

# Canyon Day Junior High School

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

## Student & Parent Handbook 2021-22



Website: <https://www.wusd.us/>  
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<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.

## **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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## **VISION STATEMENT**

Every student will show growth academically, socially, and emotionally in preparation for high school, college and life beyond.

## **MISSION STATEMENT**

To provide all students with a safe, academic and skills rich environment, promoting lifelong learning.

## **KIDS AT HOPE**

PLEDGES:

Student – *“I am a Kid at Hope. I am talented, smart and capable of success. I have dreams for the future and I will climb to reach those goals and dreams every day. All children are capable of success, NO EXCEPTIONS!”*

Staff – *“As an adult and a Treasure Hunter I am committed to search for all the talents, skills and intelligence that exists in all children and youth. I believe all children are capable of success, NO EXCEPTIONS!”*

## **Rider Pride**

**P: Proud**

**R: Respectful**

**I: Intelligent**

**D: Determined**

**E: Engaged**

**School Colors: Maroon and Gold**

**School Mascot: Rough Rider**

## Governing Board Approved 3/10/2021

### WHITERIVER UNIFIED SCHOOL DISTRICT 2021-2022 SCHOOL YEAR CALENDAR

JULY '21						
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

5 12-Month Holiday  
26-28 203-Contract Staff Start /  
301 or Paid Certified/  
Classified Pre-Service

3 2nd Sem. Begins / 3rd  
Qtr. Begins  
14 District PD  
17 Martin Luther King Jr.  
Day/No School/Holiday  
28 Site PD

JANUARY '22						
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

16/84

AUGUST '21						
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				

2-3 New Teacher Orientation  
4 All Staff Report  
9 First Day for Students  
13 District PD  
27 Site PD

11 District PD  
21 Presidents' Day/No  
School/Holiday  
25 Site PD

FEBRUARY '22						
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					

14/14

15/99

SEPTEMBER '21						
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		

6 Labor Day/No School/  
Holiday  
10 District PD  
24 Site PD /Native  
American Day

10 3rd Qtr. Ends  
14-17 Spring Break  
21 Begin 4th Qtr.  
25 Site PD

MARCH '22						
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		

17/31

15/114

OCTOBER '21						
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

7 First Quarter  
Ends  
10-14 Fall Break  
18 Second Quarter Begins  
22 Site PD

8 District PD  
22 Site PD  
28 Snow day (if no snow  
days used)

APRIL '22						
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

12/43

15/129

NOVEMBER '21						
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 Veteran's Day  
19 Site PD  
24-25 Thanksgiving/No School/  
Holiday

16 Snow day (if no snow  
days used)  
20 Site PD  
26 AHS Graduation/Last  
Day of School / 4th  
Qtr. & 2nd Sem. Ends  
Last Day for Staff  
30 Memorial Day 12-  
month Holiday

MAY '22						
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				

15/58

15/144

DECEMBER '21						
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	

17 Site PD / 2nd Qtr. Ends /  
1st Semester Ends  
20-31 Winter Break  
23-24 12-Month Holiday  
30-31 12-Month Holiday

8 203 Contract Staff Ends  
35 Days = 1st Qtr.  
33 Days=2nd Qtr.  
38 Days=3rd Qtr.  
38 Days=4th Qtr.  
144 Total Student Days

JUNE '22						
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		

10/68

**SCHOOL STAFF**  
**2021-2022**

<b>Administration</b>	<b>Teaching Staff</b>
Gerad Ball, Principal	Geniece Smith, 6 <sup>th</sup> Self-Contained
Michael Bilagody, Assistant Principal	Ryan Catalona, 6 <sup>th</sup> Self-Contained
<b>Health Office</b>	Irene Floro, 6 <sup>th</sup> Self-Contained
Lorraine John, Health Aide	Nikole Dy Orcales, 6 <sup>th</sup> Self-Contained
<b>Office Staff/Support Staff</b>	Richard Perpignand, 6 <sup>th</sup> Self-Contained
TBD, Secretary	Maya Sanchez, 6 <sup>th</sup> Self-Contained
Cathy Tate, Attendance Clerk	Tabatha Nez, 6 <sup>th</sup> Self-Contained
Claudine Goklish, Drop-out Prevention	Josephine Clyde, 6 <sup>th</sup> Self-Contained
<b>Certified Support Staff</b>	Crystal Declay, 6 <sup>th</sup> Self-Contained
Tanya Gordon, Sch. Improvement Specialist	TBD, 6 <sup>th</sup> Self-Contained
Alivia Alekay, Counselor	George Grindall, 8 <sup>th</sup> Science
Tonya Bidtah, Instructional Coach	Maria Alvarez, 7 <sup>th</sup> Science
<b>Special Education Department</b>	Kenn Bulaso, 7 <sup>th</sup> /8 <sup>th</sup> Science
Rachel Endfield, Teacher	Leah Lourdes Gultiano, 8 <sup>th</sup> Social Studies
Lorenzo Ruiz, Teacher	Eric Brenner, 7 <sup>th</sup> Social Studies
Andre Pineda, Teacher	Julito Dela Lina, 7 <sup>th</sup> /8 <sup>th</sup> Social Studies
<b>Instructional Assistants</b>	Nelsa To-Ong, 7 <sup>th</sup> /8 <sup>th</sup> Math
Jessie Gushoney	Eric Harmon, 8 <sup>th</sup> Math
Tyrone Ngo	Manisha Moody, 7 <sup>th</sup> Math
Susan Kimsey	TBD, 7 <sup>th</sup> English Language Arts
Verlyn Tenijieth	Geia Abapo, 7 <sup>th</sup> /8 <sup>th</sup> English Language Arts
<b>Custodians</b>	Glenda Nez, 8 <sup>th</sup> English Language Arts
Truman Beatty	TBD, PE/Health
Roberto Tortice	Taeyana Altaha, Art
Claudette Tate	Denise Lupe, Apache Culture
<b>Campus Security</b>	Cherlye Benton, Careers and Technology
Lamberta Dayaye	TBD, STEAM
Merna Hastings	Bruce Ettleson, Current Events
	Rick Kimsey, Current Events
	TBD, Health/Life Skills

**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.

L=Lunch  
R=Recess

## SCHEDULES

<b>6<sup>th</sup> Grade Regular Schedule</b>	<b>7<sup>th</sup> Grade Regular Schedule</b>	<b>8<sup>th</sup> Grade Regular Schedule</b>
First Bell 7:35	First Bell 7:35	First Bell 7:35
1 7:40-8:35 (55)	1 7:40-8:35 (55)	1 7:40-8:35 (55)
2 8:40-9:30 (50)	2 8:40-9:30 (50)	2 8:40-9:30 (50)
3 9:35-10:25 (50)	3 9:35-10:25 (50)	3 9:35-10:25 (50)
4 10:30-11:20 (50)	4 10:30-11:20 (50)	4 10:30-11:20 (50)
L 11:20-11:40 (20)	RTI 11:25-12:05 (40)	R 11:20-11:40 (20)
R 11:40-12:00 (20)	L 12:05-12:25 (20)	RTI 11:45-12:25 (40)
RTI 12:05-12:45 (40)	R 12:25-12:45 (20)	L 12:25-12:45 (20)
5 12:50-1:40 (50)	5 12:50-1:40 (50)	5 12:50-1:40 (50)
6 1:45-2:35 (50)	6 1:45-2:35 (50)	6 1:45-2:35 (50)

<b>Delayed Start Schedule</b>		<b>Half Day Schedule</b>
First Bell 9:35		First Bell 7:35
1 9:40-10:20 (40)		1 7:40-8:10 (30)
2 10:25-11:05 (40)		2 8:15-8:45 (30)
3 11:10-11:50 (40)		3 8:50-9:20 (30)
L 6 <sup>th</sup> 11:55-12:10 (15)		4 9:25-9:55 (30)
R 7/8 11:55-12:10 (15)		5 10:00-10:30 (30)
R 6 <sup>th</sup> 12:10-12:25 (15)		6 10:35-11:05 (30)
L 7/8 12:10-12:25 (15)		L 6 <sup>th</sup> 11:05-11:20 (15) R 7/8 11:05-11:20 (15)
4 12:30-1:10 (40)		R 6 <sup>th</sup> 11:20-11:35 (15) L 7/8 11:20-11:35 (15)
5 1:15-1:50 (35)		
6 1:55-2:30 (35)		
Delayed Start Teachers report by 9:10 a.m.		

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

## **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.

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 are to

- Protect the rights of others to study and learn.
- Attend school daily and be on time for every class.
- Complete in-class and out-of-class assignments on time.
- Come to class prepared and ready to learn.
- Respect other students, staff, and public property.
- Obey school rules.
- Volunteer information and cooperate with school staff when involved in a disciplinary case including identifying themselves when asked by a staff member.
- Deliver all school correspondence intended for parents.

### **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 in writing, of problems at school. 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. CDJH provides opportunities for parents to have input in the school planning process.

Parent responsibilities and expectations include:

- Promote a positive attitude toward school and staff.
- Advocate for student attendance and preparedness; i.e., have school supplies, completed homework, and proper dress.
- Be involved in school and 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 358-5680.
- Consult with the school if there is a problem.
- Ensure that updated information is available for contact by phone, mail and/or email.



## 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 records 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; and
  - 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 PTA bulletin, 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](#).

## **Health Insurance Portability and Accountability Act (HIPAA)**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) required the Secretary of the U.S. Department of Health and Human Services (HHS) to develop regulations protecting the privacy and security of certain health information.<sup>1</sup> To fulfill this requirement, HHS published what are commonly known as the HIPAA Privacy Rule and the HIPAA Security Rule. The Privacy Rule, or *Standards for Privacy of Individually Identifiable Health Information*, establishes national standards for the protection of certain health information. The *Security Standards for the Protection of Electronic Protected Health Information* (the Security Rule) establish a national set of security standards for protecting certain health information that is held or transferred in electronic form. The Security Rule operationalizes the protections contained in the Privacy Rule by addressing the technical and non-technical safeguards that organizations called “covered entities” must put in place to secure individuals’ “electronic protected health information” (e-PHI). Within HHS, the Office for Civil Rights (OCR) has responsibility for enforcing the Privacy and Security Rules with voluntary compliance activities and civil money penalties.

### **General Rules**

- Ensure the confidentiality, integrity, and availability of all e-PHI they create, receive, maintain or transmit;
- Identify and protect against reasonably anticipated threats to the security or integrity of the information;
- Protect against reasonably anticipated, impermissible uses or disclosures; and
- Ensure compliance by their workforce

## **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 Student Code of Conduct and reported to appropriate law enforcement agencies.

### **Visitor Policy**

Visitors are allowed under certain conditions. The principal must be notified 24 hours prior to a student’s intent to bring a visitor on campus. A visitor may be an **authorized** adult. All visitors are required to report to the school office immediately upon arrival on the campus and sign-in on the visitor’s log to obtain a visitor’s pass. Visitors are expected to shadow their host, following and participating in classes and activities. Any CDJH student who brings a visitor to campus assumes the responsibility for the visitor’s actions. Students may not bring young children or babies to school. The administrator has the right to deny visitation rights.

## **Cell Phones/Electronic Device**

At Canyon Day Junior High students are discouraged from bringing cell phones and electronic devices to school. **If a student chooses to bring these items to school, it is at their own risk.** Staff at Canyon Day Junior High will not assume responsibility or liability for these items. CDJH staff will not be required to conduct investigations for lost or stolen cell phones/electronic devices.

Students will be required to comply with district policy regarding student conduct as it pertains to cell phones and electronic devices. Cell phones and electronic devices are not to be used during the school day. Students violating the WUSD Policy are subject to disciplinary action in accordance with WUSD Policy JK Student Discipline and JK-RA Student Discipline Regulation. Students violating the WUSD Student Conduct policy as it relates to Cell Phones/Electronic devices will be considered **Defiant/Non-compliant** and will be subject to disciplinary consequences in accordance with the Progressive Discipline Matrix.

### ***Whiteriver Unified School District Policy***

#### ***JK-RA***

#### ***Regulation***

*A student may be subject to disciplinary action when the student:*

*Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.*

#### **Permissible Penalties**

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning.
- Written warning.
- Written notification to parents.
- Probation.
- Detention.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- Confinement with implementation of mandatory provisions.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.
- Alternative to Suspension Program.
- Expulsion.
- Alternative to Expulsion Program.

## **Debts**

**ALL** debts (including: textbooks, library books, technology, athletic uniforms, etc.) must be cleared **PRIOR** to participating (walking) in the promotion ceremony or transferring to another school. Parents will be notified of any student charges at the end of every school year.

## **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; textbooks 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. **No bottled or canned drinks, including energy drinks and sports types of drinks or outside food will be allowed on campus (including water).** In the event of extracurricular activities, students may keep bottled water in the front office. The school nurse and/or administrator may make exceptions if necessary in response to a medical condition.

## **Hall Passes**

Hall passes will be issued at the teacher's discretion. Students may not be in the halls during class time unless they have a pass from their teacher. No passes will be issued within the first 10 minutes and last 10 minutes of class, unless it is an emergency. Students will be required to sign in and out when leaving the classroom.

## **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 the adults listed on the Student Emergency Form 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 1:30 p.m. (11:00 a.m. on early release days) to be delivered in a timely manner.

## **Withdrawal of a Student**

The parent/guardian must come to CDJH and complete the following procedure:

- Get a withdrawal form from the attendance clerk and sign it. Be sure to fill in the student's next school. Return all books and materials to teachers/library.
- The withdrawal form will be available the next school day by 8:15 AM after it has circulated to all teachers for withdrawal grades and signatures.
- Check with the School Secretary to make sure student does not have any DEBTS (missing textbook(s), missing library books, missing athletic gear, etc.). Make arrangements to pay any debts with the School Secretary.
- If a transcript is needed you may request one from the Attendance Clerk.

## **Initiation and Hazing**

Initiation, hazing or other such activity by any student(s) at any time, on or off-campus is prohibited. Any such activity will result in disciplinary consequences, including possible suspension or expulsion and law enforcement notification.

Hazing includes any method of initiation into any student organization. Hazing is an activity in which a person intentionally, knowingly, or recklessly commits an act that:

1. Endangers the mental or physical health of another; or,
2. Involves any brutality of a physical nature such as, but not limited to, whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, exposure to the elements; or,
3. Involves consumption of any food, liquor, drug, or other substance; or
4. Involves any activity that would subject the individual to extreme mental stress, such as, but not limited to, sleep deprivation, extended isolation from social contact or conduct that subjects another to extreme embarrassment, shame, or humiliation; or,
5. Involves behavior including, but not limited to, physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings.

**Consent of the victim to hazing is not a valid defense against prosecution.**

## **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.**

## **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 goals of the in-school suspension program are to help students be successful by improving academics, attitudes, behaviors, organizational skills and study skills. 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.

Students assigned to ISS are expected to follow the following rules:

- Students must follow all school rules established for CDJHS including dress code.
- Students must remain in assigned seats; students must have permission to leave seat including use of restroom.
- Students may not communicate with one another verbally or written.
- Students may not draw, nap, put their head down on the desk, nor be idle at any time.
- Students must come prepared to complete work and are responsible for all assignments given by the ISS supervisor and those assignments missed in class. Students will be supplied work.

- No passes will be issued.
- Supervised restroom breaks will be provided once in the morning and once in the afternoon. Students must plan accordingly.
- ISS students will be provided with lunch in the classroom.
- Marking on the tables or defacing any surface is considered vandalism and will be dealt with as outlined in the Student Code of Conduct.
- Students who are repeatedly assigned to ISS for any reason or who fail to comply with the rules of ISS will be subject to further consequences that may include out of school suspension.
- Students assigned to ISS are not allowed to leave to attend athletic events, field trips or other school activities.

Failure to comply with the rules of ISS may be assigned out of school suspension.

## **Detention**

Administrators have the authority to assign detention for minor disciplinary infractions. Missing detention could result in progressive discipline-assigned a greater consequence.

## **Bullying Prevention Policy**

We believe all students 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. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, name-calling, threats in person, via other students, or social media; and social isolation or manipulation.

Canyon Day Junior High School expects parent, guardian, students and/or staff to immediately report incidents of bullying to the Principal, Dean of Students or the Counselor. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

If a student is bullied, the parents, guardians, student witnesses or the student himself/herself must notify the Principal or Dean of Student by filling out “Student Violence/Harassment/Intimidation/Bullying” forms that are available in the front office. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential. This will initiate a prompt investigation.

If the student or parent/guardian feels appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian should contact the Principal or Dean of Students.

## **Student Dress Code**

All students must be in compliance with Student Dress Policy JICA & JICA-R as approved by the Whiteriver Unified School District Governing Board.

- Some prohibited items include the following:
- Royal blue and red clothing and accessories
- Pants with holes above the knees
- Blouses with spaghetti straps
- Short pants or dresses less than one inch above the knees
- Spandex pants
- Tank tops
- Flip-flops
- Hats
- Bandanas
- Any clothing that is displaying illegal drugs and/or alcohol and/or sexually explicit pictures or words

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**

### **Attendance/Truancy**

State and Tribal law requires regular school attendance of school-age children on a daily basis. Any absence from class, whether it is for illness, school activity or other reason, limits the student's chance towards academic success and places an extra burden upon both the student and the teacher to maintain academic skills.

Attendance records will be maintained for all students, which include the number and dates of both excused and unexcused absences. Parents contact records will be maintained which include date, name of person contacted, means of contact, school official, and results. (Guidance entry in Tyler Sis) Repeat unverified absences will result in the student and parent being placed on an attendance contract. Violation of the attendance contract will result in the school taking necessary steps in accordance with District Policy, Tribal, and State law.

## **WUSD Policy**

**JH**

### **STUDENT ABSENCES AND EXCUSES**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, medical appointments, bereavement, medical emergency of a parent or sibling and observance of major religious holidays/practice of the family's faith. Excused absences for religious holidays/practice shall not exceed 10 days.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

### **When Absent from School**

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization within two weeks of the date of the absence will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

Adopted: July 8, 2015

**JHB ©**

### **TRUANCY**

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901.

*Truant* means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.



Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

**Procedures for habitual truancy:**

- Attendance clerk notifies Assistant Principal and provides an attendance contract.
- Parent Liaison contacts parents and gets signatures on attendance contract, contract is scanned and distributed to Administrators, School Counselor, and Attendance Clerk.
- If attendance contract is violated, attendance clerk notifies Assistant Principal and Parent Liaison.
- Parent Liaison reports contract violation to CPS. (Social Services) 928-338-4164
- Assistant Principal, notifies White Mountain Apache PD via School Resource Officer (SRO) that attendance contract has been violated.

**Tribal Truancy Code**

**SECTION 3.1 NOTIFICATION**

- A. **Parent Notification**, automated call, or attendance clerk, third unexcused absence.
- B. **School Resource Officer Notification**. If parent or guardian does not comply or cannot promptly transport the student to school, the Attendance clerk or Drop-out Prevention Coordinator shall immediately notify the School Resource Officer, who shall make a home visit or search for the student.

The following information will be provided to the School Resource Officer:

1. The student's name
  2. The date (s) of prior unexcused
  3. The student's physical address
  4. The names of the parents or guardian and
  5. Any other information about the student that may be helpful in locating the student.
- C. **Right to Detain**. After locating the student, the School Resource Officer shall detain and return the student to school. The school shall notify the parent that the student was detained and transported to school by the School Resource Officer.

**Section 3.2 Screening**

- A. **Screening Required**. After a student's third unexcused absence during a given school year, the Principal or designee shall schedule within one week, a screening.
- B. **Screening Purpose**. To determine the cause of the unexcused absences, determine what services may be required or advisable to remedy the situation.
- C. **Screening Participants**. Unless otherwise requested by the student, the student and the school counselor or designee shall be the only persons required to participate in the screening.

**Section 3.3 Intervention Team**

- A. **Intervention Required**. After a student's fifth unexcused absence during a given school year, the Principal or designated Administrator shall schedule, within ten (10) days, an intervention team meeting.
- B. **Intervention Team: Participants**. The intervention Team shall be comprised of the following individuals:
  1. The parent(s) or Guardian(s) of the student
  2. The student
  3. The Principal and Student Intervention Team (SIT)

### **Intervention Measures**

1. The student and parents shall schedule and attend an assessment with Apache Behavioral Health Services within one week, assessment shall focus on identifying and remedying the issues in the family that are inhibiting school attendance.
2. Student Intervention Team shall create a 30-day Attendance Improvement Plan that will track the progress of the assessment.
3. Student Intervention Team shall, at the first meeting, schedule a follow-up meeting to occur not sooner than 30-days after initial meeting to follow-up on progress with the Attendance Plan.

### **Intervention; Completion.**

1. **Compliance.** If at the end of the 30-day Attendance Plan, or sooner, the student has not accrued anymore unexcused absences, student and family have achieved substantial compliance with the other requirements of the attendance plan, then the plan shall be considered complete and the Intervention Team dismissed.
2. **Non-Compliance.** If, at the end of the 30-day Attendance Plan or sooner than that if the student accrues any additional unexcused absences or it otherwise becomes apparent that the student and family do not intend to comply or refuse to participate, the Student Intervention Team may be dismissed and the matter referred to the School Resource Officer, who shall take the appropriate measures.

An absence for any of the following reasons verified by a **written note and phone call (928) 358-5680** 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

"Pursuant to A.R.S. § 15-901(A)(1), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions. Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year." G-1 Defining Excused Absences-Guideline

The following are some examples of **UNEXCUSED ABSENCES**:

- Oversleeping or missing the bus
- Hunting, fishing, camping trips or out of town
- Students staying at home to watch children or help at home
- Undocumented absences (no note on file)

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

### **Tardiness (Consequences)**

Students at CDJH are expected to be in class on time. Students tardy to class are in violation of the attendance policy. Progressive consequences will be assigned in accordance with the progressive discipline matrix. **Students tardy to first period will sign in at the front office; parents will be contacted if a student is habitually late.**

## **Student Services & Facilities**

### **Child Find**

The Whiteriver Unified School District accepts referrals for all students and assists parents in contacting the appropriate agency to meet their needs. The Whiteriver Unified School District conducts Child Find screening. To schedule an appointment for Child, Find screening call Special Services Office at 928-358-5800

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located and evaluated to receive the supports and services they need.

Public schools and the Arizona Early Intervention Program are responsible for "finding" eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs.

When children are "found", they are referred to a specialist to screen their development. The screening helps "identify" any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, the Arizona Early Intervention Program or a public-school system will offer early intervention or special education services according to the child's needs.

Early intervention supports and services assist families of children who are eligible by helping children ages Birth to three years develop to their full potential. In Arizona, early intervention services are provided through the Arizona Early Intervention Program (or AzEIP). Preschool special education services for children ages 3 to 5 provide special strategies to help children reach their developmental milestones.

Special education services for school-aged children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the educational environment.

### **Individualized Educational Plan**

Promotion requirements may vary for students with an Individualized Educational Plan. IEP goals will be established by case managers, teachers, parents and administration. Parents are encouraged to keep in contact with case managers to monitor student progress and graduation status.

## **Internet Access**

The school district provides students with internet access as part of the educational experience. All students and their parents are required to sign a permission form before the school will allow access. All access is monitored and recorded electronically, and as such, may be read. Any student who misuses or abuses the internet or fails to follow rules will be denied access and may be subject to disciplinary action. Students agree to abide by the following rules and guidelines:

1. Use the internet access for educational purposes only.
2. Keep passwords and user ID's private.
3. Do not contact or communicate with others not personally met.
4. Do not view, send, or receive content suggestive of pornography or containing profane language, unethical or illegal solicitation, or illicit materials, including views that are racist, sexist, violent, or favorable toward drug and alcohol abuse.
5. Do not use or log in to chat rooms or instant messaging systems.
6. Abide by all copyright laws and regulations.
7. Do not give personal information to vendors or internet services.
8. Do not willfully harm, modify, or destroy system equipment or software.
9. Do not use the internet for commercial or consumer usage (buying or selling online).
10. Do not use the internet to intimidate, threaten or harass others.

## **Chromebooks and Electronic devices**

Chromebooks may be provided for individual student use as an educational tool, and instructional resource. When assigned a Chromebook, students are responsible for proper use as well as physical care of equipment. Students may be held responsible for replacement cost or repairs if used improperly. Problems with Chromebooks should be reported to the teacher. WUSD technology use policies apply to Chromebooks.

## **Cafeteria**

The cafeteria will provide breakfast and lunch every normal school day; ala cart items are also available for student purchase. All food must be consumed in the cafeteria. Breakfast and lunch will be provided at no cost to all students; however, Free and Reduced Lunch forms must be filled out by all students' parents/guardians. No students will be called to the front gate or the office for outside lunch delivery.

## **Counseling and Healthcare**

The counseling office provides both personal and academic services. Some of the areas in which the counselors assist students are course selection, social adjustment, peer relations, bullying 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.

## **Apache Behavioral Health Services (ABHS)**

Apache Behavioral Health Services provide on-site mentoring and counseling for CDJH students. Students must have proper paperwork on file with ABHS to participate and teacher permission to miss instructional time to meet with a Life Coach or Therapist.

## **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 parent 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 & Physical Education 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.

## **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.

## **Doctor's Clinic**

A doctor from the Public Health Service may be available by appointment in the nurse's office. Students who want an appointment with the doctor must be eligible for public health service and have a permission slip on file.

## **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 all or even part of the bill.

## **Transportation**

### **Daily Bus Service**

The driver of any school bus is responsible for the orderly conduct and safety of the pupils transported to and from school. Cameras may be 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 assigned consequences at school. Parents and students were provided a transportation agreement in the registration packet.

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

1. Older students are to help the bus driver in maintaining order and assisting younger students in following the directions given by the bus driver.
2. All students are to stay on the bus unless directed otherwise by the bus driver OR if an immediate danger to students is present.
3. If students have to leave the bus, they must stay in a group and follow the directions given by the bus driver.
4. 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. When instructed to do so, go with your class to the bus loading area and follow all directions from staff. When the drill is completed your teacher will take you back to the classroom.

### **Activity Travel**

Students are required to travel to and from school activities by school transportation. Permission to return from the activity with parent/guardian ONLY must be approved by the staff person in charge of the activity. Parent/Guardian must sign the student out with the staff in charge of the activity. Students may use electronic devices on activity trips. **The school is not responsible for lost, broken, or stolen items.**

### **Bikes, Skateboards and Scooters**

Bikes, skateboards, scooters, skates, or other similar vehicles may not be ridden on campus. The school shall not be responsible for loss, stolen or damaged items. If students bring these items to school they must be stored in the office or a classroom, students are not to have them in their possession during the school day.

## **SCHOOL EVENTS**

### **Master Calendar**

The school secretary will keep a master calendar of school events. Events and activities will be placed on the calendar as approved by administration or Student Council. Athletics schedules are available from the Athletic Director.

### **Parent-Teacher Conferences**

Parent-Teacher conferences occur quarterly throughout the school year. This is a great opportunity to meet with teachers regarding student academic progress. Progress reports not picked up during Parent-Teacher conferences will be mailed home.

## **Parent Advisory Council (PAC)**

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

## **Extra-Curricular Activities**

Students at CDJH can take part in many different clubs and activities during the school year. School teams compete in the White Mountain League. Any violation of the eligibility rules may result in disciplinary action. See the Student Athletic Handbook for details. There is an activity bus that will take students home after extra-curricular activities. It leaves the school at 4:45 p.m. Monday, Tuesday, and Wednesday.

- **Academic Eligibility**-All students participating in clubs, activities and/or athletics must be eligible for participation; Students must not have an "F" on 2 consecutive eligibility checks. Eligibility checks will be conducted on two-week intervals.
- **Athletic Participation Requirements**-To be eligible to participate in athletics, students must complete all requirements set forth by CDJH. Students will receive a yellow clearance card from the school secretary once all required paperwork is submitted and he/she is cleared to participate in athletics. Please see the Student Athlete Handbook for details.

## **School Dances**

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

1. Once inside the dance, no one may leave and come back.
2. 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.
3. Students who are currently suspended the day of a dance may not attend the dance. Administration may ban students from dances at their discretion.
4. Dances are for CDJHS students only unless otherwise specified.
5. I.D. must be shown upon request.

## **End-of-the-Year Activities (Dances, Trips, Etc.)**

- Students are required to have a minimum cumulative GPA of 2.0 average to attend any end-of-the-year activities.
- Students may not have any OSS and/or 6 or more hours of ISS to be eligible to participate.

## **EMERGENCY PROTOCOL AND PROCEDURES**

**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.**

### **Evacuation Plan**

When the fire alarm sounds, faculty members are to:

- Close any windows
- Turn off the lights
- Close the doors but do not lock them
- Escort students to designated 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”

### **Lock Down Procedures**

In the event that a lock down is initiated faculty members are to:

- Immediately step out door and get all students nearest the classroom inside
- If a class is outside the classroom, teacher should lead students to the nearest classroom or secure location and follow lock-down procedures
- Lock classroom door; under no circumstances should the door be opened until the “all clear” is given.
- Cover windows by closing blinds, taping up opaque fabric or paper
- Move students away from doors and windows. Maintain a quite orderly environment.
- Do not allow students to use their cell phones to call home until instructed to do so.
- No student may leave under any circumstances, nor may they be picked up by parents.
- If possible, email the name of missing students to the principal and school secretary. Also, if you are in a location other than your classroom send an email indicating so.
- Await further instructions or an announcement of “all clear”

### **EMERGENCY PREPAREDNESS – CDJHS**

We work diligently to make sure that students and staff are prepared for emergencies. We have an emergency plan that provides guidance for the school staff in an emergency. We conduct regular emergency drills that accommodate persons with disabilities and meet or exceed the state mandated requirements, such as:

- Fire Drill – Every elementary and middle school practices this procedure once a month; high schools practice once each semester.
- Earthquake Exercise – Once a year, all schools conduct a full-scale earthquake exercise as part of the Great California Shakeout. The drills are scheduled in the fall and all the elements of the school ‘s disaster plan is practiced District-wide.
- Drop, Cover, and Hold On (Earthquake) Drill – Every month, schools use this drill to remind students how to protect themselves during an earthquake.



- Lockdown Drill – At least once a year, schools practice how they will respond to a threat of violence on or near the campus.
- Shelter- in-Place Drill – At least once a year, schools practice how they will respond to an environmental hazard on or near the campus.
- Take Cover Drill – At least once a year, students practice how they would respond to gunfire or an explosion in the neighborhood.

Parents are asked to make sure that their students actively participate and take emergency drills seriously. These drills help make public schools the safest place for students during an emergency. Each school also stocks emergency supplies to sustain students and staff. These supplies include: water, food, first aid supplies, search and rescue supplies, and sanitation items. These supplies are checked regularly by school staff. In the event of a disaster, the school may need to care for your child for several days if you are unable to reach the school. It is important to have adequate emergency medical supplies on hand. School sites request that parents bring a 72-hour supply of any prescription medications for their child to the school health office. Medications should be in a container with the pharmacy label listing the child's name, the name and dosage of the medication, and instructions for administering the medication.

### **What can Parents do during an Emergency?**

Parents should be familiar with the school's emergency procedures and update contact information whenever it changes. Keep their cell phone with them to receive recorded updates on the emergency. Knowing where to go to pick-up their child will save time and reduce anxiety. 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 should also remember that children look to them for guidance and support during an emergency; parents who are calm and are prepared for emergencies can inspire children to do the same. This will go a long way to promote recovery and a return to normalcy. Parents who have questions about their school's emergency procedures are encouraged to contact the school's administration.

### **EMERGENCY RESPONSE**

In the event that there is an emergency, parents should remember that public schools are among the safest buildings in the community. Our school has extensive fire/life safety systems that include fire alarms and sprinkler systems that are designed to protect students and staff. In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area away from buildings; usually the school field or play yard.

During a lockdown or shelter in place, students will be moved indoors, to use the buildings as protection. During an emergency, parents who want to pick-up their children may be asked to go to the Request Gate located on the school's perimeter and show identification. This is a specific location that schools will use to release students. Please remember that students will only be released to a person whose name is listed on the student's Emergency Information Form. Parents must make sure that the student's Emergency Information Form is current and correct. Please notify your child's school any time the emergency contact information changes.

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when the campus must be protected, parents will not be able to pick-up their children until the school campus is declared to be safe by law enforcement. Parents need to understand that the students are being sheltered in a secure classroom for their safety and will be released only when it is safe.

## **GRADING & PROMOTION**

The school year is divided into four quarters, each approximately nine weeks long. There are four grading periods (Quarter 1; Quarter 2; Quarter 3; Quarter 4).

**Progress Reports** are used to monitor progress for students. Teachers will submit grades approximately every 4 ½ weeks. (Mid-Quarter). Progress reports will be mailed home.

**Progress Monitoring:** Students must be proactive in being aware of their progress. Parents must also be proactive in keeping up to date on their students' progress. Parents are encouraged to contact the teachers regularly by email, phone, or sending a note. Teachers will always be happy to provide information on student progress when requested from parents or students. If you are concerned about progress do not wait until it is too late, check with the teacher.

### **Grading Practices**

Teachers will have at least two graded assignments per week for students to demonstrate their learning. All assignments are based on learning standards. and objectives and are used monitor student progress.

### **Grade Scale**

A: 100%-90%

B: 89%-80%

C: 79%-70%

D: 69%-60%

F: 59% and below

### **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 classes will have pre/Post tests to determine academic growth.

### **Promotion Ceremony Requirements**

Students who wish to participate in 8th grade promotion will have to meet the following:

- Must not be failing more than 1 core class for two consecutive semesters
- Must not have more than 10 days of Suspension Absences in a school year
- Must not have more than 15 days of Unexcused Absences per semester
  - At the discretion of the principal, opportunities such as: after school detention, Saturday school, parents/guardians attending class with student, etc. may be given to students to work off days of suspensions and/or unexcused absences.

## **Awards**

**Principal's Honor Roll:** A student with grade point average of 4.0 will be listed on the Principal's Honor Roll.

**Honor Roll:** A student with grade point average of 3.5-3.99 will be listed on the Honor Roll.  
**Academic Awards-**CDJH will have academic awards assemblies throughout the school year. Parents are invited to attend.

### **Individualized Educational Plan**

Promotion requirements may vary for students with an Individualized Educational Plan. IEP goals will be established by case managers, teachers, parents and administration. Parents are encouraged to keep in contact with case managers to monitor student progress and graduation status.

Students should check with a counselor regarding specific requirements and/or special circumstances regarding promotion progress.

## **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 or 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 the administration and the progressive discipline matrix will be followed.

**The comprehensive discipline policy is available in the front office and on the district and school website.**

## **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 at Canyon Day Junior High. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

In classrooms with clear and consistent behavior expectations:

- Students know and understand what's expected of them, which gives them confidence.

- Students monitor themselves and take more responsibility for their behavior — and their learning.
- Students spend more time on task and academic learning time increases.
- Teachers can more easily recognize and motivate positive behaviors.
- Classroom stress for students and teachers decreases.
- Students gain a sense of safety and security.
- The classroom culture and the school culture become more positive overall.

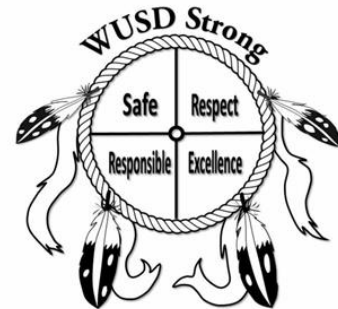
**PBIS at CDJH:**

**Positive approaches** focus on strengthening both **school** staff and students to establish and maintain a safe, healthy and supportive **school** culture and climate. Through teamwork and teaching appropriate behavior to all students in the school, inappropriate and disruptive student behavior can and will be reduced and prevented. Schools that have been successful in building a school-wide system develop procedures to accomplish the following:

***Behavioral Expectations Are Defined***

A small number of clearly defined behavioral expectations are defined in positive, simple rules:

- P: Positive
- R: Respectful
- I: Intelligent
- D: Determined
- E: Engaged



**All Locations**

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

Having a simple, positively stated expectations in areas on campus supports the teaching of behavioral expectations across school settings. Positively stated rules are important because research has shown that recognizing students for following the rules is even more

important than catching them breaking the rules. By stating rules positively, the hope is staff will be more likely to use the rules to reward students engaging in the appropriate behavior. It is important for staff and students to consistently use the common language across all school settings. All staff and students in the school are expected to know the PBIS creeds. Schools will be evaluated per year to see if all staff and students know the rules. To be more effective, regular teaching using our expectations should become part of the school culture.

### ***Behavioral Expectations Are Taught***

The behavioral expectations are taught to all students in the building and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid.

Specific examples are:

- Proud means having great self-respect or dignity as a result of your actions or achievements
- Respectful means treating people the way you would like to be treated
- Intelligent means you are using your brain and heart to learn, understand, and have good judgement
- Determined means being purposeful and brave in decision making
- Engaged means paying attention so closely that you are living in the moment!

Behavioral expectations are taught using the same teaching formats applied in the general curriculum. The rules are presented, the reasons are discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given the opportunity to practice the “right way” until they demonstrate fluency.

### ***Appropriate Behaviors Are Acknowledged***

Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. CDJH has designed a formal system that rewards positive behaviors.

- Respect & Responsibility Card – Students are able to gain points for positive behavior and behavior they need to work on and track their progress. They receive incentives on their positive behavior and retraining on behaviors they need reminding about.
- Tickets – are immediate rewards used by the staff member, at their discretion, as a tool of encouragement and a student motivator. Use Tickets to encourage and reinforce positive behaviors demonstrated on a consistent basis. Staff can award Tickets to students, whether they teach them or not. Students that show positive behavior that goes above and beyond the norm may receive Ticket.
- Rider Pride Badge – Students/Staff can receive a ticket and be eligible for monthly drawings.
- Student of the Month – Each month a student from each grade level (6-8) are nominated by their “core” teachers for the “Student of the Month” based on

academic and behavioral excellence. The students will have their pictures displayed in the display case at the main entrance of the school.

- The Academic “Rider Pride” Awards are awarded to students that have maintained a 90% or better average for each quarter or have shown the highest growth in academics. The awards are given out at a student assembly by the Principal.
- No Referral End of the Year Events – The “No Referral” End of Year Event is provided for students that have NO discipline referrals for the entire year. Students will receive an official invitation to the activity approximately one week before the event. Only students that have an invitation are allowed into the event or activity.

### **Rider Pride Process**

Classroom disruptions have a negative impact on student learning. Increasing student achievement involves minimizing classroom disruptions. The Rider Pride Process is an approach to address classroom disruptions. The Rider Pride Process allows students to learn to take responsibility for their own disruptive behavior without trying to control them. The process is fair and respectful. Students are taught to monitor their own behavior by taking responsibility for what they do.

When using the Rider Pride Process, the teachers do not tell students what to do. Instead teachers ask them what they are doing in relation to the rules or standards of where they are. We want our students to believe they can make things better for themselves by learning to respect the rights of others. Students need to be taught this skill.

The process is non-manipulative and non-punitive; it allows students to think through what they are doing and take personal responsibility for their behavior. We want to teach students to take responsibility for their lives and respect everyone around them.

The main thing to understand is if behavior is disruptive it doesn't really matter why at the time, what is happening is what matters. When a student cannot stop disrupting they go to the Rider Pride Room where they can reflect on their behavior. At the Rider Pride Room, they create a plan for improved behavior. When their plan is complete they will conference with their teacher, one on one, and agree to a return to class.

Procedures:

When a student is disrupting ask them the following questions:

1. What are you doing?
2. What are you supposed to be doing?
3. What happens if you continue disrupting?
4. Is that what you want to happen?
5. What are you going to do now?

The student is now expected to stop the disruption. If he/she disrupts again quietly complete a Rider Pride Pass and give it to the child. It is important not to engage the student in confrontational conversation or “preach” about the choice that has been made. Parents and caregivers will be notified when their student has been sent to the Rider Pride Room.

If a student initially refuses to answer the questions, they have chosen to go to the Rider Pride Room. They will create a plan and meet with their teacher to negotiate a return to class. If a restriction needs to be placed on a student, a parent or caregiver will be called to attend class with their student for the class period(s) affected. Students that attend the Rider Pride Room repeatedly will be assigned consequences according to the progressive discipline matrix.

## **DEFINITIONS**

### **Infractions**

**Absence from Class**-failure to be physically present for all of a class session or required school activity.

**Aiding/Abetting**-any act that leads to or encourages an infraction on the discipline matrix.

**Aggravated Assault**-assault which causes serious injury to another; assault with a deadly weapon or dangerous instrument; assault which causes temporary but substantial disfigurement, temporary but substantial loss or impairment of any body organ, or fracture of any body part.

**Aggravated Assault of a School Employee**-a person commits aggravated assault of a school employee if the person who commits assault as defined knows or has reason to know that the victim is a teacher or other person employed by any school, and either is on school grounds or is engaged in any school-related duties.

**Alcohol**-any fermented and/or distilled liquor or a substance reasonably believed to be or portrayed by the student as a fermented and/or distilled liquor.

**Arson**-the attempt to burn any property, to start a fire or explosion, or to promote the continuation of a fire or explosion. Arson does not include teacher approved class activities such as an approved and supervised experiment in a chemistry class.

**Assault**-intentionally, knowingly, or recklessly causing any physical injury to another person; knowingly touching another person with the intent to injure, insult, or provoke such person; intentionally placing another person in reasonable apprehension of imminent physical injury.

**Behavioral Contract**-a written agreement outlining certain remedial conditions and/or a plan of actions seeking a particular solution to a student behavioral problem.

**Breaking and Entering**-unauthorized entry into the property of another or into any portion of the school property.

**Bullying**-occurs when a student, either alone or in concert with others, uses superior strength, power, influence or advantage deliberately to inflict physical, emotional, or verbal abuse on another student. Bullying includes explicit or implied threats of bodily harm, weapon possession, extortion, repeated insults and/or teasing, assault, social ostracism, sexual harassment and intimidation.

**Bus Behavior**-please refer to WUSD Bus Safety Rules

**Cafeteria Misbehavior**-see school handbooks.

**Cheating**-the use or attempted use of information, academic work, research or property of another as one's own. Cheating shall include but not be limited to sharing knowledge during an examination or the unauthorized use of notes or other materials in an examination. Cheating shall also include the willful disobedience of testing rules.

**Complicity** - the association or participation in any act or the agreement between more than one individual to commit an act where the act ultimately is committed or attempted by any one or more of the individuals.

**Conference** - a meeting/discussion, in person or by telephone, between a school employee and a student and/or parent.

### **Controlled Substance -**

- alcohol; tobacco
- any narcotic or dangerous drug;
- glue, paint, or any intoxicating substances that may excite or stupefy an individual or diminish the individual's physical or mental capacity when possessed for such purposes;
- any other potential mind-altering substance, including marijuana and over the counter substances.
- drug paraphernalia, as defined by A.R.S. 13-3415;
- any other substance enumerated in A.R.S. 13-3401, as well as any imitation controlled substance listed in A.R.S. 13-3451. Medication shall not be considered a controlled substance so long as the medication is either 1) prescribed by a physician and used in accordance with the prescription and Governing Board policies or 2) a proprietary medicine as defined in A.R.S. 32-1901(39) when used in accordance with parental instructions and Governing Board policies.

**Counseling**-individual or group professional guidance with a student that may utilize techniques involving discussion, interviewing, testing, and other guidance procedure.

**Defiance of School Authority**-refusal to comply with a reasonable request by school personnel.

**Destruction**-damaging, destroying or defacing school property or the property of any other person.

**Disorderly Conduct**-conduct that is reasonably likely to disrupt, or that does disrupt, the regular or normal school functions or any school process or activity.

**Display of Affection**-visible affectionate physical contact that exceeds accepted standards of reasonable public conduct.

**Disrespect**-display of rude or discourteous behavior toward a school employee.

**Disruption of the Educational Process**-any conduct that causes, is intended to cause, or that is reasonably likely to cause a breakdown in the orderly process of instruction and/or school activities.

**Ditching**-the failure to attend class without an approved reason.

**Drug**-a controlled substance as defined herein.

**Explosive Devices**-any apparatus or substance that is capable of exploding or causing an explosion.

**Extortion**-the act or practice of obtaining something from a person by force, threatened force, or undue or illegal power or influence.

**Failure to Report**-the failure to report to school employees or administrators any infraction about which a student has knowledge.

**False Information**-intentionally giving an untrue communication to any Whiteriver Unified School District personnel.

**Fighting**-engaging in physical contact for the purpose of inflicting harm on another person.

**Firearm**-gun, rifle or similar items whether or not functional.

**Forgery**-the unauthorized or untrue making or alteration of a written document or another person's name or signature.

**Gambling**-to engage in a game or other activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

**Harassment**-serious or repeated conduct toward an individual that would disturb or annoy a reasonable person under similar circumstances. This conduct could include, but not be limited to, forms of verbal or physical harassment based on race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

**Hate Crimes**-Any act designed to frighten, harm, injure, intimidate or harass an individual, which is motivated in whole or part by the student's bias. The student's bias may include, but not be limited to, race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

**Hazardous Materials/Dangerous Items**-Any item that could be used to inflict damage to a person or property, or create a substantial disruption.

**In School Suspension (ISS)**-assignment of a student to a designated supervised room for part or all of a school day.

**Initiation/Hazing**-any type of initiation activity, whether conducted on or off school grounds, that is not expressly authorized by the school principal.



**Injury Prone Behavior**-intentional, negligent or reckless behavior that has a reasonable possibility of hurting or damaging oneself or others or the property of others.

**Insubordination**-any action involving defiance or disregard of authority and/or school rules and regulations.

**Intimidation/Threat**-verbal, written or physical communications or acts made with the intent or reasonable effect to inflict fear, injury or damage or to realize personal gain.

**Intoxicating Agent**-any controlled substance.

**Leaving Campus**-leaving school grounds, except where generally permitted for all students, without receiving prior approval from the proper school authorities.

**Loitering**-when an individual is present in or about a school after a reasonable request to leave or without authorization or a legitimate reason for being there.

**Lying** - intentionally giving an untrue communication.

**Malicious Damage**-conduct with the intent to cause loss or harm resulting in injury to person, property, or reputation.

**Normal Educational Process**-the normal operation of the school or School District.

**Not Pursuing the Course of Study**-refusal to follow the established curriculum or syllabus in a particular subject or course of study.

**Obscene Statements or Materials**-statements and materials which an average student, applying contemporary school standards would find, taken as a whole, appeal to prurient interests and, taken as a whole, lack serious literary, artistic, political or scientific value. The standard is that of the school community with a recognition that students are, as a class, younger and more sensitive than the general adult population.

**Paraphernalia**-any accessory, apparatus or equipment that may be used in the manufacture of or utilization of a controlled substance, or otherwise as defined in A.R.S. 13-3415.

**Physical Abuse**-any act intended to cause injury to another, that is reasonably likely to cause injury to another, or that a reasonable person would find insulting or offensive.

**Police Report**-the notification to law enforcement authorities that alleged criminal conduct has occurred.

**Possession of Stolen Property**-to hold an item or items without the permission of the owner.

**Profanity**-the departure in the use of language from what is normally considered to be acceptable within the environment of a school or school-related area.

**Refusal to Identify Self**-refusing to give correct name when requested to do so by school personnel, or the use of another person's name or identity as one's own.

**Robbery**-the unauthorized taking of property of another by force, violence, or threat.

**Sale of Intoxicants**-the transfer of ownership from one person to another for a price or item of value, any controlled substance.

**Sexual Harassment**-any unwelcome sexual advance, request for sexual favors or other verbal, written or physical conduct of a sexual nature that substantially interferes with a student's or employee's performance or creates an intimidating, hostile or offensive school environment.

**Sexual Misconduct**-public sexual indecency by engaging in one (1) or more of the following: sexual contact, sexual act, indecent exposure, etc.

**Solicitation**-a person commits solicitation if such person requests, commands, or encourages another person to provide him or her with information concerning where to purchase or obtain a substance or item the possession of which is illegal and/or prohibited by District policy

**Tardiness**-arriving to class after the scheduled starting time.

**Theft**-unauthorized taking of property owned by another.

**Tobacco**-ground up leaves used for smoking or chewing, or manufactured products such as cigars or cigarettes, known to be addictive and dangerous.

**Transfer**-to furnish, deliver or give away.

**Trespass**-the unauthorized presence of an individual on school property.

**Truancy**-absence from an assigned class and/or required school function without a proper and timely excuse.

**Unexcused Absence**-absence from class without a proper and timely excuse that is approved by school authorities.

**Vandalism**-destroying, mutilating, damaging or defacing objects or materials belonging to the

school, school personnel, or other persons.

**Verbal Abuse**-Obscene language, name calling, racial slurs or derogatory statements addressed to another individual or group of individuals.

**Vulgarity**-the use of offensive language; repulsive language; any obscenity.

**Weapons**-an object in one's possession that is used, is attempted to be used, or is commonly used to threaten or inflict bodily harm to another person or destroy property. Weapons also include any object that reasonably appears to another as an item that is being used or that is commonly used to inflict bodily harm on another person or to damage the property of another.

**Note: Please refer to AZ SAFE –Arizona Accountability for Education for the Definitions of Violations according to AZ Laws.**

## Consequences

**1. Reprimand**-A formal conference and warning from the school official to the student.

**2. Restriction-PCR (Parent Conference Required)**

The student will be temporarily moved to a safe supervised restrictive area away from the regular academic setting. A parent conference will be required, but if a parent/guardian does not respond, a corresponding disciplinary action will incur.

**3. Detention**-A restriction of free time privileges such as recess; time after school may also be used as detention time, but should not exceed more than one hour per day.

**4. Special assignment**- occurs when a student is given any additional work to perform that other students in a non-disciplinary situation otherwise are not required to do.

**5. Restriction of bus privileges**-the temporary exclusion of a student from school transportation facilities.

**6. Loss of privileges**-occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extracurricular activities during or after the regular school day.

**7. In School Suspension**-Removal from the regular academic setting into another area such as a classroom, counselor's office or principal's office.

**8. Restitution**-At the administrators' discretion, the student may have or will be required to serve an alternate consequence which may include but not limited to community service, letter of apology, fines/fees, grounds keeping, litter control, parent supervision and others.

**9. Short-Term Suspension**-Removal from school and school related activities such as; dances, clubs, field trips, athletic events and others for a specified length of time, not to exceed ten (10) school days.

**10. Long-Term Suspension**-Removal from school -related activities such as; dances, clubs, field trips, athletic events and others for a specified length of time, a minimum of eleven (11) school days and a maximum of one hundred one hundred eighty (180) school days. The period of long-term suspension may extend into the next school year. Governing Board actions required.

**11. Revocation of Enrollment of Open Enrollment Students**-For open enrollment students who would otherwise be subject to a long-term suspension or expulsion, the hearing officer has the option to revoke enrollment effective at any time within the school year.

**12. Expulsion**-Permanent removal of a student from school. Governing Board action is required. Appeal for reinstatement is available and must be approved by and is at the discretion of the Governing Board.

**13. Suspension Authority**-The authority to suspend students is vested in the superintendent, all assistant superintendents, the principal, associate principals, assistant principals, administrative assistants, and assistants to the principal.

**Canyon Day Junior High School  
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 Rider Pride Procedures and understand the expectations at Canyon Day Junior High.

I also acknowledge that the WUSD Student Discipline Policy and Athletic Handbook is available in the front office and the WUSD website.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**