

# Greyhills Academy High School

2016 – 2017



## Student and Parent Handbook

### Home of the Knights

# Table of Contents

<b>INTRODUCTION..... 1</b>	<b>STUDENT CONDUCT..... 13</b>
<ul style="list-style-type: none"> <li>WELCOME STUDENTS AND PARENTS.....1</li> <li>GOVERNING BOARD MESSAGE .....1</li> <li>MISSION STATEMENT.....1</li> <li>VISION STATEMENT.....1</li> <li>PHILOSOPHY OF EDUCATION .....1</li> <li>STATEMENT OF BELIEFS .....1</li> <li>RESPONSIBILITIES OF STUDENTS.....1</li> <li>RESPONSIBILITIES OF PARENTS .....2</li> <li>RESPONSIBILITIES OF TEACHERS.....2</li> <li>RESPONSIBILITIES OF ADMINISTRATORS .....3</li> <li>PARENTS’ RIGHT TO KNOW.....3</li> <li>TITLE I PROGRAM.....4</li> <li>TITLE I PARENT INVOLVEMENT.....4</li> <li>SCHOOL LEVEL PARENTAL INVOLVEMENT COMPACT.....4</li> <li>EDUCATION OF HOMELESS YOUTH .....4</li> <li>DEFINING HOMELESS .....4</li> </ul>	<ul style="list-style-type: none"> <li>GAHS CONDUCT ..... 13</li> <li>APPEARANCE CODE ..... 13</li> <li>APPEARANCE AND GROOMING CODE VIOLATIONS ..... 14</li> <li>BUS CONDUCT..... 15</li> <li>GUEST POLICY..... 15</li> <li>VIOLATION OF SCHOOL RULES; ..... 15                             <ul style="list-style-type: none"> <li>LEVEL 1 Infractions ..... 15</li> <li>LEVEL 2 Infractions ..... 16</li> </ul> </li> <li>EXPULSION POLICY..... 17</li> <li>YOUR RIGHTS – DUE PROCESS..... 18</li> <li>SHORT TERM SUSPENSION ..... 18</li> <li>EXPULSION ..... 18</li> <li>ELECTRONIC DEVICES..... 19</li> <li>PROPERTY—PERSONAL..... 19</li> <li>PROPERTY--SCHOOL..... 19</li> <li>RELEASE OF STUDENT TO PEACE OFFICER..... 19</li> <li>SKATEBOARDS, ROLLER BLADES, BICYCLES, ETC. .... 20</li> <li>SEARCHES ..... 20</li> <li>VEHICLE REGISTRATION ..... 20</li> <li>ALCOHOL AND CHEMICAL INFLUENCE POLICY..... 20</li> <li>DISABILITY DISCRIMINATION COMPLAINT POLICY ..... 22</li> <li>HARASSMENT AND BULLYING POLICY..... 25                             <ul style="list-style-type: none"> <li>Bullying ..... 26</li> <li>Harassment..... 26</li> </ul> </li> <li>REPORTING OF BULLYING AND HARASSMENT..... 27</li> <li>CORRECTIVE AND PREVENTATIVE ACTION ..... 28</li> <li>SEXUAL HARASSMENT ..... 29</li> <li>SUSPECTED CHILD ABUSE &amp; NEGLECT PROTOCOL ..... 30</li> </ul>
<b>ATTENDANCE POLICY ..... 5</b>	<b>STUDENT SERVICES..... 31</b>
<ul style="list-style-type: none"> <li>DEFINITION OF ATTENDANCE: EXCUSED vs. UNEXCUSED .....5</li> <li>ATTENDANCE DOCUMENTATION .....6</li> <li>EXCEPTION TO THE ATTENDANCE REQUIREMENTS.....6</li> <li>MAKE-UP OF MISSED CLASSWORK DURING ABSENCES .....7</li> <li>ATTENDANCE PROCEDURES .....7</li> <li>TARDIES .....7</li> <li>STAKEHOLDERS RESPONSIBILITES: .....7</li> <li>SENIORS:.....8</li> </ul>	<ul style="list-style-type: none"> <li>HEALTH OFFICE ..... 31</li> <li>LIBRARY..... 31</li> <li>TUBA CITY COMMUNITY RESOURCES ..... 31</li> <li>RESIDENCE LIFE..... 32</li> <li>SIGN AND RETURN ..... 33</li> <li>Title I SIGN AND RETURN ..... 34</li> <li>GAHS ADMINISTRATION CONTACTS ..... 36</li> <li>SUPPORT SERVICES CONTACTS..... 36</li> <li>2016 – 2017 SCHOOL Calendar ..... 37</li> </ul>
<b>GENERAL INFORMATION ..... 8</b>	
<ul style="list-style-type: none"> <li>ANNOUNCEMENTS .....8</li> <li>PARENT–TEACHER CONFERENCES .....8</li> <li>STUDENT IDENTIFICATION .....8</li> <li>TEXTBOOKS .....8</li> <li>CLOSED CAMPUS .....9</li> <li>CHECK OUT OF SCHOOL .....9</li> <li>Block Time Schedules .....9</li> <li>GAHS STUDENT ENROLLMENT POLICIES ..... 10</li> <li>GRADUATION REQUIREMENTS ..... 10</li> <li>GRADUATION CEREMONY REQUIREMENTS..... 11</li> <li>VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS ..... 11</li> <li>GRADE LEVEL CLASSIFICATION ..... 12</li> <li>GRADING SYSTEM..... 12</li> </ul>	

# INTRODUCTION

## WELCOME STUDENTS AND PARENTS

This handbook is presented to familiarize you with school rules and policies as well as provide you with general information. You are encouraged to read this handbook so that you will know the rules and policies and become involved in your school. Each student is expected to respect the rights and privileges of other students and school staff. Students shall exercise their rights responsibly and in compliance with rules established for the orderly conduct of the school's educational mission. The school's rules of conduct and discipline are established to achieve and maintain order in the school.

## GOVERNING BOARD MESSAGE

Ya' at' eeh dóó Ahehee', The Governing Board cordially welcome all students to the "Home of the Knights" for the School Year 2016-2017 and would like to thank all new students for choosing Greyhills Academy High School as your school of choice. In addition, the Governing Board 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 are expected to succeed and excel.

The Governing Board believes education is foremost in your lives. In order to take full advantage of the quality education that GAHS provides, it is important that parents and students embrace education and abide by the rules and policies set forth by the Governing Board and your community. Again, we encourage all students to work hard to reach their full potential, "T'aa hwi aji t'éegó t'éiya", Have a successful year!

## MISSION STATEMENT

GAHS 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

GAHS 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.

## **RESPONSIBILITIES OF STUDENTS**

*Student responsibilities for achieving a positive learning environment at school or school related activities shall include (not in order of priority):*

- Attending all classes, daily and on time;
- Being prepared for each class with appropriate materials and assignments;
- Being properly attired;
- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;

- Refraining from violations of the code of student conduct;
- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).
- All students will be assigned a locker and lock. (no personal locks)

## **RESPONSIBILITIES OF PARENTS**

*Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student. For your student's success you are encouraged to:*

*(not in order of priority):*

- Make every effort to provide for the physical and emotional needs of the student;
- Encourage their student's daily attendance to school, required tutoring and Saturday School, and promptly report and explain absences and tardiness to the school;
- Keep informed of school policies and academic requirements of school programs;
- Support their student in pertinent school-related activities/organizations;
- Be sure their student is appropriately dressed at school and school-related activities;
- Discuss report cards and school assignments with their student;
- Bring to the attention of school authorities any learning problems or conditions that may relate to their student's education;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Assist their student in understanding their responsibilities as outlined in this handbook and submit a signed statement (page 28 of handbook);
- Promote high expectations for your student's behavior, school achievement, and homework.
- Establish and maintain open lines of communication between home, school and teachers.
- Participate in school activities including parent-teacher conferences.

## **RESPONSIBILITIES OF TEACHERS**

*Teachers have the responsibility to (not in order of priority):*

- Provide quality teaching and extracurricular activities;
- Teach to the standards of performance required by the school;

- Adherence to the ethical standards of the teaching profession;
- Provide a safe and disciplined classroom environment conducive to learning;
- Comply with school policies, rules and regulations, approved curriculum, and directives;
- Establish rapport and open lines of communication with parents, students, and other staff members.

## **RESPONSIBILITIES OF ADMINISTRATORS**

*Administrators have the responsibility to (not in order of priority):*

- Assume responsibility for instructional leadership;
- Provide assistance to students in learning appropriate school behavior;
- Facilitate the school discipline management plan, train teachers, and respond to discipline problems;
- Encourage parent communication with the school and participation in parent-teacher conferences;
- Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc.);
- Supervise all affairs regarding school management, operations, and activities;
- Serve as liaison between students, parents, teachers and the school board

## **PARENTS' RIGHT TO KNOW**

GAHS receives Title I, Part A Programs, funds. As a parent of a student in a Title I school, you have the right to know the professional qualifications of the classroom staff who instruct your child. Therefore you are allowed to ask for the following information:

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects she or he teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.
4. Whether the paraprofessional has completed at least two years of study at an institution of higher education; or
  - Obtained an associate's (or higher) degree; or
  - Met a rigorous standard of quality and be able to demonstrate, through a formal State or Local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics.

In addition, if at any time your child has been taught for four (4) or more consecutive weeks by a classroom teacher(s) who is not highly qualified, the school is required to notify you.

## **TITLE I PROGRAM**

The school principal shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

## **TITLE I PARENT INVOLVEMENT**

The school maintains supplemental programs and activities for the involvement of parents/guardians of eligible students receiving services under Title I. These required guidance and information are contained in section 1118 of the Elementary and Secondary Education Act (ESEA) (Parental Involvement Requirements.)

## **SCHOOL LEVEL PARENTAL INVOLVEMENT COMPACT**

Senior Administrator or designee shall develop a School-Level Parent Involvement Compact according to Title I requirements. School Level Compact shall contain:

- A process for continually involving parents/ guardians in its development and implementation;

- How parents/ guardians, the entire school staff and students share the responsibility for improved student academic achievement and school performance.
- The means by which the school and parents/ guardians build and develop a partnership to help students to meet high academic standards; and
- Other provisions required by federal law.

Senior Administrator or designee shall ensure the Compact is distributed to parents/guardians of students receiving services or enrolled in programs under Title I.

## **EDUCATION OF HOMELESS YOUTH**

### **Requirements and Guidance: McKinney-Vento Homeless Education Assistance Act**

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve identified homeless students.

## **DEFINING HOMELESS**

The McKinney-Vento Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.” The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth awaiting foster care placement
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations
- Migratory children and youth living in any of the above situations

*Your school age children may qualify for certain rights and protections under the federal McKinney-Vento Act* **Your eligible children may have rights to:**

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Receive educational services comparable to those provided to other students, according to your child's needs.

## **ATTENDANCE POLICY**

Students are responsible for their attendance in school. The goal of our attendance policy is to establish high standards for school attendance and to help students develop the self-discipline for future employment, further educational opportunities, and for individual academic success at GAHS. 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 tribal laws, a student has to be in school until he/she reaches age eighteen (18) per Navajo Nation Code Title 10 – 118. Students will promptly make-up any missed exams or assignments.

### **DEFINITION OF ATTENDANCE: EXCUSED vs. UNEXCUSED**

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



**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 the bus.

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

### **ATTENDANCE DOCUMENTATION**

1. Any student who misses 10 more or 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 appointments. Upon the 10th absence for the semester, the student will be in automatic **NO CREDIT** status.
2. A parent conference may be held for a follow up on the student's attendance.
3. Parents/Guardians are responsible to ensure their student does not have excessive absences. A student who incurs absences from any one class for ten (10) days in one semester must write an appeal letter to the Dean of students. The release of credit will be determined by the attendance committee.
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 accompanied by 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 45 minutes or more of the class period will have their attendance changed to absent.
6. Excessive student absenteeism will result in: (a) parent notification; (b) retention; and (c) referral to Tribal Child Protection Services.

### **EXCEPTION TO THE ATTENDANCE 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.**

## MAKE-UP OF MISSED CLASSWORK DURING ABSENCES

Students will be allowed three days to make up work after an excused absence. Students are responsible to make up class work when absent.

## ATTENDANCE PROCEDURES

Any time a student is absent for being sick, a death in the family, attending a religious ceremony or another legitimate excuse that keeps the student from attending school, the following must be provided: on the day following any absence and at the beginning of the school day, deliver to the attendance office a note. Written notes must have the following information (1) student's full name and grade; (2) date(s) of absence(s); (3) reason for the absence(s); and (4) parent or guardian, performing medicine man, or doctor'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. 117

1. Submit all attendance note(s) pertaining to absence to the attendance office.
2. Attendance will be taken each period of the day
3. Students arriving more than 15 minutes late after the beginning of any class period are considered absent (Announced Snow Delay is the exception).
4. Any change of absence(s) must be completed within 10 days including that absence day (unexcused v. excused absence).

## TARDIES

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. Tardiness is defined as a student being late after the scheduled starting time of any class, activity, or appointment. Students who enter the class after the bell without an approved reason by the school are considered to have an UNEXCUSED tardy. Parent or guardian will be notified by the school for excessive tardiness. **Three unexcused tardies in any one class constitutes one unexcused absence.**

***Tardies for sports or extracurricular activities may cause a student to be excluded from participating in practice/athletic event or be excluded from club activities. Check with sport coaches and club sponsors.***

## STAKEHOLDERS RESPONSIBILITIES:

### 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.
- Mark tardies in the attendance book and computer system.

**SENIORS:**

Senior may be EXCUSED to visit/attend a college or university two (2) days per semester and proof of visit must be given to attendance clerk who will also check with teachers on excused absences (Student Activity mark).

## **GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Announcements are made daily. A club/organization advisor and an administrator must authorize all announcements and submit them to the office before they are read. All student or parent communication such as, but not limited to: fliers, brochures, or posters require administrative approval.

### **PARENT-TEACHER CONFERENCES**

Parents will be notified of conference dates and times by the school. Parents are strongly urged to make a special effort to attend. If parents wish to schedule additional conferences during the school year, they may do so by contacting the counselors.

### **STUDENT IDENTIFICATION**

Students must have a current school identification card in their possession at all times. All students are required to display and wear ID cards throughout the day. Students may obtain a school identification card before school, during lunch, or afterschool at the security office. Failure to have this card in possession while in attendance at school or a schoolsponsored function may result in disciplinary action. This card is also used to check out materials from the library.

### **TEXTBOOKS**

Students are responsible for textbooks assigned to them. Texts that are lost, stolen, or show excessive wear or damage are charged to the student (can be checked on Infinite Campus). It is recommended that students keep all texts covered with heavy wrapping paper or a commercial cover. Students must pay fines for missing or damaged books before their transcripts are issued. Teachers will note all lost or damaged items on Infinite Campus.

**CLOSED CAMPUS**

Greyhills Academy High School is a closed campus. Students are not permitted to leave campus upon arrival and must remain on campus in designated areas. Violation of the closed campus policy will result in truancy.

**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:

- Parents or legal guardians must designate, in writing on the student check out form, family member or others who are authorized to check-out their child at enrollment (family members must be 18 years or older).
- Students will not be checked out to a person who appears to be under the influence of alcohol or drugs.
- A person checking out a student should be prepared to show proper identification.
- No other check-out restrictions will be enforced against parents/guardians, unless they are ordered by Social Services, law enforcement or court order.
- Students who are issued off-campus passes upon return need to present the same pass back to the attendance office with a note of reason of release on the back side.

**Block Time Schedules**

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

**GAHS STUDENT ENROLLMENT POLICIES**

Students seeking to enroll at GAHS need to have a completed enrollment packet and meet with the GAHS counselors or designated representatives to screen students. Enrolling students must meet all four requirements:

1. Must have parent or legal guardian present for enrollment;
2. Must have no more than 10 absences during current/previous semester;
3. Must be on-track with graduating co-hort;
4. Must have positive behavior record. Discipline history will be reviewed by GAHS Dean of Students. **Expelled students** from other schools must obtain **GAHS Governing Board approval** for enrollment acceptance.

All enrolling 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, Stanford 10; birth certificate; certificate of Indian blood; 8<sup>th</sup> grade certificate and/or report card (new freshmen); legal guardianship – if applicable.

**GRADUATION REQUIREMENTS**

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

1.	<u>Units for High School</u>	<u>Graduating Class 2017</u>
	English	4 Credits
	Mathematics <sup>(1)</sup>	4Credits
	Science <sup>(2)</sup>	3 Credits
	SocialStudies <sup>(3)</sup>	3Credits
	CTE/Fine Arts	1Credit
	P.E./Health	½ & ½
	Electives	12
	Total	Minimum of 28 Credits (32 credit opportunities provided)

<sup>(1)</sup>Math courses shall consist of Algebra I, Geometry, Algebra II (or its equivalent) and an additional course with significant math content as determined by the governing board.

- (2) Three credits of science in preparation for proficiency at the high school level on the AZMERIT or an equivalent assessment.
- (3) Social Studies shall consist of one credit of American History, one credit of World History/Geography, one-half credit of government and one-half credit of economics

2. Owe no debts to the school.
3. 90% attendance is required for graduation per class while enrolled at GAHS.

## **GRADUATION CEREMONY REQUIREMENTS**

To attend and participate in graduation ceremonies, a student must have:

1. Met 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 5<sup>th</sup> Year or more seniors)
4. Must not be on restriction from school activities at the time of the ceremony.
5. Students will dress appropriately for the occasion. School dress code will be followed. Graduates will wear caps and gowns.

## **VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS**

The Valedictorian and Salutarian awards are intended to honor the academic rigor of a student's work at Greyhills Academy High School. These awards are intended to recognize those students who have achieved the highest performance and have taken advantage of the greatest academic challenges available to high school students.

1. The student must attend a minimum of two academic years at GAHS as a full-time student, one of which must be the senior year. They will then inform the senior administrator or designee and Graduation Planning Committee of the results. Any exceptions to this process must be reviewed and approved by the senior administrator or his/her designee.
2. All transfer grades must be from an accredited high school and submitted via an official transcript. In addition, transfer grades must be from a standard 4.0 grading scale or the same weighted grading scale used at GAHS.

### **Valedictorian**

The GAHS Valedictorian will be identified based on the student's cumulative grade point average during his/her high school academic career. Using the weighted scale described in the school's grading system, the student (or students) with the highest **cumulative** GPA will be selected as the Valedictorian.

### **Salutarian**

The GAHS Salutatorian will be the student (or students) with the second highest **cumulative** GPA using the same weighted scale. A team of staff members appointed by the senior administrator or designee will calculate the highest weighted GPAs for graduating seniors using a strict interpretation of the weighted grading scale as described above. For transfer students to GAHS who have not been full-time students at GAHS for four years, the following criteria will be used:

### GRADE LEVEL CLASSIFICATION

The GAHS 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	7-13	8	16
JUNIOR	14-19	8	24
SENIOR	20-28+	8	32

Graduation Requirements 28 Credits

Students who have not earned the required number of credits for the next grade level will remain at that grade level and not be promoted to the next grade level. Once students earn the required number of credits; their grade status will be changed by semester ending.

### GRADING SYSTEM

The official grading system 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 (for medical reasons only) |
| C/NC= For Student Aides            |  |

## STUDENT CONDUCT

Greyhills Academy High School prides themselves on the conduct of their students. A well-disciplined, neat, and clean atmosphere provides the best environment for students to take full advantage of their educational opportunities. In this section of the handbook you will find discussion on the rights and responsibilities of a high school student. If questions concerning these areas arise, contact the Dean of Students or Designee for clarification.

### GAHS CONDUCT

**The student must be . . .**

- a. on time.
- b. ready to work with all needed materials.
- c. respectful of others and school environment.
- d. courteous and cooperative to students & staff.
- e. respectful of school property and personal property of others.

### GAHS Disciplinary Action

1<sup>st</sup> Step: Student/Teacher Conference

2<sup>nd</sup> Step: Student/Teacher/Parent Conference

3<sup>rd</sup> Step: Student/Teacher/Parent/Dean Conference

4<sup>th</sup> Step: Student/Dean/Parent-Suspension w/contract

**5<sup>th</sup> Step: Student/Dean/Parent-Suspension/Expulsion**

*\*Note severity of student conduct will determine the severity of disciplinary action.*

### APPEARANCE CODE

The concern about the personal appearance of our students is important at Greyhills Academy High School. We strive to be the best high school on Navajo Nation and in the state, and we expect our students to look and act the part. We do not intend to dictate the type of clothes to be worn to school, but occasionally find it necessary to say what shall NOT be permitted.

Simple guidelines for school-appropriate dress and personal appearance are:

- 1 Students must have their GAHS student ID visible at all times (campus, school activities, etc.).
- 2 All clothing must be neat, clean, hemmed, without holes or rips, and acceptable in appearance. Clothing will be worn as its design is traditionally intended.



- 3 Halter-tops, bare midriff, and see-through apparel are not to be worn. Dresses and tops must have sleeves and backs. Cleavage must be covered. ALL PANTS AND SLACKS MUST BE WORN AT THE WAIST WITH NO VISIBLE UNDERGARMENTS. Male students are required to tuck in their shirts. All belts must be worn as designed through belt loops and no long belts with end hanging down in front.
- 4 Dresses, skirts or shorts may be no shorter than fingertip length. Tights, leggings or other types of hosiery must be accompanied by a fingertip length (4 inch) or longer top or dress.
- 5 All head gear such as baseball or any other caps, hats, hoods, knit beanies and bandanas are not allowed to be worn inside GAHS buildings.
- 6 Shoes must be worn at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes.
- 7 Sunglasses are not permitted to be worn inside buildings, only prescribed by a doctor.
- 8 Clothing or accessory items such as jewelry, hats, or other headgear, that are deemed by school officials to advocate, represent, promote or advance through pictures, slogans, symbols or colors, gang activity, drug activity, alcohol, tobacco, violence, racism, sexual behavior, obscene, profane, or defamatory, language, any lewd act or intolerance of any ethnicity (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.
- 9 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).
- 10 Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
- 11 Students must wear required safety devices or uniforms that insure the students' safety and/or unrestricted movement in classes where required.

### **APPEARANCE 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, sent home to change, and assigned off-campus suspension for repeated offenses.

## **BUS CONDUCT**

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. Appropriate student behavior is essential for a safe and positive environment while transporting students and therefore, it is important not to distract the bus driver. The driver has the same responsibility and authority as the teacher does in the classroom. It is the responsibility of every student to know and obey the bus rules as posted on all school buses. Misbehavior on the bus can deprive a student of the privilege to ride. Every reasonable effort should be made by the bus driver in attempting to solve discipline problems before referrals. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges.

## **GUEST POLICY**

If a student wishes to bring a visitor to school on days when school is in session, special permission must be received from the Dean or Designee. Approval will be based upon the reason for the visitation and the host student's academic performance and behavior in school. Visitors must be currently enrolled in good standing at another school and adhere to all GAHS policies.

**VIOLATION OF SCHOOL RULES;** Conference will determine Discipline, includes but not limited to the following:

### **LEVEL 1 Infractions - handled by the Dean or Designee**

1. Abusing or defacing property
2. Classroom rules violation
3. Class cut AWOL, notification to parents and proper authority
4. Disrespect to student/staff
5. Dress Code violation - send to office to be taken home
6. Electronic Devices
7. Gang activity
8. Dishonesty
9. Leaving school without proper checking out
10. Littering/Spitting
11. Loitering/off limits area
12. Out of class without a pass
13. Overt public display of affection
14. Profanity
15. Rough/boisterous activity
16. Student Vehicle Policy violation

17. Tardy to class
18. Tobacco possession/lighter/matches
19. Whistling
20. Absences to class
21. Vulgarity
22. Defiance of Authority
23. Misuse of Computers
24. Possession/use of pornographic material
25. Gambling

**LEVEL 2 Infractions - handled by the Dean or Designee**

**Major Discipline: All level 2 infractions require off campus suspension and possible referral to the police. The Student MUST appear with a Parent/Guardian at reinstatement meeting to establish student behavioral contract upon return from off campus suspension. Level 2 infractions, at the discretion of the Governing Board, may result in expulsion of the student from school for the remainder of school year. (See also reasons for Expulsion) ZERO TOLERANCE FOR WEAPONS, ARSON AND BOMB THREATS.**

1. Possession, use, distribution, manufacture of alcoholic beverages.
2. Vandalism to any part/item of the school (parent subject to restitution)
3. Arson
4. Assault/Battery of adults/students
5. Bomb Threats
6. Extortion
7. Fighting (physical)-automatic police investigation\*
8. Illegal Drugs (possession/ use/distribution/selling) and/or drug paraphernalia
9. Lethal Weapons (replicas or homemade devices - possession or use)
10. Harassment/Bullying/Hazing
11. Stolen Property (possession)
12. Theft
13. Threats and Intimidation or any act that infringes the safety of student or staff
14. Rape
15. Sexual misconduct towards another person
16. Public lewdness
17. Tobacco possession/lighter/matches/Vapor Cigarettes
18. Cyber bullying

## 19. Lasers

### **EXPULSION POLICY**

Violation of rules and regulations involving serious misconduct may result in a recommendation for expulsion. The following procedures shall be followed, with the Governing Board having final authority to expel a student:

1. At least three (3) days prior to the time set for a formal hearing, the school shall provide written notice of the charge(s) to the parent/guardian and the student.
2. Where violations of criminal law are involved: the dean or designee, law enforcement, student, and parent/legal guardian shall immediately confer.
3. During the hearing before a Hearing Officer, the School and the student, through his/her parent/legal guardian, may present witnesses and testimony and shall have the right to cross-examine and confront witnesses.
4. At the conclusion of the hearing, the Hearing Officer shall make findings, conclusions and recommendations as to whether or not to uphold the expulsion. The senior administrator or designee will then make his/her determination within three (3) school days of receiving the Hearing Officer's decision, and if the senior administrator or designee affirms the Hearing Officer's decision for expulsion, the matter is delivered to the Board for its consideration.
5. The decision of the Board is final.

Administration may recommend and the Governing Board may expel student(s) for:

1. Possessing, selling or furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing sexual battery.
5. Causing serious physical injury to another person, except in self-defense.
6. Possession of any knife, explosive, or other dangerous object of no reasonable use to the student.
7. Unlawful possession of a controlled substance listed in Health and Safety Code.
8. Robbery or extortion.
9. Assault or battery upon any school employee.
10. Caused or attempted to cause damage to school property or private property.
11. Stolen or attempted to steal school property or private property.
12. Harassing, threatening or intimidating a pupil who is a witness in a school disciplinary proceeding.
13. Committing sexual harassment.
14. Committing hate violence.
15. 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.

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.

## **SHORT TERM SUSPENSION**

A short term suspension is six (6) school days or less. The notice and hearing required for a short term suspension is more informal and abbreviated than for a long term suspension or expulsion. A student may, within three (3) school days of the written notice appeal the intended discipline.

The Dean or designee has the authority to suspend a student for six (6) school days or less. When a short term suspension is the anticipated disciplinary action and the student timely appeals, the Dean or designee will hold an informal meeting with the student. The informal hearing may include the student's parents, guardians or designee and lay or legal counsel of the student's choice. The student will be given an opportunity to present his/her position on the matter and witnesses. After the informal meeting is completed, the Dean or designee shall issue his/her written findings and conclusions on the matter within three (3) school days.

## **EXPULSION**

Expulsion means the permanent withdrawal of the privilege of attending GAHS or reinstatement. Only the Governing Board can expel a student. Expulsion shall take effect only after a formal hearing is held. If the Dean or Designee believes that expulsion is appropriate, the School 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 parent and any student subject to expulsion shall be given written notice of the date, time and place for the hearing at least three (3) days prior to the date of the hearing by U. S. mail to the parties' address of record on file at the School or, in the alternative and at the School's sole discretion, by actual delivery to the parties or to the parties last known address. The Hearing officer will review all evidence and testimony at the hearing. 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, and inspect evidence. At the conclusion of the hearing, the Hearing Officer may or may not recommend upholding the expulsion. Students/parents may appeal the Hearing Officer's

recommendation within the (5) days of mailing of the Hearing Officer's recommendation on expulsion.

### **ELECTRONIC DEVICES**

All electronic devices, including but not limited to, cell phones, Ipods, MP3 players, tablets, Ipads, laptops, and accompanying ear buds and headsets are not to be used during instructional time. Approval for student use of such devices will be at the discretion of the classroom teacher. For safety of all, ear buds and headphones are not permitted in the hallways.

### **PROPERTY—PERSONAL**

The school is not responsible for the theft and loss of personal property.

Students are responsible for the contents of their assigned school lockers. (No personal locks are allowed).

***The school does not carry insurance on any lost or stolen articles in school, during the school day, or at any school-sponsored activity.***

### **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 all costs necessary to repair or replace damages caused by the student. Any such damage shall be paid within ninety (90) days of notice to the parent of the damage and amounts. If payments are not received within the above stated ninety (90) day period, the student may be subject to disciplinary action. Students may be asked to help maintenance repair the damage they have caused. Law enforcement will be notified. Students, staff and visitors are to maintain buildings and quarters in good condition. Vandalism or property damage will not be tolerated. Law enforcement will be notified.

### **RELEASE OF STUDENT TO PEACE OFFICER**

In the event that a peace officer requests that a student be released to them during school hours (i.e. Police/Probation), the police authorities must have a proper warrant, appropriate evidence or parental permission except in the event of emergency or for the protection of life or property, as determined by the Superintendent. 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.

## **SKATEBOARDS, ROLLER BLADES, BICYCLES, ETC.**

The use of skateboards, roller blades, bicycles or similar devices are **prohibited at all times** on the facilities of GAHS.

## **SEARCHES**

To ensure that GAHS remains safe and drug-free, school officials may elect to conduct random sweeps of classrooms, lockers, and desks. If GAHS has reasonable suspicion that a search would produce evidence of a violation of law or school policies by the student, GAHS may further search a particular student.

## **VEHICLE REGISTRATION**

Any student who is a registered student with GAHS, and brings any motor 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 Driver's 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. **Under No 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. Students are to park only in the west parking lot.

Failure to register your vehicle with the School Security and the Office of the Dean or Designee, may result in having your vehicle removed from school campus by the Local Law Enforcement.

## **ALCOHOL AND CHEMICAL INFLUENCE POLICY**

The purpose of Greyhills Academy High School is to offer a solid educational program to all students. The school and the student have an obligation, teachers to teach and students to learn. Any student who is under any type of chemical influence is not prepared to participate in his/her education.

When a student is suspected of using alcohol and/or drugs, an initial assessment will be done at the site by staff that detained the student and notify security, school administration or school nurse who will then determine if Navajo Police is to be called or if the student may need medical attention. At the time of initial contact with the identified student, the staff must start documentation of the intervention.

Trained Greyhills Academy staff or medical personnel must complete the Greyhills Academy impaired student screening form before the student is released to parents, Navajo Police or transported by ambulance to Tuba City Regional Health Care.

All students who have been released from medical care after being determined that they have been under the influence will be turned over to the Navajo Police department or picked up by the parents. Students under the influence of alcohol or controlled substances will not be allowed to stay at school or in the dorm.

In keeping with the US Department of Education guidelines for drug/alcohol abuse, prevention and intervention and recognizing the negative impact on learning when students use mood altering substances, Greyhills Academy High School Board has revised and adopted the following policies.

- a. Any student who unlawfully possesses, uses, sells, furnished, or 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 GAHS according to Federal, Tribal, or State regulations will be referred to proper authority.  
Law enforcement and parents will be notified immediately of any violation of this rule. The student shall be given due process and assigned off campus suspension for six (6) school days.
- b. All students are accountable for any offense related to a school activity which occurs at any time, including but not limited to; (1) while on school property; (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.
- c. After the six (6) day out of school suspension period, a student-parent-administrator reinstatement conference will be conducted. At the conclusion of this conference, the following will occur:
  - i. If it is established during the conference that the student has sold or furnished any controlled substance or a substance represented as a controlled substance, possessed one gram 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 semester suspension or expulsion.
  - ii. If the student was in possession of less than one gram 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 during the conference as to which best suitable 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

**Greyhills Academy High School is a Drug Free – Alcohol Free and Tobacco Free School**

**DISABILITY DISCRIMINATION COMPLAINT POLICY**

Greyhills Academy High School is committed to the rights of student, parents, and employees with disabilities as set forth in Section 504 of the Rehabilitation Act of 1973. GAHS affords all students equal educational and extra-curricular opportunities and prohibits discrimination and harassment in any GAHS program or activity.

This complaint policy and procedure applies to complaints by students or parents alleging discrimination by employees, other students, or third parties. A disability discrimination complaint by an employee against another employee may be lodged under the employee grievance procedure included in GAHS's personnel policies.

School personnel who become aware of disability discrimination shall promptly and effectively act to end the discrimination and prevent it from reoccurring. If appropriate, GAHS personnel shall take steps to remedy the effect on the person who was discriminated against. Remedial measures generally include: (a) counseling person(s) harmed by the discrimination; (b) counseling the person(s) responsible for the discrimination; (c) implementing monitoring programs to follow up on resolved issues of disability discrimination; and (d) imposing appropriate discipline on the person responsible for the discrimination.

**Disability Discrimination/Harassment**

Disability discrimination under Section 504 is defined as treating a student differently based upon his or her disability or excluding a student based on his or her disability. Discrimination may include a policy or practice of excluding students with disabilities from participating in sports or other school activities.

Disability harassment under Section 504 is intimidation or abusive behavior toward a student based on disability that creates a hostile environment and results in interference with a student's participation in or receipt of benefits or opportunities in school programs. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

When harassing conduct is sufficiently severe, persistent, or pervasive that a hostile environment is created, a violation of a student's rights can occur under Section 504. A hostile environment may exist even without any tangible effects on the student if the harassment is serious enough to adversely affect the student's ability to participate in or benefit from the educational program. Disability harassment that adversely affects a student's education may also be a denial of a free appropriate public education under the Individuals with Disabilities in Education Act.

### **Retaliation Prohibited**

No individual shall suffer retaliation for filing a complaint under this policy or for participating in the investigation of a complaint. Retaliation means any adversarial or punitive action taken against an individual as the result of filing a complaint or participating in the complaint process. Retaliation against any individual for filing a disability discrimination complaint or for their participation in an investigation is grounds for a subsequent complaint under this policy.

### **Confidentiality**

GAHS will protect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, except to the extent GAHS needs to investigate the complaint, take appropriate action, and comply with any legal obligations. This privacy policy, however, will not prevent GAHS from involving parents and guardians of students affected by a complaint and investigation.

### **Procedure For Filing A Disability Discrimination Complaint**

A verbal complaint may be made under this policy to the Assistant Principal or the Senior Administrator's designee, who serves as the Disability Discrimination Complaint Coordinator. The Assistant Principal or the Senior Administrator's designee, after discussing the verbal complaint with the complainant, will investigate and attempt to resolve the verbal complaint with the individuals involved.

A written complaint may be filed under this policy by submitting a written statement to the Assistant Principal or the Senior Administrator's designee serving as the Disability Discrimination Complaint Coordinator. The written statement should be as specific as possible and include: (a) all relevant dates, events, and names of individuals involved in the alleged discrimination; (b) how the situation discriminated based on disability; and (c) what actions or changes will correct the discrimination and restore harmony.

A complaint should be filed as soon as possible after the alleged discrimination. A complaint will not be accepted for investigation if filed more than forty-five (45) days after the last date on which the alleged discrimination occurred. Additional time for filing of a complaint may be allowed if the complainant was prevented from filing as a result of his or her disability, or if the delay was caused by GAHS, or if other good reason for the delay can be shown.

The written statement asserting the complaint may be filed with:

Mrs. Genevieve Begay - TOA  
Disability Discrimination Complaint Coordinator  
Greyhills Academy High School  
160 Warrior Drive  
Tuba City, Arizona 86045  
T: (928) 283- 6271 ext.121

If the complaint is against Disability Discrimination Complaint Coordinator (“Complaint Coordinator”), the written statement may be filed with GAHS’s Senior Administrator or his or her designee.

The Complaint Coordinator will investigate the complaint, including but not limited to reviewing written materials, interviewing witnesses, and allowing others affected by the complaint to submit written statements or other evidence. To the extent appropriate for the victim of the alleged discrimination, temporary or interim measures will be established to prevent further or ongoing disability discrimination.

Within forty-five (45) days after the filing of the complaint, the Complaint Coordinator will submit a written report and recommendation to the Senior Administrator or his or her designee. The Complaint Coordinator’s recommendations may propose any type of remedy appropriate or necessary to resolve the complaint and prevent a recurrence of the discrimination. These possible remedies include but are not limited to disability discrimination training, individual or group meetings, Navajo peacemaking, disciplinary action, and other remedial measures.

Within fourteen (14) days after receiving the Complaint Coordinator’s report and recommendation, the Senior Administrator or his or her designee will review the report and recommendation and determine the appropriate and necessary remedy for the discrimination. Within three (3) working days after the appropriate and necessary remedy has been determined, the Complaint Coordinator will inform the parties in writing of the

decision and remedy for the discrimination. Parents and guardians of students will be involved in the implementing such remedies. If disciplinary action is taken, adequate notice will be given to students of their due process rights.

## **Appeal**

Any individual involved in the complaint and investigation may request that the Senior Administrator or his or her designee reconsider the determination and/or remedy. Reconsideration may be requested by submitting a written request for reconsideration, including the reason(s) for reconsideration to the Senior Administrator or his or her designee within ten (10) school days from the date of the Complaint Coordinator's written notice of the outcome. The Senior Administrator or his or her designee shall respond to the request within ten (10) school days from the date the request is submitted.

If the reconsideration is denied, the individual may file a written request for review of the complaint, investigation, and outcome by GAHS's Governing Board. The Governing Board may appoint a committee to review the complaint, investigation, and outcome. The Governing Board or its designated committee will, after its review, prepare a written decision that either upholds or overturns the determination and/or remedy. The review of the Governing Board or its committee will be issued within fifteen (15) school days of receipt of the written request for review.

These timelines may be waived or extended by the Senior Administrator or the President of the Governing Board or their designee for good cause shown.

## **HARASSMENT AND BULLYING POLICY**

GAHS is committed to providing a safe and constructive learning environment that honors the dignity and worth of every individual. It is the responsibility of GAHS to address bullying and harassment issues that occur. School-wide staff members are to create an orderly environment within GAHS through training, monitoring and intervening when bullying and harassment occur.

Bullying and harassment are forms of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying and harassment may involve a range of misconduct which, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying and harassment, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy.

## **DEFINITIONS**

### **Bullying**

Bullying means any overt act or combination of such acts directed against a student(s) by another student or group of students and which:

1. is repeated over time;
2. is intended to threaten, ridicule, humiliate, intimidate, or harm the student(s);
3. occurs during the school day on school property, on a school bus, or at a schoolsponsored activity, or before or after the school day on a school bus or at a schoolsponsored activity.

### **Harassment**

Harassment means any gesture, written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, national origin, sex, or disability, that occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity and which:

1. a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
2. is sufficiently severe, pervasive, or persistent that it has the effect of insulting or demeaning any of the above-described students or groups of students in such a way as to create a hostile environment by causing substantial disruption or interference with a student's education, limiting a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school, or substantially interfering with the orderly operation of the school.
3. third party harassment will also be addressed toward the original instigators. *It is important to note that harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.*

### **Bullying and harassment can take various forms:**

- Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking or damaging personal belongings);
- Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
- Psychological (including, but not limited to, spreading rumors; manipulating social relationships, engaging in social exclusion, extortion or intimidation);
- Internet or cyber-bullying (including, but not limited to, the use of cellular telephones, instant messaging [IM], e-mail, web sites, social media sites, and text messaging that is used to bully or harass another student or employee, and when such use interferes

with the operation of the school, or infringes upon the general health, safety and well-being of district students or employees);

- Hazing (including, but not limited to, various forms of bullying and harassment of students by other students in regard to pledging and/or a student's initiation into or affiliation with a school or student related organization or team).

*It is important to note that a single negative act as enumerated above may also constitute bullying (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the alleged perpetrator.*

*Conduct that might otherwise be considered bullying and harassment but does not occur during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity event may still be subject to disciplinary action.*

## **REPORTING OF BULLYING AND HARASSMENT**

### **Students:**

1. GAHS encourages students to speak up when possible.
  - A. If possible, the bullied or harassed child should tell the bully/harasser to stop. To the extent that a person feels safe and comfortable doing so, a target is first encouraged to confront the bully/harasser, telling them to stop because their actions are unwelcome.
  - B. Bystanders are also encouraged to speak up when possible, telling the bully/harasser to stop the conduct because it is disrespectful, unwelcome, hurtful, or unfair.
2. If the student(s) does not feel safe addressing the bully or harasser, GAHS encourages students to report to teachers and/or school administrators acts of bullying or harassment. Any student who knowingly makes false accusations regarding bullying or harassment may be subject to disciplinary action.

### **Staff:**

1. GAHS requires teachers and other school staff who witness acts of bullying or harassment or receive student reports of bullying or harassment to promptly notify the Dean or designee.
2. Reports of bullying or harassment must be documented to provide proof of a disruptive behavior pattern. Each report should contain the name of the student(s) reporting, date and time, narrative of facts and be signed by the person receiving the report and list the action taken.



- Personnel at all levels are responsible for taking corrective action to prevent bullying or harassing behavior of which they have been made aware, through direct action and/or reporting such behavior to their immediate supervisor.
- Individual intervention will be provided by appropriate staff members to bullies, harassers, victims, bystanders and their parents to help ensure that the bullying or harassing stops.
- The School may be required to provide additional services to the student who was harassed in order to address the effects of the harassment.
- Staff training may be provided to raise awareness of the problem of bullying and harassment within the schools and to facilitate staff identification of and response to such bullying or harassing behavior among students.
- Rules against bullying and harassment shall be publicized school-wide and shall be disseminated as appropriate to staff, students and parents.
- GAHS prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the reporting or investigation of allegations of bullying or harassment. Follow-up inquiries and/or appropriate monitoring of the alleged bully/harasser and victim may be made to ensure that bullying/harassing behavior has not resumed, that all those involved in the investigation of allegations of bullying/harassing have not suffered any new instances or retaliation, and that the harassed students and their families know how to report any subsequent problems.
- A school employee who promptly reports an incident of bullying or harassment to the appropriate school official designated by the school district's policy, and who makes this report in compliance with the procedures in GAHS's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

## **SEXUAL HARASSMENT**

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 GAHS staff member. In addition, the student may file a formal complaint with the Dean or designee in accordance with the School's procedures. Upon verifying that sexual harassment has occurred, the Dean of Students or Designee shall ensure that appropriate action is promptly



taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment.

### **SUSPECTED CHILD ABUSE & NEGLECT PROTOCOL**

Report to any GAHS staff member where they will start the scan process with documents and log number. Mandated reporters should refer to GAHS policies and Procedures section 6.14 regarding Child Abuse Detection, Reporting, Prevention for GAHS's full policy, protocol, procedures, and rules. Student grievance policy is forthcoming. Please refer to the policy online.

## STUDENT SERVICES

### HEALTH OFFICE

The school nurse can be contacted at 283-6271, ext. 202. Students who live off campus **MUST** deposit all medications with the school nurse, who will keep it in a locked cabinet in a designated area. Medication will be dispensed by qualified personnel to the student in accordance with the directions given by the treating physician. 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.

### LIBRARY

When checking out library materials students **MUST** have a proper GAHS Identification (ID) Card, **NO EXCEPTIONS!** Students, who owe a debt to the library or have overdue books, will be billed upon withdrawal from GAHS or graduation.

### TUBA CITY COMMUNITY RESOURCES

**Department of Behavioral Health:** Contact number (928) 283-3346, FAX (928) 2833039. P.O. Box 1350, Tuba City, AZ 86045.

**Department of Mental Health:** Contact number (928) 283-2831, FAX (928) 283-2832. P.O. Box 600, Attn: Mental Health, Tuba City, AZ 86045. The Department of Mental Health does initial intakes or referrals from outside agencies, schools and other Health Facilities for consultations.

**Department of Family Services (Social Services): Contact number (928) 283-3266,** FAX (928) 283-3276. P.O. Box 280, Tuba City, AZ 86045. The Department of Family Services does initial intake or referrals from outside agencies, schools, from relatives and other Health Facilities for consultations. They deal with reports of Child Abuse, Child Neglect, a Child that is beyond control, up to the age of 17 years old. NOTE: Referrals received 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:** Contact number (928)283-3189, FAX (928) 283-3183. P. O. Box 725, Tuba City, AZ 86045. Referrals by staff/parent, that deal with attendance and truancy may be submitted. There is a court fee that is applied and will be paid by the Family Members of the student.

**Tuba City Prosecutors Office:** Contact number (928) 283-3160/3161/3164, FAX (928) 283-3169. P.O. Box 296, Tuba City, AZ 86045. Prosecutor can assist parents with, child beyond control, truancy, substance abuse treatment.

## **RESIDENCE LIFE**

Our goals for students in the residential program are to increase their levels of performance 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.

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.

**SIGN AND RETURN THIS FORM TO THE DEAN OF STUDENTS**

**GAHS STUDENT HANDBOOK SIGNATURE BY PARENT & STUDENT**

Parents support is needed and appreciated to encourage students to observe school guidelines and procedures. GAHS 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 then sign below to acknowledge receipt of the student discipline plan and the consequences incurred by the students who violate GAHS discipline policy.

**I HAVE RECEIVED THE STUDENT/PARENT HANDBOOK AND ARTICLE IX STUDENT POLICIES AND PROCEDURES. 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

## **Title I SIGN AND RETURN THIS FORM TO THE REGISTRAR**

### **Greyhills Academy High School 2016-2017 Title 1 School-Parent Compact**

*GAHS, 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.*

#### **GAHS School Parent Compact**

GAHS 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.

#### **GAHS 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 in August 2015 where parents will meet their child's teacher and an overview of the parent compact will be given.
  - Two parent-teacher conferences annually: October 2015 and March 2016.
  - 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.

Senior Administrator or Designee 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 GAHS during the course of the academic school year.
- 

Parent/Guardian(s) Signature: \_\_\_\_\_

**(Sign and return to attendance office)**

**Students Responsibilities**

**As a student at 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 GAHS.
- Allow the teachers/staff to help me learn and develop skills to improve myself.
- 

Student's Signature: \_\_\_\_\_

**(Sign and return to attendance office)**

**Greyhills Academy High School P.O. Box 160, Tuba City, Arizona 86045**  
**Phone: (928)283-6271, Fax: (928)283-6604**

**GOVERNING BOARD**

Mr. Gerald Keetso	President
Ms. Esther Grass	Secretary
Mr. Lee F. Johnson	Member
Mr. Raymond Maxx	Member

**GAHS ADMINISTRATION CONTACTS**

Extension

Dr. Loren Hudson	Principal/CEO	120
Mr. Richard Grey	Assistant Principal	464
Mr. Roland Bennett Sr.	Business Service Supervisor	133
Mr. Ed Tano	Dean of Students	132
Mr. Steve Ashley	Athletic Director	163
Mr. Darrell Wallace	Facility Maintenance Director	101
Mrs. LaDawn Claw	Payroll Tech	125
Ms. Evelyn Esplin	Human Resources Tech	197
Mr. Roger Trujillo	Student Services Director	180
Mr. Alvin Tacheene	Transportation Supervisor	181
Mrs. Bessie Horseherder	ESS Director	153

**SUPPORT SERVICES CONTACTS**

Extension

Ms. Eugenia Sloan	Counselor	113
Ms. Odessa Reeves	Counselor	130
Ms. Jeanetta Klain	Student Information/Registrar	119
Mr. Rooney Black	Food Service Supervisor	170/171
Mrs. Diane Johnson	Nurse	202
Mrs. Mae Washington	Social Worker	122
Ms. Regina Hale	21st CCLC Coordinator	175
Mr. Jeremy Yazzie	Home living Supervisor	177
Dorm 2 – Girls		183
Dorm 5 – Boys		185
Security Office		139

# 2016 – 2017 SCHOOL Calendar

## 2016

Ya'ihjítatoh						July
S	M	T	W	T	F	S
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						

Bini'ant'áts'oi						August
S	M	T	W	T	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

Bini'ant'áts'o						September
S	M	T	W	T	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	27

Ghaaji						October
S	M	T	W	T	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					20

Níh'áts'o						November
S	M	T	W	T	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

Níh'áts'oh						December
S	M	T	W	T	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
						12

**04 Independence Day**  
July 01-29 Ongoing Registration

03,04&05 Staff Preparation  
**08 Classes Begin**  
08/24-9/11 NWEA Testing  
17-28 AZELLA Testing  
31 Academic Open House (8-8pm)  
10,17,24 Professional Development ½ day

**05 Labor Day/Holiday**  
09 1st Progress Grade due  
12 ACT@GAHS  
25-Oct. 16 Residential Count Week  
07,21 Professional Development ½ day  
28 Parent Conference/½ Day

07 End of 1st Quarter/Grades due  
**14 Navajo Western Fair Day**  
5,19 Professional Development ½ day

6 Daylight Saving Time Ends  
09, 10 A.A. Visit  
**10 2nd Progress Grades Due**  
**11 Veteran's Day/ No School**  
23 Early Release/1/2 Day  
**24-25 Thanksgiving/ No School**  
02,30 Professional Development ½ day

12/01-01/15 NWEA Testing  
12-14 Final Exams  
15 1st Sem. Grades Due  
16 Early Release ½ Day  
25 Christmas Day  
26 Christmas Observed  
19-30 Winter Break



P.O. Box # 160  
Tuba City, AZ 86045  
Phone: (928) 283-6271  
Fax: (928) 283-6604

- Early Dismissal- 1/2 Day School
- Holiday- No School
- Staff In-service
- School Break-No School
- Professional Development- 1/2 Day School

Board Approved May 5, 2016

**180 School Days**  
**First Semester - 90 Days**  
**Second Semester - 90 Days**

## 2017

**1 New Year Holiday**  
**2 New Year Observed**  
**3 2nd Semester Begins**  
**16 Martin Luther King Day**  
No School  
11,18,25 Professional Development ½ day

03 3rd Progress Grades Due  
**20 President's Day**  
No School  
1,15 Professional Development ½ day  
AZELLA/TBA

**01 Parent/Teacher Conf.**  
03 End of 3rd Quarter/Grades Due  
12 Daylight Savings Time Begins  
13-17 Spring Break - No School  
8,22 Professional Development ½ day  
PARCC

04/17-05/05 NWEA Testing  
14 4th Progress Grades Due  
**24 Navajo Sovereignty Day**  
No School  
05,19 Professional Development ½ day  
8th Grade Promo Day/TBA

15-17 Final Exams  
18 Last Day of School 1/2 Day-Grades Due  
19 Graduation 1:00 P.M.  
19 Snow Day (if needed)  
**29 Memorial Day/Holiday**

June & July / TBA

Yas Nílt'ees						January
S	M	T	W	T	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				20

'atsá Biy'áázh						February
S	M	T	W	T	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

Wóózh'íid						March
S	M	T	W	T	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

Tááshil						April
S	M	T	W	T	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

Tááshoh						May
S	M	T	W	T	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			14

Yá'ásh'ásh'oh						June
S	M	T	W	T	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	



