

Canyon Day Junior High School

Student & Parent Handbook 2026- 2027



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

Table of Contents

CDJH Vision/Mission Statement.....	2
2026 - 2027 School Calendar.....	4
School Staff.....	5
Schedule	6
Student Code of Conduct.....	7
Rights and Responsibilities	7 – 8
School Policies and Procedures.....	9 – 13
Attendance/Truancy.....	13
Students Services and Facilities	16
Counseling and Health Care.....	16
Transportation	17
School Events	18-19
Emergency Protocol Procedures	19-20
Grading & Promotion.....	20-23
Positive Behavioral Interventions and Supports (PBIS).....	24
Parent Signature	25

Whiteriver Unified School District #20

Governing Board Approved: March 11, 2026

2026-2027 School Calendar

July 2026						
Su	M	Tu	W	Th	F	Sa
			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	

August 2026						
Su	M	Tu	W	Th	F	Sa
						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					

September 2026						
Su	M	Tu	W	Th	F	Sa
		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			

October 2026						
Su	M	Tu	W	Th	F	Sa
				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

November 2026						
Su	M	Tu	W	Th	F	Sa
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					

December 2026						
Su	M	Tu	W	Th	F	Sa
		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		

July	
3	Holiday-Independence day
13	Extended Year Start Date
21	New Teacher District Orientation
22	All Staff Report
22-24	All Staff Orientaion & Inservice
27	1st Day of School

August	
14	Optional Off-Contract PD Day

September	
3	Holiday-Tribal Fair Day
7	Holiday-Labor Day
25	PD Day

October	
1	End Q1
5-8	Fall Break
12	Holiday-Indigenous People's Day
13	Start Q2
23	Optional Off-Contract PD Day

November	
11	Holiday-Veterans Day
20	PD Day
25-27	Holiday-Thanksgiving

December	
4	Optional Off-Contract PD Day
17	End Q2/S1
21-31	Winter Break
24-25	Holiday-Christmas Eve & Christmas
31	Holiday-New Year's Eve

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	M	Tu	W	Th	F	Sa
	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						

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
		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			

January	
1	Holiday-New Year's Day
4	Start Q3/S2
18	Holiday-MLK Day
29	PD Day

February	
15	Holiday-President's Day
26	Optional Off-Contract PD Day

March	
11	End Q2
15-18	Spring Break
22	Start Q4
26	PD Day

April	
9	Optional Off-Contract PD Day

May	
7	PD Day
20	End Q4/S2 Last Day of School
24	Last Day for Staff/Make Up Day if needed
25	Make Up Day if needed
26	Make Up Day if needed
31	Holiday-Memorial Day

June	
2	Extended School Year End Date
18	Holiday-Juneteenth Day
Q1=38 school days; 42 teacher days	
Q2=36 school days; 37 teacher days	
Q3=38 school days; 39 teacher days	
Q4=36 school days; 39 teacher days	

2026 – 2027

Administration	Teaching Staff
Darcy Helle, Principal	6th grade
Brianna Endfield, Assistant Principal	Geniece Smith, ELA/SS
Health Office	Roxan Abecia, ELA/SS
Lorraine John, Health Aide	Josephine Clyde, ELA/SS
Office Staff/Support Staff	Lourdes Casinao, Math/Science
Ryan Walker, Administrative Assistant	Crystal Declay, Math/Science
Heather Ahasteen, Drop Out Prevention	Maya Sanchez, Math/Science
Cathy Tate, Student Data Coordinator	Mathematics
	Manisha Moody, 7 th Math
Certified Support Staff	Arjay Amper, 7 th /8 th Math
Angela Jaimes, Guidance Counselor	Nelsa To-Ong, 8 th Math
Special Education Department	Science
Lorenzo Ruiz, Teacher	Irene Floro, 7 th Grade
Escolar, Maddox	Harbe Zate, 7 th /8 th Grade
Andre Pineda, Teacher	Jean Ibona, 8 th Grade
Kristal Villan, Teacher	
Instructional Assistants	Social Studies
Julie Paxson, Para Professional	Darilyn, Massey, 7 th /8 th grade
Kristy Declay, Para Professional	Julito Dela Lina Jr., 7 th Grade
Jayson Palencia, Para Professional	Jovito Fernandez Jr., 7 th /8 th Grade
Tanjia Clarkson, Instructional Assistant	
	ELA
Custodians	Glenda Nez, 8 th grade
Truman Beatty	Zenin Barril, 7 th /8 th grade
Roberto Tortice	Toniquia Parker, 7 th
Vergilee Quintero	
	Electives
Campus Monitor	Jessie Gushoney, Apache Culture
Lamberta Dayaye	Dakota Talyor, Art
Merna Hastings	Jaycee Agner, PE/Health
	Anthony Marquez, Robotics
	Jake Barredo, EdTech/CTE
	Jennifer Westover, Music

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			
Regular Schedule			
Period 1		7:30 am - 8:15 am	
Period 2		8:18 am - 9:17 am	
Period 3		9:20 am – 10:19 am	
Period 4		10:22 am – 11:21 am	
Lunch		11:21 am – 12:00 pm	
Period 5		12:03 pm – 1:02 pm	
Period 6		1:05 pm – 2:04 pm	
Period 7		2:07 pm - 2:35 pm	
2- Hour Delayed Start Schedule		Half Day Schedule	
Period 2	9:30 am - 10:21 am	Period 1	7:30 am - 8:02 am
Period 3	10:24 am - 11:15 am	Period 2	8:05 am - 8:37 am
Lunch	11:15 am – 11:55 am	Period 3	8:40 am – 9:12 am
		Period 4	9:15 am - 9:47 am
Period 4	11:58 am – 12:49 pm	Period 5	9:50 am – 10:22 am
Period 5	12:52 pm – 1:42 pm	Period 6	10:25 am – 10:57 am
Period 6	1:45 pm - 2:35 pm	Lunch	11:00 am - 11:30 am

The building is open at 7:10 am on school days and is closed at 3:30 pm. Students should not be dropped off before 7:10 am. 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 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 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). 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.

FERPA and Directory Information

The Family Educational Rights and Privacy Act (FERPA) 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 and eligible students (18 and over) the right to inspect and review the student's education records maintained by the school, to ask that they be corrected if believed to be misleading or inaccurate, and requires the school to obtain permission before releasing information from a student's education record to anyone other than school officials with a legitimate interest, a school to which a student is transferring, audit officials, financial aid officials for specified students, organizations conducting certain studies on behalf of the school, accrediting organizations, the court system, health and safety officials, and the juvenile justice system.

FERPA also dictates that Directory Information may be given out upon request without consent. Directory Information consists of the student's name, address, telephone listing, date and place of birth, e-mail address, photograph, grade level, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height if student is a member of an athletic team, honors and awards received, and the student's most recently attended education agency or institution. Parents and eligible students have the right to opt-out of sharing Directory Information. During the annual online student enrollment process parents have the opportunity to indicate what if any directory information is to be disclosed. Parents and eligible students can provide written request to the school data coordinator to make changes.

Parents Right to Know

As the parent of a student in the Whiteriver Unified School District, you have a right to know the professional qualification of the teachers who instruct your child and ask for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major and whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

You also have the right to know:

- (i) information on the level of achievement and academic growth of your student, on State academic assessments required; and
- (ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you would like any of the information above, please contact the school administrator.

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. According to the Gun-Free School Zones Act – 18 U.S. Code § 922(q) and the Drug-Free Schools and Communities Act – 20 U.S. Code § 7101 et seq., this zone extends 100 feet beyond the perimeter 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 of this policy will be subject to disciplinary consequences as outlined in the WUSD 6-8 Discipline Matrix, which may include school-administered discipline and referral 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 and have a valid visitor's pass before entering classrooms. Students are not to be left alone with visitors, presenters or volunteers.

District Cell Phone and Electronic Device Policy

Personal electronic devices are disruptive to the education environment therefore as required by the Children's Internet Protection Act and Arizona Revised Statute 15-120.05 the following policy applies to all students attending Whiteriver Unified School District schools:

Junior High School-Grade 6 to 8

- Personal electronic devices are not allowed during instructional time and passing periods with the exception of reporting an emergency, such as an unsafe environment/situation.
- Students will be restricted from accessing the district's network but will have necessary access associated with instructional programs and assessments.
- Parents may contact students by calling the front office.
- Students may request the front office staff contact their parent.
- Emergency communications will be sent out to parents via the Bloomz communication platform-text messages, phone calls as well as social media posts. Students may be allowed to contact parents during an emergency situation, such as lockdown or evacuation, if deemed safe to do so.
- Students requiring a personal electronic device due to a medical condition or other extenuation circumstance must have a written IEP, 504 or administrator approving the use of such device.
- Students are responsible for securing their electronic devices; the school is not responsible for lost, stolen or damaged devices during the school day or at school activities.

Violations of District Cell Phone and Electronic Device Policy

If a student is found in violation of the policy the following consequences will be given:

- First Offense-warning and parent contact
- Second Offense/Repeated Offense-confiscation of the device and device will be release to the parent at the end of the school day.
- Repeated Offenses-may be considered "Insubordination" and progressive discipline will be followed according to the Discipline Policy.

District-Wide Backpack Policy

All schools will enforce a clear bag/backpack policy. All bags must meet the following criteria:

- Backpacks must be transparent made from plastic, vinyl, or PVC
- Pockets must be transparent, no hidden or covered pockets are allowed
- Tinted or semi-clear material is not allowed
- Print or labels must not obstruct the view of the contents in the bag
- Students are allowed a 4x4 or smaller personal hygiene kit
- Athletic bags do not have to be clear and must be checked in upon arrival to school and will be stored in a secure location
- Administration has the discretion to determine whether a backpack meets the allowable criteria
- Backpacks not meeting the criteria will be confiscated and required parent pick up at the end of the school day.

Fees

Students are responsible for any damage to 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 are not allowed and will result in disciplinary action. This includes but not limited to daily course work and assessments.

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 damage their textbooks by writing or drawing inappropriate art.

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. Energy drinks are not allowed in the school at any time.

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 during regular school hours. 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

All messages for students must be received by the front office staff before 11:00 am. Bus changes must be requested before 1:00 PM; requests received after that time will not be accommodated unless it is an emergency.

Withdrawal of a Student

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

Conduct at Sporting Events

CDJH is a member of the White Mountain League and abides by the rules and regulations as established by the association to maintain and improve high standards of conduct, competition and relations with member schools. 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, whether home or away, are considered school activities; therefore, school behavior rules apply at all times, including on district transportation. Failure to comply 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 used during class time. Both administration and staff have the authority to assign detention. Missing detention could result in progressive discipline.

Hazing/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,
- physical contact including but not limited to pushing, hitting, kicking, shoving, scratching 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. For more information about hazing, see board policies JICFA, JICFA-R, JICFA-EA, and JICFA-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 or staff member 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. (This includes bus drivers and custodians).

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 takes into consideration the educational environment, safety, health, and welfare of self and others. The following guidelines include:

- 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/or belly buttons), when standing or sitting.
- Skirts, shorts, ripped jeans or any other garment may not show skin that is higher than the lowest point of the student's finger tips. Leggings must be worn under such garments.
- Shoes must be worn at all times. Close-toed shoes are encouraged at all times.

- 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. Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited. For example; Cookies, Shrooms, etc.
- Hats and beanies can be worn in the classroom at the discretion of the teacher.
- Blankets are not allowed.
- 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, games, robotics, field trips, 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

Clear backpacks and small purses will be permitted at CDJH but are subject to search.

Attendance/Tuancy

Attendance and Absenteeism

The State of Arizona and the White Mountain Apache Tribe require that students attend school. 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. 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 who are repeatedly tardy to school may be referred to truancy. Students who are tardy between classes will be assigned a lunch detention, after (3) lunch detentions, ISS would be assigned for that class period. After three (3) ISS referrals, discipline will follow the district matrix for truancy. Hallway sweeps will be conducted daily.

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 White Mountain Apache Tribe 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. Absences beyond 2 weeks may not be changed. An absence for any of the

following reasons must be verified by **a written note and phone call (928) 358-5753**. The following will be considered an excused absence (notification must be received prior to the absence or when the absence occurs):

- Illness
- Appointments for medical reasons (appointments should be scheduled for non-school hours if possible)
- Medical emergencies
- Bereavement
- Observation of a major religious holiday of the family's faith, religion, or culture.
 - Including 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 student support and academic services based on student needs. Some of the areas in which the counselors assist students with are social adjustments, peer relations and anything else students may be struggling with. The counselor is available to meet with individual students, small groups, and parents.

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.

- 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. Student behavior violations will result in disciplinary actions.

Transportation is an extension of the school day and school policies must be followed.

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. 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

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

- 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 on the day of an activity may not attend.
- Activities are for CDJH students only unless otherwise specified.

School Clubs

CDJH may offer a number of different school sponsored clubs, including Student Council, FCCLA, Indian Club as well as others. Students who wish to participate in these opportunities must complete all required documentation set forth by the WUSD Activity Handbook.

School Athletics

To be eligible to participate in athletics, students must complete all required documentation set forth by the White Mountain League, WUSD Activity Handbook, and CDJH Athletic Contract. 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. First week with an "F" will be placed on probation, second week with an "F" will be ineligible to play or participate.

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.**"

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.
- 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.**"

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.

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 weeks throughout the school year and are documented on Synergy. Progress reports will be mailed home on the Monday following the grade check. Athletic and extra-curricular eligibility checks are done weekly. 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. Parents and students can access their grades through the parent portal in Synergy.

Grading Practices

Teachers are required to have a minimum of three graded assignments per week, this includes classwork, assessment and district benchmarks.

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%

Make-up Work

Students will be provided the opportunity to make up work for any absences and will be granted the same amount of time of the absence. Students who may have missed for school functions will be allowed the same amount of time as the school activity.

Promotion Requirements

Canyon Day Junior High uses a point system to determine whether or not a student will be promoted to the next grade. Students will earn points for grades, attendance and behavior. Attendance follows state and tribal guidelines and is based on the number of days absent documented in Synergy. Discipline will include all district sponsored events and extracurricular activities, as well as discipline documented on district transportation. Below is an outline of the point system and how points will be calculated:

- 7 total points are possible at the end of 6th grade
- 14 total points are possible at the end of 7th grade
- 21 total points are possible at the end of 8th grade

1. ACADEMICS: 5 points per year
 - Half (1/2) point for passing classes each semester with a 60% (D) or higher
2. ATTENDANCE: 1 total point per year.
 - 1 point for 0-5 days unexcused absences per year
 - Half (1/2) point for 6-14 days unexcused absences per year
 - 0 (zero) points for 15+ days unexcused absences per year
3. BEHAVIOR: 1 total points possible per year.
 - 1 point for 0(zero) Major incidents per year
 - ½ point for 1-2 Major OSS discipline incidents per year
 - 0 points for 3+ Major OSS discipline incidents per year

Student Interventions and Supports

CDJH will offer opportunities to redeem lost points. Opportunities may include:

- Friday School will be used to address academic, attendance, or discipline deficiencies.
 - A student may redeem .25 points for every four (4) days of Friday school attendance.
 - Friday School will include academic instruction, restorative practices, and restitution dependent upon where a student has lost points toward promotion.

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, participation in a performance club will count as 1 sport, maintain a 4.0 GPA, no attendance violations 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.
- **Rough Rider Excellence Award:** Students are selected by administrations for exhibiting Rough Rider excellence.

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.



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

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 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