

Canyon Day Junior High School

Student & Parent Handbook

2024 - 2025



P.O. Box 190
Whiteriver, AZ 85941
(928) 358-5680

Website: <https://www.wusd.us/>
Follow Whiteriver Unified School District on Facebook:
<https://www.facebook.com/WUSD20/>

Canyon Day Junior High School (CDJH) is accredited by the State of Arizona.

Policies and procedures are subject to change. Please check with an administrator for clarification.

VISION STATEMENT

To create a cultural, safe, and holistic learning environment that leads to success for all students, while fostering a strong sense of community.

MISSION STATEMENT

To provide a safe and engaging learning environment that promotes data-driven teaching practices, rigorous academic programs, high expectations, and accountability to become contributing members of society.

School Colors- Maroon & Gold
School Mascot- Rough Rider

Non-Discrimination Notice

Whiteriver Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act may be referred to Superintendent Office, 959 South Chief Avenue (PO Box 190), Whiteriver, Arizona 85941, (928) 338-4842, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 8020

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WHITERIVER UNIFIED SCHOOL DISTRICT

2024-2025 SCHOOL YEAR CALENDAR

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

- 4 **HOL** - Independence Day
- 9 EXT. YEAR Staff Start
- 23-25 Pre-Service
- 30-31 New Teacher Orientation

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

- 31-1 **HOL** - New Year's
- 1-3 Winter Break
- 6 Q3/Sem 2 Begins
- 20 **HOL** - MLK Jr. Day
- 31 ALL Staff PD

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

- 1 All Staff Report
- 2 Optional PD Day
- 6 First Day for Students
- 16 ALL Staff PD
- 29 **HOL** - Tribal Fair Day

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

- 17 **HOL** - Presidents' Day
- 28 ALL Staff PD

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

- 2 **HOL** - Labor Day
- 27 ALL Staff PD

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

- 6 Q3 Ends
- 10-14 Spring Break
- 17 Q4 Begins
- 28 ALL Staff PD

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

- 10 Q1 Ends
- 14 **HOL** - Indigenous People's Day
- 14-18 Fall Break
- 21 Q2 Begins
- 25 ALL Staff PD

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

- 11 ALL Staff PD

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

- 8 ALL Staff PD
- 11 **HOL**- Veteran's Day
- 27-29 **HOL** - Thanksgiving

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

- 9 ALL Staff PD
- 22 Graduation/Last Day
- 26 **HOL** - Memorial Day
- 27-29 Snow Days (If none used)

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

- 6 ALL Staff PD
- 19 Q2/SEM1 Ends
- 24-25 **HOL** - Christmas Day
- 23-31 Winter Break

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

- 3 EXT. YEAR Staff Ends
- 19 **HOL** - Juneteenth

37 Days = Q1	70 Days = S1	34 Days = Q3	74 Days = S2
33 Days = Q2		40 Days = Q4	
144 Total Student Days			

Board Adopted: 06.12.2024

SCHOOL STAFF
2024 - 2025

Administration	Teaching Staff
Darcy Helle, Principal	6th Grade
Brianna Endfield, Assistant Principal	Maria Belarmino, 6 th ELA
Health Office	Geniece Smith, 6 th ELA
Lorraine John, Health Aide	Maya Sanchez, 6 th Math
Office Staff/Support Staff	Crystal Declay, 6 th Math
Ryan Walker, Administrative Assistant	Josephine Clyde, 6 th Social Studies
Cathy Tate, Student Data Coordinator	Irene Floro, 6 th Science
Claudine Goklish, Drop-Out Prevention Coordinator	Glenda Nez, 8 th ELA
Toniquea Parker, Transition/ Academic Advisor	, 7 th ELA
Certified Support Staff	Geia Abapo, 7 th /8 th ELA
Angela Jaimes, Technology Specialist	Nelsa To-Ong, 8 th Math
Alivia Alekay, Guidance Counselor	Manisha Moody, 7 th Math
Special Education Department	Arjay Amper, 7 th /8 th Math
Lorenzo Ruiz, Teacher	Maria Nikole Orcales, 8 th Science
Obi Bayani, Teacher	, 7 th Science
Andre Pineda, Teacher	, 7 th /8 th Science
Kristal Villan, Teacher	Leah Gultiano, 8 th Social Studies
Instructional Assistants	Julito Dela Lina Jr., 7 th Social Studies
Julie Paxson, Para Professional	Jovito Fernandez, 7 th /8 th Social Studies
Sue Tsosie, Para Professional	Jessie Gushoney, Apache Culture
Alex Rodriguez, Para Professional	Regie Cayosa, PE/Health
Romuel Madraga, Para Professional	Emely Escueta, PE/Health
Latrell Lacapa, ISS	, Robotics
Custodians	Irish Corpus, Ed. Tech.
Truman Beatty	Esther Sprengeler, Creative Literacy
Roberto Tortice	, Art
Campus Security	
Lamberta Dayaye	
Merna Hastings	

CONTACT INFORMATION FOR STAFF

Please contact staff by calling 928-358-5680. You may leave a message or request email information for teachers and staff.

BELL SCHEDULES

Canyon Day Junior High Schedule			
6th Grade Regular Schedule		7th & 8th Grade Regular Schedule	
Period 1	7:35 am - 8:00 am	Period 1	7:35 am - 8:00 am
Period 2	8:03 am - 9:00 am	Period 2	8:03 am - 9:00 am
Period 3	9:03 am - 9:58 am	Period 3	9:03 am - 9:58 am
Period 4	10:01 am - 10:56 am	Period 4	10:01 am - 10:56 am
Recess	11:00 am - 11:30 am	Lunch	11:00 am - 11:30 am
Lunch	11:30 am - 12:00 pm	Recess	11:30 am - 12:00 pm
Period 5	12:03 pm - 12:58 pm	Period 5	12:03 pm - 12:58 pm
Period 6	1:01 pm - 1:56 pm	Period 6	1:01 pm - 1:56 pm
Period 7	2:00 pm - 2:35 pm	Period 7	2:00 pm - 2:35 pm
2- Hour Delayed Start Schedule		Half Day Schedule	
Period 2	9:35 am - 10:23 am	Period 1	7:35 am - 8:02 am
Period 3	10:26 am - 11:11 am	Period 2	8:05 am - 8:30 am
Period 4	11:14 am - 11:59 am	Period 3	8:33 am - 8:58 am
6th Recess	12:00 pm - 12:25 pm	Period 4	9:01 am - 9:26 am
6th Lunch	12:25 pm - 12:50 pm	Period 5	9:29 am - 9:59 am
7/8 Lunch	12:00 pm - 12:25 pm	Period 6	10:00 am - 10:25 am
7/8 Recess	12:25 pm - 12:50 pm	6th Recess & 7/8 Lunch	10:30 am - 11:00 am
Period 5	12:55 pm - 1:40 pm	6th Lunch & 7/8 Recess	11:00 am - 11:30 am
Period 6	1:43 pm - 2:35 pm		

The building is open at 7:10 am on school days and is closed at 3:30 pm. Any students remaining in the building after 2:35 pm must be under the supervision of a teacher, coach, or other faculty member. Teacher professional development occurs on designated Fridays. CDJH is closed to the public on Fridays.

Student Code of Conduct

Students at Canyon Day Junior High have the right to a quality education free from any unnecessary disruptions and distractions. The Governing Board of WUSD #20 wants to ensure that every student has the opportunity to attend school and receive an education without fear of harm or injury. Therefore, the Board will not allow any person or persons with a disruptive intent to endanger the safety of pupils or school personnel, to damage property or to interfere with the educational process.

Most situations involving students will be handled through the classroom teacher. Serious or repeated infractions may be referred to administration and the progressive discipline matrix will be followed.

The Comprehensive Discipline Matrix is available in the front office and on the district and school website.

RIGHTS AND RESPONSIBILITIES

School

Schools have the right to expect students and parents to assist in the effort to educate every student without disruption. Schools have the right to require that all students follow the rules. In return, schools have the responsibility to provide students with a quality education.

All employees are required by law to report to the proper authorities any suspicion of neglect or abuse.

Students

Students can expect a quality education without disruption, harassment, verbal or physical abuse, or discrimination for any reason. Schools have the right to require that all students follow behavior expectations. With these rights come responsibilities; students who fail to meet behavior expectations will be held accountable according to district policy.

Students are required to comply with the rules, pursue the required course of study, and submit to the authority of administrators, teachers, staff, and the governing board (A.R.S. 15-840). To meet this standard, students will:

- Protect the rights of others to study and learn.
- Attend school daily.
- Complete in-class and out-of-class assignments on time.
- Be on time and prepared for every class.
- Respect other students, staff, and public property.

- Meet school wide behavior expectations.
- Deliver all school correspondence intended for parents.

Exceptional Student Services

Parents have the right to inform the school if they have questions on their student's academic success. Concerns/Referrals will be brought to the Student Intervention Team (SIT) Team. The SIT Team process will determine student eligibility for a special education evaluation. Special Education is available to students with a disability as indicated under the Individuals with Disabilities Act (IDEA) and requires specially designed instruction. The Individualize Education Program (IEP) is a written program that outlines the special education services students will receive.

Parents and Guardians

All parents/guardians can expect their children will be supervised at school and be given a quality education. Parents have the right to be notified, orally or written, of concerns or discipline at school from school personnel. If oral, such notice shall be given in person or by phone. If written, delivery may be by United States mail, email or personal delivery. If mailed, delivery shall be deemed complete at such time as the notice is deposited in the United States mail and addressed to the last known address of the student or his/her guardian. If emailed, the time stamp on message is noted as delivered.

Parent responsibilities and expectations include:

- Promote a positive attitude toward school and staff.
- Advocate for student attendance and preparedness; i.e., completed homework, and proper dress.
- Be involved in school activities.
- Display and teach their children common courtesy, good sportsmanship, and respect for cultural diversity. As role models, parents are expected to display proper behavior and respect toward staff and children.
- Notify the school of their child's absences and/or tardiness by calling (928) 358-5753.
- Consult with the school if there is a problem.
- Ensure contact information is available and current for cell phone, address, and/or email.
- Parents and students can monitor academic progress through the Synergy app.
- CDJH provides opportunities for parents to have input in the school planning process.

STUDENT CONFIDENTIALITY

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

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell

parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PAC meeting, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

SCHOOL POLICIES AND PROCEDURES

Alcohol, Drug, Tobacco, Weapon Free School Policy

CDJH is a drug, alcohol, tobacco, and weapon-free zone. This includes all school sponsored events. By law this zone extends 100 feet beyond the perimeter fence of the school grounds. Possession or use of any drug, alcohol, tobacco, or weapon will not be tolerated. Any student found to be in violation will be subject to disciplinary consequences as outlined in the WUSD 6-8 Discipline Matrix. If a student violates this policy, they will be disciplined according to school policy by school administration and may be referred to law enforcement.

School Visitors/Volunteers/Presenters

Visitors are allowed under certain conditions. School administration must be notified 24 hours prior to any visitor on campus. All visitors and presenters must sign in at the front office before entering campus. If a staff member has any doubt about any school visitor/volunteer, he/she should ask to see a visitor's pass. Students are not to be left alone with visitors, presenters or volunteers.

Cell Phones/Electronic Device

Cell phones, iPads, tablets, and other electronic devices used in school are disruptive to the educational process and are not to be used during instructional time. In testing situations, all students will be asked to relinquish their phones until all tests are completed. External (Bluetooth technology) speakers are not to be used on campus. Violation of the electronic device policy will result in the item being confiscated and delivered to the administration office. Multiple violations will be considered defiance; in addition, refusal to comply with school staff request of device could result in additional disciplinary action. Confiscated electronic devices will be returned to the parent/guardian at the end of the school day. The school is NOT responsible for theft or damage to personal devices. Teachers may request student use of electronic devices for educational classroom use.

FEES

Students are responsible for any loss or damage of school property (including textbooks, library books, technology, athletic uniforms, etc...). Parents will be notified of any student charges.

Cheating/Plagiarism

Academic dishonesty including cheating, copying the work of others, and plagiarism. Cheating will not be tolerated and will result in disciplinary action.

Textbooks

All basic textbooks are provided to students without charge. Any textbook damaged or lost will be charged to the student at the replacement cost. Students should not write in the textbooks and must be returned in the same condition as when they were checked out.

Food and Drinks in Classrooms and On Campus

Food and drinks are not allowed in classrooms unless under the direction of teachers or staff. Any outside drink is subject to inspection.

Student Passes

All students must have a pass in order to leave class for any purpose including the Guidance Counselor, the restroom, nurse, etc. Faculty may call the Guidance Counselor to make an appointment and let the student have a pass for that specific time. Students must sign out on classroom log before leaving the classroom for safety purposes.

Closed Campus Policy

CDJH is a closed campus and prohibits any student from leaving campus between the hours of 7:10 am and 2:35 pm Monday through Thursday. No student may leave the school campus without permission from school personnel. Only authorized adults within Synergy may check out students. The adult must come to the attendance office and check out the student in person.

Messages for Students

End of day messages must be received by front office staff before 11:00 am to be delivered in a timely manner.

Withdrawal of a Student

The parent/guardian must come to CDJH to complete the withdrawal process with the Student Data Coordinator.

Hazing

Hazing means any intentional, knowing or reckless act committed by a student, whether individually or in a concert with other persons, against another student. Initiation, hazing or other such activity by any student(s) at any time is prohibited. All violations of this policy shall be treated in accord with the appropriate procedure and penalties provided for in district policies related to the conduct and discipline of students, staff and others. Consent of the victim to hazing is not a valid defense against prosecution. For more information about hazing, see board policies JICFA, JICFA-R, JICFA-EA, and JICFA-EB.

Conduct at Sporting Events

CDJH is a member of the White Mountain League and abides by the rules and regulations as set forth by the association to maintain and improve high standards of conduct, competition and relations with member schools. The attitude of sportsmanship should be reflected by all spectators, no matter what their personal feelings of loyalty may be to one or the other teams in any contest. Sporting events are considered school activities therefore school behavior rules apply and will be enforced at all times. Failure to abide may result in disciplinary action.

In-School Suspension (ISS)

In lieu of an out of school suspension, students may be assigned in-school suspension. The number of days a student is assigned to ISS will be determined by the administrator based on the WUSD Discipline Matrix. The goal of in-school suspension is to help students be successful by improving academics, attitudes, behaviors, organizational skills and study skills. Failure to comply with the rules of ISS may result in further disciplinary action. Students will not be allowed to participate in any extracurricular activities if they are assigned ISS for any portion of the day of the event.

Lunch Detention

Lunch Detention is used to address minor infractions. Lunch Detention will not be use during class time and both administration and staff have the authority to assign detention. Missing detention could result in progressive discipline.

Bullying Prevention Policy

We believe all students and staff have a right to a safe and healthy school environment. The school, staff, students, families, and community have an obligation to promote mutual respect, tolerance, and acceptance. Canyon Day Junior High School will not tolerate behavior that infringes on the safety of any student and staff. A student shall not intimidate, harass, or bully another student or staff through words or actions.

Bullying may occur when a student or group of students engage in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student or staff, damaging student or staff's property, or placing a student or staff in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students or staff can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

If you need further information on bullying, please see district policies JICK, JICK-R, JICK-EA, and JICK-EB.

Reporting Incidents of Bullying

A student or staff who is experiencing bullying, or believes another student or staff is experiencing bullying, is to report the situation to administration or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify administration. School personnel shall maintain confidentiality of the reported information. Bullying forms are available in the front office and should be submitted to an administrator. If a student needs support in completing the bullying form, please see an administrator.

Student Dress Code

The district encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).

- Clothing must not be see-through and must cover a student's undergarments, chest and torso (no visible cleavage and belly buttons), when standing or sitting.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
- Jewelry shall not be worn if it presents a safety hazard.
- Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- Subject to the above, no head coverings such as hoodies may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
- Sunglasses may not be worn inside unless authorized by a school administrator or authorized/prescribed by a medical professional.
- Sunglasses may be worn outside.
- Hats and beanies can be worn in the classroom at the discretion of the teacher.
- Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited. For example Cookies, Shrooms, etc...
- Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.
- Dress code will apply to all extracurricular activities (practices, clubs, dances, etc.)

All students must comply with Student Dress Policy JICA & JICA-R as approved by the Whiteriver Unified School District Governing Board. Violating the dress code will result in the student being required to change/cover up and may include disciplinary action. Continual violation of dress code policy will be considered defiance and/or insubordination.

Backpacks and Purses

Backpacks and purses are not permitted at CDJH with the exception of athletes during season.

Attendance/Tuancy

Attendance and Absenteeism

The State of Arizona and the White Mountain Apache Tribe require that students attend school, but the primary responsibility for student attendance remains with the student and parents/guardians. The student's responsibility is to be in the classroom during school hours. Failure to do so may be grounds to refer the student to law enforcement. As legal guardians of a minor child, parents/guardians are responsible for their child's actions and may face legal citation and consequences.

Tardiness

Students at CDJH are expected to be in class on time. Students have time between classes to tend to personal needs and get to class. Students who are tardy between classes will be assigned ISS for that class period. After three (3) ISS assigned for tardiness, students will be assigned Friday school.

Tuancy

Tuancy is defined as an unexcused absence for a full day or even part of a class. Habitual truancy is defined as a student missing all or part of five or more (5+) days in a school year. In adherence to the state and WMAT Truancy Code, student absences will be monitored. Any student missing nine (9) or more days will be referred to law enforcement for habitual truancy. Letters will be mailed home informing parents of student attendance. Parents and guardians must provide written notice within two (2) weeks of absence.

An absence for any of the following reasons verified by **a written note and phone call (928) 358-5753** will be considered an EXCUSED ABSENCE (notification must be received prior to the absence or when the absence occurs):

- Illness
- Appointments with doctors, dentists, optometrists, and orthodontists (appointments should be scheduled for non-school hours if possible)
- Medical emergency of a parent or sibling
- Bereavement
- Observation of a major religious holiday of the family's faith or participation in traditional ceremonies
- Imposed suspension

Students who are absent TEN (10) consecutive days will be withdrawn.

Student Services & Facilities

Technology

The school district provides students with technology and internet access as part of the educational experience. All students and their parents are required to agree to district technology agreements. All access is monitored and recorded electronically, and as such, may be read. Any student who misuses or abuses the policy will be denied access and may be subject to disciplinary action.

Cafeteria

The cafeteria will provide breakfast and lunch every normal school day at no cost. Additionally, a la carte items are also available for student purchase. All food must be consumed in a designated area. On two-hour delays, breakfast will not be served.

Guidance Counseling

The counseling office provides both personal and academic services. Some of the areas in which the counselors assist students with social adjustment, peer relations and anything else students may be struggling with. The counselor is available to meet with individual students, small groups, and parents. Students must have a pass to be in the counseling center during class time or lunch time.

Health Office

The health office is available to all students with health problems arising during the school day. The health office is not a substitute for the regular health provider.

- Students **MUST** have a written pass to the nurse's office during class times.
- Students who are ill should remain at home and parents must notify the school of the absence.
- Parents should send a doctor's note with their child in order to excuse them from physical activities, such as sports and physical education (P.E.) classes.
- All students should have on file a parent or guardian signed emergency consent form in the event that an emergency illness or injury requires transportation to and treatment at the hospital.
- Teachers or other staff may not dispense over-the-counter medications **NOR** can students have them in their possession.
- Parents are required to bring medications to the nurse and complete proper forms. The nurse will keep secure any over-the-counter or prescription medication that a student may need during the course of a day and dispense the dosage to the student per

- the prescription instructions.
- School health office may perform vision, hearing, and dental screenings and immunizations in collaboration with IHS.

Immunization Records

Students must have complete immunization records on file with the school nurse. Students who fail to file required records will not be allowed to enroll in or attend CDJH School until records are presented.

School Insurance

Parents are responsible for any insurance claims for medical treatment of their student. Although CDJH does carry student accident insurance, it may not cover medical expenses.

Transportation Services

Parents and students were provided a Transportation Agreement at registration. The driver of any school bus is responsible for the orderly conduct and safety of the pupils transported to and from school. Cameras are placed in buses to monitor student behavior. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason to deny the student transportation on any bus and could result in disciplinary action. Transportation is an extension of the school day and school policies must be followed.

IN CASE OF AN EMERGENCY on a school bus, the following guidelines are to be followed:

- Older students are to help the bus driver in maintaining order and assisting younger students in following the directions given by the bus driver.
- All students are to stay on the bus unless directed otherwise by the bus driver **OR** if an immediate danger to students is present.
- If students have to leave the bus, they must stay in a group and follow the directions given by the bus driver.
- Students will not put themselves or others in a hazardous situation.

Bus Evacuation Drills

As required by law, the district must conduct two bus evacuation drills per year in which all students are required to participate. Administration will notify all staff and students of bus evacuation drills.

Activity Travel

Students are required to travel to and from school activities by school transportation. Parent/Guardian must sign the student out from the activity with responsible staff. The school is not responsible for lost, broken,

or stolen items. All school rules apply at all school sponsored activities, while traveling.

SCHOOL EVENTS

Master Calendar

The school administrative assistant will keep a master calendar of school events. Events and activities will be placed on the calendar as approved by administration. We will post events and activities on our school website and WUSD Facebook page.

Parent-Teacher Conferences

Parent-Teacher Conferences (PTC) are held twice a year to inform parents about students' progress. Faculty members are required to attend PTC. Personal leave will not be granted during this time unless it is deemed an emergency. PTC's will take place from 3:00 pm to 6:00 pm on scheduled dates.

Parent Advisory Council (PAC)

All parents are encouraged and invited to attend monthly PAC meetings. Meeting schedule and topics will be advertised monthly throughout the school year.

Extra-Curricular Activities

Students at CDJH can take part in many different clubs, athletics, and activities during the school year.

School Clubs

CDJH may offer a number of different school sponsored clubs, including Student Council, FCCLA, and others. Students who wish to participate in these opportunities must have parent consent.

School Athletics

To be eligible to participate in athletics, students must complete all required documentation set forth by the White Mountain League, WUSD Athletic Handbook, and CDJH Athletic Director. Coaches will be notified when all required paperwork is submitted and the student is cleared to participate in athletics. Students must have a current physical on file. Physicals are only good for one year from the date they are completed and must be completed and resubmitted yearly to be considered eligible.

Academic Eligibility

All students participating in clubs, activities and/or athletics must be eligible for participation. Students must not have an "F" in any classes for 2 consecutive weeks. Eligibility checks will be conducted on a weekly basis.

School Dances

Student Council may choose to sponsor dances throughout the school year. All school behavior expectations are in effect at all dances. To retain the privilege of sponsored dances, the following rules must be observed:

- Once inside the dance, no one may leave and come back.
- No students under the influence of drugs or alcohol will be admitted. Any evidence of drugs and alcohol inside or outside the dance may be grounds to cancel the dance immediately and disciplinary action will be taken.
- Students who are currently suspended the day of a dance may not attend the dance. Administration may ban students from dances.
- Dances are for CDJH students only unless otherwise specified.

EMERGENCY PROTOCOL AND PROCEDURES

Evacuation Procedures

Fire drills will be conducted on a monthly basis. A map showing the proper route for exit in case of emergency must be posted in every room and reviewed with students. When the fire alarm sounds, faculty members are to:

- Line up the students and proceed to exit in an orderly fashion.
- Close the door.
- Escort students to designated location.
- Once at the location, take attendance and hold up attendance indicator: **GREEN**=all accounted for; **RED**=missing student.
- Designated staff member will report your attendance to administration.
- Keep students together and maintain an orderly environment until given the "**ALL CLEAR.**"
- When cleared to return to the classroom, take attendance and email the Student Data Coordinator.

Lock-Down Procedures

Lockdown drills are to be conducted two times a school year. In the event that a lock down is initiated:

- Immediately conduct a sweep of the hallway and bring in any individuals nearest to your classroom inside.
- If during passing, teachers should direct students to the nearest

- classroom or secure location and follow lock-down procedures.
- Classroom doors are locked at all times. Under no circumstances should a classroom door open until the "**ALL CLEAR**" is given.
 - Cover windows.
 - Move students away from doors and windows.
 - Maintain a quiet, orderly environment.
 - Do not allow students to use their cell phones.
 - No student may leave under any circumstances
 - If possible, email the name of missing students to administration.
 - If you are in a location other than your classroom, send an email indicating location.
 - Await further instructions or an announcement of "**ALL CLEAR.**"

In the event of an evacuation or lock down; all students and staff members are required to follow proper protocol to maintain a safe environment.

Modified Lockdown

- Immediately conduct a sweep of the hallway and bring in any individuals to the nearest classroom.
- Classrooms may continue to operate as normal but staff and students may not leave the classroom until they are notified as "**ALL CLEAR.**"

Emergency Preparedness

Please refer to District Emergency Flip Chart.

What can parents do during an emergency?

Parents should be familiar with the school's emergency procedures and update contact information whenever it changes. Parents should remember that schools have emergency procedures in place to protect all students and that schools will follow these procedures during an emergency. Parents who have questions about their school's emergency procedures are encouraged to contact the school's administration.

Grades and Progress Reports

The following grading policy applies to all courses offered at CDJH. Teachers are responsible for developing and delivering curriculum aligned to state standards and setting criteria for student achievement for a passing grade.

Grading Period

The school year is divided into four quarters and two semesters. There are four grading periods (Quarter 1; Quarter 2; Quarter 3; Quarter 4). Along with four quarter grades, there are two semester grades.

- Quarter 1 is from the start of school until Fall Break.
- Quarter 2 begins after Fall Break and ends at Winter Break.
- **Semester 1** grades are from quarter 1 & 2
- Quarter 3 begins after Winter Break and ends at Spring Break.
- Quarter 4 begins after Spring Break and ends with the school year.
- **Semester 2** grades are from quarter 3 & 4

Progress Grade Checks

Progress grade checks occur every 4 1/2 weeks throughout the school year and are documented on Synergy. The progress checks are used for progress monitoring. Progress reports will be mailed home on the Monday following the grade check. Athletic and extra-curricular eligibility checks are done weekly. Teachers should make every effort to keep their gradebook updated for all students. Academic eligibility is checked on designated Mondays at 3:00 pm based on gradebook entries. Changes can be made up to 4:00 pm on Friday. Academic eligibility runs from Monday to Monday.

Grading Practices

Teachers are required to have a minimum of three graded assignments per week. The assignments must be based on learning objectives and used to monitor student progress. Graded assignments must be recorded in Synergy. Gradebooks are considered legal documents and they must be kept confidential and secure. No student data should be displayed on teacher Smartboard.

Makeup Work

Make-up work for excused absences will be granted the same amount of time as the excused absence. Students who may have missed for school functions will be allowed the same amount of time as the school activity.

Grade Scale

All teachers will adhere to the following grading scale:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% and below

Weight Scale

Grading will be weighted by the following weight scale:

Assessments	60%
Class Work	30%
Participation	10%

Benchmark Testing

Each quarter students enrolled in English and Math classes will take a benchmark assessment. The assessment data is used to guide instruction and monitor student growth. Other content areas will have Pre/Post tests to determine academic growth.

Grading and Promotion Requirements

In order to determine whether a student will be promoted to the next grade level or should be retained in his/her current grade, WUSD #20 has approved a point system to help CDJH in making the decision and to prepare students for the credit system used at the high school. Students will earn points for grades, attendance and behavior. Students are required to earn at least 6 points (out of a possible 8 points per year) in order to be promoted to the next grade. Attendance follows state and tribal guidelines and is based on the number of days absent, **regardless of the reason**. Below is an outline of the point system and how points will be calculated:

There is a maximum of 8 points per year and a minimum of 6 points per year to promote

- 8 total points are possible at the end of 6th grade
- 16 total points are possible at the end of 7th grade
- 24 total points are possible at the end of 8th grade
- 18 points are required to be promoted to high school at the end of the 8th grade year.

1. ACADEMICS: 4 points per year

- Half (1/2) point for passing core classes each quarter with a 60% (D) or higher
- **Must pass 3 of the 4 core classes (Language Arts, Math, Science, and Social Studies)**

2. ATTENDANCE: 2 total points per year.

- 2 points for 0-4 days unexcused absences per year
- 1 point for 5-10 days unexcused absences per semester
- ½ point for 11-14 days unexcused absences per semester
- 0 (zero) points for 15+ days unexcused absences per semester

3. BEHAVIOR: 2 total points possible per year.
 - 1 point for 0(zero) Major incidents per semester
 - ½ point for 1-2 Major OSS discipline incidents per semester
 - 0 points for 3+ Major OSS discipline incidents per semester
- Important Notes
 - Bus write ups do count under the point system and **will be used** when determining points.
 - CDJH will offer opportunities to earn additional points.

Academic Awards

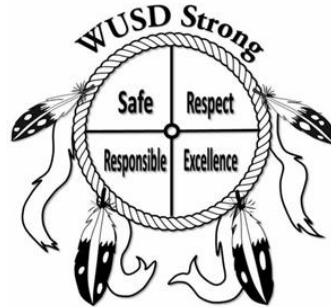
- **Principal's Honor Roll:** A student with grade point average of 4.0 will be listed on the Principal's Honor Roll quarterly.
- **Honor Roll:** Any student with grade point average of 3.5-3.99 will be listed on the Honor Roll quarterly.
- **Student of the month:** Based on teacher nominations, attendance and behavior. Two students are selected from each grade level.
- **8th Grade Student Athlete of the Year-**Student must participate in 4 sports, maintain a 4.0 GPA, no attendance issues or discipline violations.
- **Student of the Year-** Eligible students must maintain a 4.0 GPA, no attendance/behavior violations, must have been nominated for student of the month.

List of community resources

- Apache Behavioral Health Services (ABHS) (928) 338 - 4811
- Tribal Court (928) 338 - 4720
- Tribal Police Department (928) 338 - 4942
- Tribal Social Services (928) 338 - 4164
- Emergency Medical Services (EMS) (928) 338 - 3095
- Tribal Fire Department (928) 338 - 4311
- John Hopkins (928) 338 - 5215
- Indian Health Services (928) 338 - 4911
- Rainbow Treatment Center (928) 338 - 4858
- Public Library (928) 594 - 3164

Positive Behavioral Interventions and Supports (PBIS)

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors; Respect, Responsible, Safe, Excellence at CDJH. The PBIS Handbook is available upon request.



<p style="text-align: center;">Respect</p> <p>Use appropriate words and volume Follow adult directions Keep school grounds clean</p>	<p style="text-align: center;">Responsible</p> <p>Be a positive role model Place gum and trash in the trash can Dress appropriately</p>
<p style="text-align: center;">Safe</p> <p>Maintain personal space See/hear something, say something Stay in supervised areas</p>	<p style="text-align: center;">Excellence</p> <p>Persevere Represent your school/community by being a positive role model Meet or exceed academic and behavior expectations</p>

**Student/Parent Handbook
Signature Page**

My signature indicates that I have received the CDJH Handbook and I understand it is my responsibility to read it in its entirety. I agree to support the mission of the school and to do my part in maintaining a positive, productive educational environment.

I have read the Attendance Procedures and understand the expectations at Canyon Day Junior High.

I also acknowledge that the WUSD Student Discipline Policy, definitions and matrix are available in the front office and WUSD website.

Student Signature

Date

Parent Signature

Date