. The incident is the responsibility of the police and the parent must file a report with them.

OFF LIMITS POLICY

The Governing Board gives the authority to the administration to declare any area off limits for students during school hours, on the way to school or on the way home from school. Greyhills Academy High School is a ***closed campus***(meaning students may not leave campus without proper check from office and no check outs just for

lunch). All private homes, garages, lawns, yards, lots, etc., on the Greyhills Academy High School Compound are off limits.

PROPERTY—PERSONAL

The Greyhills Academy High School is not responsible for items dropped off at school for delivery to or pick up by the student. It is recommended that the person wait for the student and deliver the items personally. The attendance clerk, dean of student's secretary, switchboard operator or the principal's secretary will contact the student.

THE SCHOOL CANNOT BE REPONSIBLE FOR THEFTS FROM LOCKERS, KEEP YOUR LOCKER LOCKED and the combination confidential. Safeguard and protect your personal belongings. Lockers and desks are the property of the School and not of the student. They are subject to inspection at anytime to protect the safety of the pupils and staff and to deter the possession of drugs and/or weapons on school grounds. Student lockers may legally be inspected by school officials at anytime. YOU ARE RESPONSIBLE FOR THE CONTENTS IN YOUR LOCKER. The school will schedule with Law Enforcement on a regular basis for Drug Dog searches to deter drugs within the school.

THE SCHOOL DOES NOT CARRY INSURANCE ON ANY LOST OR STOLEN ARTICLES, INCLUDING CONTRABAND ITEMS.

PROPERTY---SCHOOL

Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to school is liable to suspension or expulsion, and the parent or guardian shall be liable for damages cause by the student. Students may be assigned to Structured Alternative for Education (SAFE) and asked to help maintenance to repair the damage they have caused.

RELEASE OF STUDENT TO PEACE OFFICER

In the event that your student is released to a peace officer during school hours (i.e., Police/Probation); the school shall take immediate steps to attempt to notify the parent, guardian, or responsible relative by telephone. The information provided will be regarding the release of the minor to the officer, the place to which the minor is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse, pursuant to Navajo Nation Law.

To insure that we reach you by phone please make sure that you have accurate, up to date information on file with the school, at all times. You may report changes in personal information to the registrar.

SUSPECTED CHILD ABUSE & NEGLECT PROTOCOL

Who to contact when you suspect abuse or neglect?

Law Enforcement Department
Tuba City Police Department Phone: 283-3111 or 283-3112

Child Protective Services
Tuba City Family and Children Services Phone: 283-3281, 3266, 3250
Fax: 283-3276
After-hour phone number is also available for person who is on-call.

Hopi Guidance Center Phone: 928-737-2685
Fax: 928-738-2697

Hopi Police Department Phone: 928-738-2234
Fax: 928-738-2238

Any person making a report *based upon their reasonable belief and make in good faith* shall be immune from civil and criminal liability for making that report.

What information is needed for a report?

- **Child's name**, gender, date of birth, census number, social security numbers, school attending
- **Parents' names**, residential address (be specific), mailing address, place of employment
- **Information regarding incident report:**
    1. Exactly what the child said and what you said
    2. Any evidence or information available to reporter of prior abuse, neglect, or injury
    3. Your observations
    4. **WHERE IS THE CHILD NOW AND IS CHILD SAFE?**
    5. What actions have been taken so far such as notification to school directors, principals, parents?
    6. Any other supporting documents such as attendance records, medical documents, etc.
- Attempt to get CPS and PD to do interview at the same time.

Remember to maintain CONFIDENTIALITY on a need to know basis-only if it will protect the child. Do not discuss this incident or disclosure with anyone other than those who need to know.

A written copy of your incident report should be sent to CPS with Social Services after the telephone report.

If you fail to report, there is a penalty. Your supervisor can also be held responsible.

SEARCH AND SEIZURE POLICY

To ensure that Greyhills Academy High School remains safe and drug-free, school officials may elect to conduct random sweeps of classrooms, lockers, and backpacks. Use drug-sniffing canines when deemed necessary to deter drugs on campus. These searches of classrooms, lockers, backpacks, or parking lots will take place only after all students are removed in an orderly fashion from the area to be searched, or as deemed by a school official.

SEXUAL HARRASSMENT

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature in the educational setting. Any student who feels s/he is the victim of sexual harassment must notify any teacher, counselor, school nurse, and Assistant Principal or administration personnel. The student may be asked to provide a written statement of the harassment.
Any form of verbal, written, or physical sexual harassment toward school personnel, or between students, will call for automatic Structured Alternative for Education (SAFE)/ Sustained off Campus Services (SOS), possible expulsion, and possible inclusion of police investigation.

SKATEBOARDS, ROLLER BLADES, BICYCLES, ETC.

The use of skateboards, roller blades, bicycles or similar devices are **prohibited at all times** on the facilities of Greyhills Academy High School. Students may receive detention or Structured Alternative for Education (SAFE) for violation of this policy.

SMOKING AND TOBACCO POLICY

State law prohibits possession or use of tobacco by a minor. Possession or Use of Tobacco On Campus May Result In Structured Alternative for Education (SAFE). The student may be cited by the police.

SPITTING

Spitting is considered a HEALTH HAZZARD and not tolerated on school facilities, sidewalks, or on individuals.

STUDENT ACTIVITIES AND GUEST POLICY

All students are encouraged to obtain and ID. School dances are intended for high school students. Only students attending Greyhills Academy High School and their guest are admitted to dances. The following rules apply:

1. No student will be allowed into any school dance without proper school identification or Student Body Card.
2. Improper behavior on the part of a guest may result in the loss of privileges for the student who brought him/her.
3. The Principal prior to the event must clear any adult guest who is not a high school student to attend any school dance.
4. Should a student wish to bring a guest to the regular dance, s/he may do so by obtaining from the Attendance Clerk a guest card signed by the Principal. In addition, the guest must submit a permission slip from their home school prior to the issuance of a Guest Card. (Permission slips may be picked up in the attendance office.) Both the students' name and that of the guest will appear on the card and the guest must be presented at the door by the student obtaining the guest card. (NO ELEMENTARY/MIDDLE STUDENTS SHALL BE PERMITTED AT HIGH SCHOOL DANCES.)
5. A STANDARD RULE AT ALL DANCES PROHIBITS ANYONE FROM RETURNING TO A DANCE ONCE S/HE LEAVES THE BUILDING.
6. All school rules apply to any activity sponsored by the Greyhills Academy High School.

TELEPHONE – USE OF

School telephones located in the office are reserved for school business and only for emergency use by a student. Students using the school telephone may be required to provide the name of the person to be called, the reason for the call, and the telephone number. Staff may make the call for the student.

VEHICLE REGISTRATION POLICY

Any student who is a registered student with Greyhills Academy High School, and brings their own personal vehicle to school, will need to register their vehicle with the School Security office. As the student, you will need to obtain a parking permit, have a Valid Drivers License and Proof of Auto Insurance upon registering your vehicle. After your registration, you will be issued a parking sticker that will need to be visibly placed on the inside of your windshield. **Not under any circumstances, will we accept any student with a Learner's Permit.** We will need to see an official State Driver's License, with the age showing 16 and 7 months or older.

Failure to register your vehicle with the School Security and the Office of Assistant Principal, shall result in having your vehicle removed from school campus by the Local Law Enforcement.

WALK OUTS

Students should not be involved in walkouts that could results in lost of credit for the semester. Students and parents need to go through proper channels concerning complaints. Students who need their voice heard have Student Council, Counselors, Dean of Students, etc. Parents may go through the proper channels concerning sports. Concerns about your child(ren)'s grades should be addressed with the Instructor first. The principal will be involved only after all avenues have been exhausted.

Section IV. Services

HEALTH OFFICE

The Health Office in located in Greyhills Academy High School. The school nurse can be contacted at 283-6271, ext. 137. Students who live off campus **MUST** deposit all medications with the school nurse. Students are required to have a **pass** from their classroom teacher before going to the nurse's office. In those rare occasions when the nurse may not be present, all students must report to the Assistant Principal's office where we will direct students for assistance. Emergency information should be on file to take care of emergency situations. Immunizations records are required for student enrollment. Tuba City Regional Health Care Corporation offers a High School Teen Clinic ONLY at certain times during the week. Parental permission is required for health care through the Teen Clinic. Parents/guardians are responsible to take their child to the hospital for health care and dentist for dental care. Repeatedly sending a student to school sick and expecting the school to take student to hospital for care is grounds for referral to Child Protective Services for medical child neglect. Be responsible in obtaining health care.

LIBRARY

Any student wishing to check out library materials **MUST** have a proper Greyhills Academy High School Identification (ID) Card, **NO EXCEPTIONS!**

Students, who owe a debt to the library or have overdue books, will not be allowed to check out any additional materials until his/her record is cleared.

Students are **required to have a pass from their classroom teacher** when going to the library during class time. Failure to observe Greyhills Academy High School classroom rules while using the library will result in denial of the privilege to use the library.

MULTI-DISCIPLINARY TEAM

When attempts by school site programs have failed to resolve a student's school adjustment problems, the student shall be referred to the multi-disciplinary team. The multi-disciplinary team, after thorough examination and discussion of all information provided by the referral, the student and his/her parent, will make a recommendation that will be in the best interest of both the student and the school. Such recommendations could include referral to

various community agencies or transfer to alternative program. This may include the 11th hour policy pertaining to special education.

TUBA CITY COMMUNITY RESOURCES

Department of Behavioral Health: Contact numbers (928)283-3031 or 283-3346.

Department of Mental Health: Mabel Shepherd, Office Automation Clerk (928) 283-2831.The Department of Mental Health does initial intakes or referrals from outside agencies, schools and other Health Facilities for consultations. The DOH has one Doctor, one psychiatric nurse practitioner, two substance abuse counselors and five mental health specialists. Each staff deals with cases, such as, Emotional Issues, Grief, Anger/Stress Management, Marital/Relationship Problems, Domestic Violence, ADHD, Drug/Alcohol for Adolescence up to age 24. Their staff will make the decision to either place the patient on medication depending on their needs; if they need to be sent out for treatments (depending on the severity); family therapy, grief, etc. All these services are strictly confidential and cannot be released with out the proper authorization.

Department of Social Services: Gevern Begaye, Intake Worker (928) 283-3266. The Department of Social Services does initial intake or referrals from outside agencies, schools, from relatives and other Health Facilities for consultations. The DSS has an Intake Worker who deals with all these intake/referrals. They deal with reports of Child Abuse, Child Neglect, a Child that is beyond control, up to the age of 17 years old. Any referrals that involves a child that is over 18 years of age or older, they are automatically referred to the Prosecutor's Office.

Peacemaking Court Liaison: Tuba City Judicial District P.O. Box 725, Tuba City, AZ 86045. (928) 283-3143/3140, FAX (928) 283-3158. Contact Person: Emmitt Kerley. Referrals are submitted by Greyhills Academy High School Staff, i.e. School Social Worker Substance Abuse Counselor, Teaching Staff, School Truancy Officer, Parent/Guardian/Dorm Residence Staff, Office of Assistant Principal. Any referrals that deal with attendance and truancy may be submitted. There is also a Court Fee that is applied and will be paid by the Family Members of the student.

Tuba City Prosecutors Office: P.O. Box 296, Tuba City, AZ 86045. (928) 283-3160/3164/3161, FAX (928) 283-3169. The Prosecutor can assist parents with: child beyond control, truancy, substance abuse treatment. Schools can also file with court for: CINS, truancy, treatment and truancy.

NOON STUDY HALL

Noon study hall will be available to students who need extra preparation for AIMS exam. Students must make a responsible decision to attend on a regular basis for help.

RESIDENCE LIFE

Our goals for students include specific items for students to work towards. Students should perform at levels commensurate with their abilities, select challenging projects, use appropriate styles of communication, develop values which reflect positive feelings about self, concern for others and awareness of personal responsibilities, demonstrate an awareness of factors which contribute to good mental and physical health, and behave and dress appropriately. The residential program is designed to assist students in their efforts to meet these goals.

In accordance with the foregoing, we believe that effective residential programs have the following characteristics:

- Students with potential or actual social/emotional difficulties are identified and assisted in their efforts to find help;

- Academic excellence is pursued and students know what activities are available to them at given times;
- Every students is involved in one or more organized extracurricular activities;
- After school enrichment activities are available to students to contribute to life skill development in after school hours;
- Functional sleeping room, laundry facilities and lounge area are provided;
- Will-balanced, appetizing meals, including a variety of foods, are provided;
- Family units are supported - i.e. student – parent communication and understanding (rapport and contract) is encouraged;
- Responsible participation in the residence life and school is encouraged.

We intend for our dormitory:

- To provide opportunities for educational enrichment and social and emotional growth;
- To nurture mutual respect and shared responsibilities;
- To have a comfortable, friendly environment.

SCHOOL SECURITY OFFICER/TRUANCY PERSONNEL

School security officers and truancy personal assists students and school employees with the day-to-day operations of the school.

KNIGHT NET AGREEMENT

Internet is a worldwide network connecting millions of computers and growing daily, and the Knight Net is the Greyhills Academy High School on-campus network. A network, which is really just many individual computers tied together, brings together information sources and allows communications with both local and distant computers. The Internet is a tool for life long learning, and we are pleased to offer it to our staff and students.

With this learning tool, staff and students (collectively referred to as "users") must understand and practice proper and ethical use. All users must attend training regarding procedures, policy, and security before being allowed access to use the network.

Users must never allow others to use the network with their access code. Users should protect their password to insure network security and their own ability to continue to use the network.

Users agree to abide by the rules of the school when using the network. This may include, but may be limited to: signing a usage log before using the network, only accessing specific applications on the network, and being restricted from some applications on the network.

Although instructors will monitor Internet use, parents must realize that students may encounter material while using the Internet that they might not consider appropriate or which might be considered offensive. It is the responsibility of the student to choose not to pursue such material.

Users violating school rules, classroom rules, or applicable state and federal laws are subject to loss of network privileges and disciplinary action. Students may be given a disciplinary action ranging from a failing grade to expulsion from school.

Before using the Net facilities, the user (student), and parent/guardian (of student user), must sign below indicating that you, are aware of the agreement to follow the policies, and Conditions, Rules, and Acceptable Users Agreement of Greyhills Academy High School as described on the reversed side.

_____	_____	_____
Name of User (please print)	Signature of User	Date
_____	_____	_____
Name of Parent/Guardian	Signature of Parent/Guardian	Date

GAHS STUDENT HANDBOOK SIGNATURE BY PARENT & STUDENT

Parents support is needed and appreciated to encourage students to observe school guidelines and procedures. Greyhills Academy High School is glad to work closely with parents to teach and maintain responsible student

behavior. Through communication with your child's teacher, you will remain well informed and actively involved in your child's education.

Please review the student handbook with your child(ren) then sign below to acknowledge receipt of the student discipline plan and the consequences to students who violate Greyhills Academy High School discipline policy.

I HAVE RECEIVED THE STUDENT/PARENT HANDBOOK. I HAVE READ AND DISCUSSED WITH MY CHILD ALL RESPONSIBILITY AND REQUIREMENT POLICIES WHICH MIGHT AFFECT MY CHILD.

Name of Child:_____ Grade:_____

_____ _____

Required Signature of Parent Date

I, _____ HAVE

RECEIVED THE STUDENT/PARENT HANDBOOK AND HAVE READ ALL RESPONSIBILITY AND REQUIREMENT POLICIES WHICH MIGHT AFFECT ME.

_____ _____

STUDENT SIGNATURE DATE

PLEASE RETURN THIS FORM TO THE ATTENDANCE OFFICE

Greyhills Academy High School

2010-2011 Title 1 School-Parent Compact

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

Mission Statement

Greyhills Academy High School is committed to providing a nurturing and safe environment where culturally based, and academically challenging programs are utilized in providing holistic, experiential and problem based learning that promotes life-long learners, whose knowledge will benefit Dine, First Nation's people and Global societies.

GAHS School Parent Compact

Greyhills Academy High School with the partnership agrees that this compact outlines how the shared responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve the Arizona Academic Performance Standards.

Greyhills Academy High School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the student academic achievement standards as follows:**
    - Provide explicit instruction on the Arizona academic content standards.
    - Have a visible emphasis on maintaining a safe and orderly learning environment by establishing high expectations for learning and appropriate behavior.

2. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
    - Hold an Academic Open House on August 18, 2010 where parents will meet their child's teacher and an overview of the parent compact will be given.
    - Two parent-teacher conferences annually: October 20, 2010 and March 23, 2011.
    - Parents may contact individual teachers or the principal to schedule a conference.

3. **Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**
    - Provides progress reports at six weeks and report cards each nine weeks.
    - Parents may contact school guidance counselors to request progress grades.
    - Parent notification of absences will be provided at 3, 5, 7, and 9 days of absences.

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

- Our faculty embraces the need for parents to be informed about their child's progress in school.
- Every effort is made to provide quick access to our staff when requested or needed.

5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
    - We have an open door policy in which parents can come and visit when requested.
    - We must follow outlined policy and procedures and have parents sign in at the front office and receive a visitor's badge.
    - We want to maintain an environment conducive to learning and ask that parents respect our protected instructional time and give the school prior notice before entering a classroom.

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Principal's Signature: _____

Counselor's Signature: _____

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

- Make sure that my child attends school and is on time.
- Make sure that my child is prepared with proper learning materials
- Making sure that homework is completed
- Work with school staff and cooperate to see that my child gets a good education.
- Reinforce appropriate school behavior and dress.
- Monitoring the amount of television my child watches.
- Set a time and place for my child's homework free from distraction or other interruptions.
- Help my child accept consequences for negative behaviors.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Communicate with the school by promptly reading and responding all notices received from the school.
- I will commit to 30 hours of volunteer time at Greyhills Academy High School during the course of the academic school year.

Parent/Guardian(s) Signature: _____

Students Responsibilities

As a student from Greyhills Academy High School I will share the responsibilities to improve academically and achieve the Arizona Academic Performance Standards. Specifically, I will:

- Attend School daily, be punctual to all classes.
- Take responsibility for my own learning.
- Come to school ready to learn with the necessary supplies.
- Take part in class discussion without being disruptive.
- Complete and return homework assignments.
- Limit my television viewing time.
- Comply with all school policies and procedures.
- Read at least 25 minutes every day outside the school time.
- Utilize the Library and its resources on a regular basis.
- Participate in school sports, clubs, and activities as much as possible.
- Be respectful of myself and all members of Greyhills Academy High School.
- Allow the teachers/staff to help me learn and develop skills to improve myself.

Student's Signature: _____

Phone: (928)283-6271, Fax: (928)283-6604

GOVERNING BOARD

Mrs. Michelle Maloney	President
Mr. Lee F. Johnson	Vice-President
Ms. Melissa Natoni	Clerk
Mr. Gerald Keetso	Member
Mrs. Loretta Chino	Member

GREYHILLS ACADEMY HIGH SCHOOL ADMINSTRATION		Extension
Mrs. Beverly Crawford	Chief Executive Officer	111
Mrs. Marie Morales	Principal	120
Mr. Herbert Harvey	Assistant Principal	119
Ms. Trevia Knight	Business Manager	125
Mrs. Rena Dodson	Human Resource Manager	196
Mr. Roger Trujillo	Auxiliary /Facilities Director	180
Mr. Alvin Tacheene	Transportation Director	181
Mr. Wilson Norris	Maintenance Supervisor	101
Mr. Roland Bennett	Federal Project Director	133
Mr. Richard Grey	School Improve/Staff Dev. Coord.	121

SUPPORT SERVICES

		Extension
Mr. Toney Begay	Athletic Director -	169
Mrs.Josephine Billy	Attendance Clerk -	123
Ms. Eugenia Sloan	Sophomore/Junior Class Counselor	113
Ms. Karen Garcia	Freshmen/Senior Class Counselor	130
Ms. Leonora Shirley	Acting Exceptional Student Services	460
Ms. Marlene Brown	Home Liaison	152
Mr. Rooney Black, Rena Whiterock	Kitchen	170/171
Ms. Teresa Oginski	Nurse	137
Ms. Mae Washington	Social Worker	122
Mr. Alvin Tacheene	Transportation	181
Mr. Lorenzo Morez	Truancy Officer	154
Ms. Regina Hale	21st Century Coordinator	175
Mr. Roger Trujillo	Residential Director	180
	Dorm 2 – Girls	183
	Dorm 5 – Boys	185
Ms. Jeanette Klain	Student Information/Registrar	116
Security: Office		139