

Yakama Tribal School

# Parent/Student Handbook

2018-2019 School Year



## Table of Contents

Administration .....	2
Faculty and Staff .....	2
Mission Statement.....	3
Visitors .....	3
Fire Drills/Lock Downs/Evacuations.....	3
School Cancellations/Early Releases .....	4
Arrival and Departure Times .....	4
Student Automobiles.....	4
School Bus Rules and Regulations .....	5
Medication at School .....	5
Illness During the Day .....	5
Custodial Arrangements.....	6
Field Trips.....	6
Activities and Programs .....	6
Special Education Programs .....	6
Grading .....	7
Graduation Requirements .....	7
Truancy.....	7
Unexcused Absences & Tardiness .....	7
Attendance Standards.....	8
Procedure for Unexcused Absences.....	8
Closed Campus Policy.....	8
Improvement Plan (IP) and Probation Performance Agreement (PPA) .....	8
Student Behavior & Expectations.....	9
Cell Phone Policy.....	10
Dress Code.....	10
Alternative Wheeled Transportation.....	10
Students Personal Belongings and Liability.....	10
Consequences for Minor, Major and Severe Violations .....	10
Referral Process .....	11
Drug and Gun Free School Zones .....	11
Gang Involvement.....	11
Substance Abuse .....	12
Cell Phone Policy.....	11
Law Enforcement Jurisdiction .....	12
Search and Seizure.....	12
Substance Abuse Intervention and Procedures.....	12
Rules Regarding Student Use and Possession of Alcohol/Drugs .....	12
Dropped/Suspension/Expulsion Rules and Procedures .....	13
Appeals and Due Process.....	13
Student Records .....	14
Access Rights.....	14
Retention and Destruction of Student Records.....	14
Procedures for Challenging the Content of Student Records.....	15
Student Record Information.....	15
Transcripts.....	15
Transfer of Student Records .....	16
Athletic Eligibility .....	16
Parent Code of Conduct and additional Information .....	16-18

# **Board of Education Members**

Delano Saluskin, Raymond Smartlowit, Charlene Tilleqots, Esther Moses-Hyipeer

## **Administration**

**Frank Mesplie**, Superintendent  
**Adam Strom**, Principal  
**Katrina Walsey**, Dean of Students

## **Educational Staff**

**Mary Looney**, Education Specialist  
**Stacie Mesplie**, Education Specialist  
**William Barker**, Education Specialist  
**Winonah Tadena**, Education Specialist  
**Jacob Davis**, Education Specialist  
**Keri Ewing**, Educational Specialist  
**Dawn Depoe-Ike**, Education Specialist  
**Keri Ewing**, Education Specialist  
**Samantha Eso**, Educational Specialist  
**John Scabbyrobe**, Education Specialist  
**Shawn Scabbyrobe**, Education Specialist  
**Evelyn Velasco**, Education Specialist  
**Ezelda Winnier**, Cultural/Language Specialist  
**Greg Strom**, Para-Professional  
**Shae Schimmel**, Para-Professional

## **Support Staff**

**Leah Smartlowit**, Special Education Teacher  
**Raynel Begay**, Counselor  
**Vacant**, Home Liaison

**Ida Shock**, Business Manager  
**Renee Tulee**, Bookkeeper  
**Lillian Sweowat**, Office Assistant IV  
**Julia Polk**, Registrar  
**Vacant**, Office Assistant

**Denise Yallup**, Food Services Manager  
**Evonne Moore**, Cook

**Clifford Smiscon**, Transportation Manager/Bus Driver  
**Wendell Cozad**, Bus Driver  
**Yvette James**, Bus Driver  
**Sarah Yallup**, Bus Driver

**Rory Walterman**, Custodian/Maintenance Supervisor  
**George Meninick**, Custodian/Maintenance  
**J.J. Lewis**, Custodian/Maintenance  
**Charles Senator**, Custodian/Maintenance

## **Introduction**

The Yakama Nation Tribal School (YNTS) is a private Native American School, sanctioned by the Superintendent of Public Instruction's Office in Washington State and managed by the Yakama Nation and the Bureau of Indian Education (BIE). YNTS strives to provide cultural, social, and academic services to Native American students in grades 8 through 12.

### **Mission Statement:**

Yakama Nation Tribal School is committed to guiding students to become life-long learners and productive citizens, while strengthening cultural values and building character.

### **WHAT IS EXPECTED OF ME?**

Characteristics of successful Xwayama P.R.I.D E.:

*Perseverance:* See challenges as opportunity to grow  
(Do not give up on any assignment, seek extra help, give assistance to others)

*Respect:* Hold yourself and others to a high standard of respect (Use of appropriate language, no sunglasses, no chewing gum, no food, no electronics)

*Integrity:* Be honest, accountable, and proud of your decisions

*Determination:* Be ready to put forth your best effort everyday (Bring and use your binder/planner, complete your work to the best of your ability)

*Enthusiasm* – Come curious, ask questions, think critically and passionately (Be in your seat and working before the bell rings, participate).

### **Visitors**

Persons not enrolled in YNTS must sign in/out with front office. Office staff will be responsible for locating the student, teacher, or any other school personnel needed. The office staff may issue a VISITOR PASS; however, even though a person arrives at a classroom with a visitor's pass, it is the teacher who has final discretion.

### **Fire Drills/Lock Downs/Evacuations**

Any student setting off a false fire alarm is subject to disciplinary action.

The following procedures are to be followed during an emergency evacuation of the building for fire/fire drills, bomb threats, and other emergencies:

1. Students are to evacuate the building in an orderly manner as indicated by the fire plan posted in each room.
2. Students are to remain at least 250 feet from the building until the emergency is over.
3. Students are to remain in a classroom group with their teacher during the emergency.
4. All lights must be turned off when exiting the building.
5. All windows must be closed when exiting the building.
6. Students are not to reenter the building until the all clear bell sounds.
7. Attendance needs to be taken once outside.

YNTS has a Continuity of Operations Plan (COOP Plan) for all major emergencies. Four major plans detailed in the COOP include:

- **Fire alarm-** Immediate evacuation of the building.
- **Lock downs (short term)-** Immediate perimeter lock down, including doors and windows, students will move beyond view from windows and doors and remain there until the threat has been lifted. Lights out and blinds covering windows, etc.
- **Lock down (long term)-** The same as **Short Term** and including that parents will not have access to the building until the authorities permit.
- **Earthquake-** remain where you are, teacher will give signal to drop, cover, and hold, take cover under sturdy furniture, stay away from outside walls and windows, after shaking has stopped an evacuation of the building will occur. All students will go immediately to the softball fields away from building, street lights, and utility wires.

## **School Cancellations/Early Releases**

YNTS uses automated calling system to inform parent/guardian of emergencies which may require returning students to their home before regular dismissal time or closure of the school for the day. Please update your contact information, so you will receive text/phone call from the YNTS automated system.

**DO NOT CALL THE SCHOOL. NO ANNOUNCEMENT MEANS NORMAL OPERATIONS.**

The radio stations listed below will be broadcasting school emergency information.

KYNR AM 1490    KXWD FM 104.1    KFFM FM 107.3    HOT997 99.7  
TV CHANNELS 23/29/35

## **Arrival and Departure Times**

- Students are not to be on the school grounds prior to 7:45 a.m. unless they are participating in an approved school activity. Early arrivals create a safety issue, as there is no supervision before that time.
- Breakfast is served: 7:50 a.m. to 8:10 a.m.
- Students are expected to go home after school is dismissed at 3:10 p.m. unless they are participating in an approved school activity.

## **Transportation/Automobiles/Student Drivers**

- It is mandatory that students ride their assigned school bus each day.
- If you want your child to stay after school or be dropped off at another residence, please write a note or contact the school before 3:00 p.m.
- Due to liability, students who ride the school bus must take the bus home.
- YNTS is **ONLY** responsible for students who ride in permitted YNTS vehicles.

## **Student Automobiles**

- To insure the safety of people and property, students operating a vehicle at school must follow these rules; student must possess the following:
  1. Vehicle registration.
  2. Valid driver's license
  3. Proof of insurance
- YNTS is not responsible for any personal property or damage to vehicle while on school grounds.
- Students will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
- Students must register their vehicle at the school office. Parking permits must be visible in the window whenever parking on campus. Failure to display a parking permit can result in a disciplinary action and/or the car will be towed at owner's expense.

- Vehicles must be driven in a safe manner, obey all posted signs. Students must drive the speed limit.
- Cars should be locked when in the school lot.
- Sitting in cars anytime during the school day or at lunch is not permitted.
- Unsafe driving or repeated violations of driving/parking rules will result in loss of parking privileges and disciplinary action.
- Students needed to retrieve items from vehicle during school hours, must check in at front office and be escorted by YNTS personnel.
- YNTS reserves the right to search any student vehicle parked on school grounds for the purpose of safety issues. By driving your vehicle to school you consent to a search of that vehicle at any time. “Possession” of alcoholic beverages, illegal chemical substance and/or prescription drugs, firearms, explosives or dangerous weapons is strictly forbidden.

## **School Bus Rules and Regulations**

- Waiting period will be up to one (1) minute, bus will arrive and honk horn, wait 30 seconds, honk again, after the second 30 seconds bus will leave.
- Bus driver’s make the final decision on departure.
- Three consecutive no-shows after the bus stops will result in suspension of bus service.

### **Use of buses is for transportation to and from school by YNTS. Rules and regulations for riding the school bus are as follows:**

- The bus driver is in full charge of the bus and students.
- Students shall ride their regularly assigned bus at all times, unless permission has been granted by a school official. A note or phone call from parent/guardian is required.
- Unless by permission from school authorities, no student shall be permitted to leave the bus except at his/her own regular stop.
- Students are to assist in keeping the bus clean. Refrain from throwing trash out of the bus. No eating on the bus. Open containers are forbidden.
- No matches, lighters, smoking or fires.
- No open windows unless by permission.
- No student shall at any time extend their head or arms out the windows.
- Keep aisle clear. Leave personal belongings, i.e., blankets, skateboards, sporting equipment at home.
- Students are to remain seated while the bus is in motion.
- Students must leave the bus in an orderly manner.
- Self-discipline and respect should be exercised by students at all times. Please keep hands to self.
- Student’s misconduct will be sufficient reason for transportation to be discontinued for those involved. **Remember when you get on the YNTS buses you will abide by all school rules.**

## **Medication at School**

If your child needs to receive medication, whether prescriptive or over the counter (aspirin, Tylenol, cough drops, etc.) during school hours, such medication must be kept in the office and all medication should be left in original containers and must be accompanied by a Medication Authorization Form stating the name of the medication, dosage, and special instructions. These forms are available at the office. Teachers are not allowed to give out medication unless dictated by Medication Authorization Form. YNTS encourages students to take their medication(s) at home.

## **Illness During the Day**

Students who are ill during the day are sent to the office. Students should not come to school if they have vomited or have a fever within 24 hours of the school start time. Students must check out through the office when leaving due to illness, failure to do so may result in a truancy. Upon student return to school

after illness a doctor's note is required for an excused absence. YNTS will call 911 if a parent/guardian cannot be reached therefore it is extremely important that your contact and emergency information is current.

## **Custodial Arrangements**

Parent/guardian shall provide complete court ordered information regarding the custodial care/visitation rights of student. The parent/guardian is responsible to inform the school of changes in the issuance of any court order restricting or prohibiting access to the child.

## **Field Trips**

Field trips are privileges given to students: no student has an absolute right to a field trip. A student will be denied participation in a field trip if student is failing two (2) or more classes and/or presents a behavioral concern. A parent/guardian has a right to refuse to allow their student to participate in a field trip and must make alternate arrangements for the student through YNTS administration.

## **Activities and Programs**

- **YNTS Traditional food gathering.** These activities are to gather huckleberries and dig roots for school use and specifically for the Elder's Dinner, which is held in November. This also allows students to experience the closed area and "usual and accustomed" gathering practices of the Yakama Nation.
- **Gifted and Talented Program** is based on students who achieve in five different areas; Intellectual Ability, Creativity/Divergent Thinking, Academic Aptitude/Achievement, Leadership, and Visual and Performing Arts. Students are referred to the program by parents, staff or self. A selection team will review the assessments to decide if they qualify for the gifted and talented program. The coordinator will guide the students through an individualized education plan to help students gain more academic and leadership skills through activities.
- **Sports Programs** offered at YNTS are cross country, basketball, track & field, football and volleyball. Please have a recent physical examination turned into the office as soon as possible and all sports seasons require a mandatory parent/athlete meeting. All practice times will be announced by the prospective coach.
- **CLOSE UP** is held in April and involves a trip to Washington, D.C. to see up close how the government of the United States runs. Students are selected on their academic achievement and attendance plus their excellent behavior throughout the school year. Participants/families are required to participate in fundraising efforts to pay for this trip. Students travel to Washington, D.C. with school chaperones for a weeklong visit filled with activities about civics.
- **YNTS Community Activities Include** the following Open House, Pow-Wows, Veteran's Assembly, Elders Dinner, Project-based Learning Expo Nights, Student Led Conferences, JOM Parent meetings, Weekly Culture Nights, PNWU-Roots to Wings Mentoring Program, Senior Parent meetings, CWU SOURCE Research Group, Running Start at Heritage University, and YV TECH.
- **Clubs** Students and staff are encouraged to initiate and maintain organizations promoting community togetherness. Current clubs include Cheerleading, ASB, Dance Troop, STEM (Science, Technology, Engineering and Math), Environmentors, and the Wild Horse Project.

## **Special Education Programs**

- The Special Education Program requires qualification by testing or, in some cases, requires the recommendation of a physician. If your student has been in a special education program in the past, be certain the registrar knows this when applying. YNTS offers a program for students with special needs. Support is offered in mainstream classes via curriculum adaptations, teacher assistant support, and modifications and accommodations.

## Grading

- A = excellent achievement and effort
- B = good achievement and effort
- C = average achievement and effort
- D = poor achievement but reasonable effort
- F = poor achievement and effort. No credit is given.
- P = passing grade. Credit is given.
- I = incomplete

To determine grade point average (GPA), numerical values are assigned each grade:

A =	4.0	B- =	2.7	D+ =	1.3
A- =	3.7	C+ =	2.3	D =	1.0
B+ =	3.3	C =	2.0	F =	0
B =	3.0	C- =	1.7	P =	0

## Graduation Requirements

Classes	Credit Requirements
English	4
Mathematics	3
Science	3
Social Studies	3
Arts	2
Health and Fitness	2
Occupational Education	2
Electives	5
Foreign Language	2
<b>Total Credit Requirements</b>	<b>26</b>

\*YNTS is affiliated with the Confederated Tribes of the Yakama Nation therefore all students are required to take the Yakama Language Class.

**Truancy:** The purpose of Chapter 80.04 (truancy) is to promote the education of youth by requiring the regular school attendance of all school age children living on the Yakama Reservation. In recognition of the Yakama Nation's interest in attaining the highest possible school attendance by all children, school districts shall work together with the Yakama Nation to ensure accurate reporting of both student absences and all efforts taken by the school to work with each child in addressing unexcused absences. For more information contact Marty J. Heemsah- YN Truancy Officer at (509)865-5121 x. 4590 or [marty\\_heemsah@yakama.com](mailto:marty_heemsah@yakama.com)

## Attendance

YNTS administration will determine whether an absence is excused or unexcused at the time of prearrangement or upon communication with parent/guardian following the absence:

1. EXCUSED absences from school include: illness, quarantine, medical/dental services, cultural ceremonies (i.e., funeral, name giving, memorials, medicine dances, Longhouse ceremonies, root feasts' preparation), court appearances or serving as a member of a jury.
2. A student who has an EXCUSED absence must complete missed work.
3. Make up work will be given upon request and turned into teacher upon return.
4. Students are not allowed to check themselves out.



## Attendance Standards

1. In connection with maintaining a closed campus, classroom doors will be locked after the first late bell has rung. It will be the student's responsibility to check in at the front desk and to get an admit slip BEFORE attending class.
2. Upon return to school, students have two days to excuse an absence.
3. Parent/guardian will be notified for every absence per class period by an automated phone call/text/or email.
4. Three unexcused absences or tardies is equivalent to missing a full day of classes.

## Procedures for Full Day Unexcused absences

- 1<sup>st</sup> step- 1 Unexcused absence: Phone call to parent will be made.
- 2<sup>nd</sup> step- 2 Unexcused absences: Parent will receive a phone call and a letter home.
- 3<sup>rd</sup> step- 3 Unexcused absences: Meeting with parent and administration. Student will be placed on an improvement plan.
- 4<sup>th</sup> step- 4 unexcused absences (within a month): Student will be placed on a contract and will be reported to truancy officer.
- 5<sup>th</sup> step- 5 Unexcused absences (within a month): Referral to juvenile court. Possible penalties enforced include: \$25 fine per day missed, 100 hours community service hours for parents and child, and/or 1 week in Juvenile detention.

**Yakama Nation Tribal School is a closed campus.** Leaving campus without authorization is PROHIBITED. A written note or phone call from a parent/guardian is required in order for a student to leave campus during school hours. The parking lot is considered leaving campus. Regardless of the reason for leaving, the office must keep a record. Parents/guardians must sign the student out when leaving and sign in upon their return. If a student skips class and leaves campus you will be required to do a (UA) urine analysis to remain in school. (Major)

## Improvement Plan and Probation Performance Contract

YNTS provides several services through the **Improvement Plan** and **Probation Performance Contract**. An improvement plan (academic, behavioral, or disciplinary) is an agreement between the YNTS, parent or guardian, and the student that lists specific behaviors the parties will perform and the consequences that will result if IP is not implemented; it also provides for informed consent from the student and results in an improved situation for all concerned.

### Improvement Plan for:

- Attendance: absences and tardiness
- Academic improvement: failing 2 or more classes
- Behavior: 2<sup>nd</sup> referral

### Probation Performance Contracts for:

- New transfers with academic, behavior, or attendance issues from their previous school.
- Students who are not successfully following their Improvement Plan will be place on a Contract.

**Students who fail to comply with their contract agreement will be dropped from Yakama Nation Tribal School.**

## Student Behavior & Expectations

The objectives of the student behavior policies are to: facilitate teaching and learning in the classroom; establish and maintain appropriate behavior in the school; aid our Native American youth in development of responsible attitudes and habits; and ensure the health, safety, and welfare of all students.

**BE SAFE**

**BE RESPONSIBLE**

**BE RESPECTFUL**

The following acts are examples of unacceptable behavior at school or school-sponsored events and are subject to referrals and disciplinary action:

- 1. Students are not permitted to bring back packs to school.** (Minor)  
All students must turn in back packs to the front office.
- 2. No deliberate cheating or lying.** Every student is responsible for his/her own work, especially on tests. (Minor/Major)
- 3. No Sleeping or lying down** in the classroom or hallway will result in a referral. (Minor)
- 4. No food, energy drinks, Gatorade, coffee or pop** will be allowed in the classroom or hallway. No fountain drinks are allowed in the building; staff will confiscate drinks. Lunch or other food items cannot be delivered to school for students. School lunch is provided. (Minor)
- 5. No Public Display of Affection (PDA)** shall be cause for discipline. Any display of affection such as hugging, kissing, sitting on a person's lap or sexually suggestive contact is not allowed on campus or at any YNTS sponsored activity. (Minor/Major)
- 6. Visible hickeys must be covered** and will be cause for a referral for counseling. (Minor)
- 7. Littering on campus is not allowed.** Students are to pick up after themselves and keep the campus clean. (Minor)
- 8. Willful defiance or disobedience,** disrupting class school activities, or insubordination toward any school personnel, either by word or act, will be considered failure to comply with a reasonable request and will result in immediate disciplinary action. (Major/Severe)
- 9. Obscene, vulgar, immoral or indecent language,** writing, pictures, signs, or acts will not be tolerated. Abusive language (swearing/profanity) toward a teacher or staff member will result in immediate disciplinary action. (Major/Severe)
- 10. Unauthorized entry to restricted areas,** secure classrooms, offices, desks, cabinets, and parked vehicles is prohibited. (Severe)
- 11. Disrespect for or causing damage to or on school property,** such as, textbooks and equipment, including graffiti on any school surface or school vehicles, will not be allowed. The student may be subject to charges and Tribal fines. (Major/Severe)
- 12. No snowball throwing, kicking snow on others or white washing will be permitted.** These activities may result in the injury of another person and is a serious offense (Minor/Major).
- 13. Fighting or promoting violence by encouraging an individual to fight is strictly prohibited.** Fighting on school grounds, in a school vehicle, or at any school sponsored activity: causing or attempting to cause, threatening to cause physical injury to another person is prohibited. FIGHTING will result in a 1-3 day suspension for ALL parties involved and will be placed on a Contract Agreement. Following a second offense, the student will be dropped from school. Depending on the severity of the offense, school administration may go directly to expulsion from school. Yakama Nation Tribal Police will be called. (Major/Severe)
- 14. Bullying/Harassment/Intimidation/Threatening** of staff or other students will not be tolerated, i.e., rude comments or gestures, unwanted touching, rude jokes, notes, texting, social media, gossip, rumors, etc. Depending on the severity of the incident the Yakama Nation Tribal Police may be called to take appropriate action. (Minor/Major/Severe).

15. **Assault of a student or school personnel is prohibited** and will result in a mandatory suspension or expulsion based on the severity of the offense. Yakama Nation Tribal Police will be contacted to investigate and file a report. (Severe)
16. **Possessing, using, selling, or otherwise furnishing any dangerous or annoying instrument or substance, strictly prohibited.** Articles specifically prohibited include: guns, explosives, fireworks, matches, lighters, knives, smoke bombs, stink bombs, and any other instrument or weapon that may be used to damage property or cause injury. (Severe)
17. **Any student found to be possessing, using, or selling illegal or unauthorized drugs or alcohol** or possessing illegal drug paraphernalia or furnishing of tobacco, alcohol, controlled substances, or any other substance with the potential of causing intoxication or chemical addiction, is prohibited. Yakama Nation Tribal Police will be called. Students will not attend school or any activity on school property when under suspension or expulsion. (Major/Severe)

### **No cell phones or any other electronic devices are permitted at school. (ex. MP3, Tablets, Laptops) Steps for Disciplinary action:**

**1<sup>st</sup> Offense** - Any cell phone or any other electronic device will be confiscated and turned into the Dean of Students. Parent or guardian will then be required to come and pick up phone.

**2<sup>nd</sup> Offense** - Any cell phone or any other electronic device will be confiscated and turned into Superintendent. Parent will then be required to come and pick up phone.

**3<sup>rd</sup> Offense** - Student will be suspended 1-5 Days and be place on Improvement Plan

**4<sup>th</sup> Offense** – Student will be suspended 5-10 days and be placed on Probation Performance Contract.

**Breach of Probation Performance Contract will result in student being released from YNTS**

**\*The Superintendent has the authority to handle this issue at his/her discretion.**

### **Dress Code**

Your attire should not disrupt the educational process. If you are in violation of the “dress code” you will be given appropriate attire to wear for the remainder of the day, and at the end of the day you will exchange the attire for your clothing. You may be sent home if the dress code violation cannot be corrected. Following the dress code contributes to pride, citizenship and professionalism.

#### **Inappropriate attire consists of the following:**

- Hoods, bandanas, and sunglasses.
- Visible undergarments, cleavage, belly or buttocks even if visible through sheer clothing.
- Trunks/shorts, skirts, dresses need to be mid-thigh or longer. Tops must cover shoulders and torso.
- Any clothing referencing drugs, gangs, alcohol, profanity, and/or sexual content.

### **Alternative Wheeled Transportation**

Skateboards, Rollerblades, Heelys, Hover boards and Scooters are not allowed on campus at any time and will be confiscated. Parent/guardian will be notified to pick up confiscated item.

### **YNTS WILL NOT BE RESPONSIBLE FOR STUDENT’S PERSONAL BELONGINGS**

Large sums of money and unnecessary valuables should not be brought to school or left unattended.

YNTS WILL NOT BE RESPONSIBLE for theft, loss or damage to any personal property.

### **Consequences for Minor, Major and Severe Violations:**

**Minor Infractions:** Will result in a verbal warning, written referral, and contact home. Three minor infractions will equal a major infraction. A one (1) day in-school suspension will occur and Contract

Agreement will be signed to prevent further suspensions. Attendance to parent/guardian/student staffing is required before returning to the classroom.

**Major Infractions:** For failure to comply with school rules and policies for behavior **first offense:** A three (3) day in-school suspension/ Contract Agreement signed. **Second offense:** 3-5 day in-school suspension. **Third Offense:** A long- term suspension or expulsion

**Severe Violations: First offense:** 3-5 day suspension. **Second Offense:** 5-10 suspension. **Third Offense:** Long- term suspension or expulsion from school.

**\*The Superintendent has the authority to expel students and call YN Tribal Police at their discretion.**

## **Referral Process:**

**1<sup>st</sup> Referral** – Meeting with Dean of Student

Phone call and letter will be mailed to parent/guardian with referral and referral process

**2<sup>nd</sup> Referral** – 1 day after School Detention

Meeting with Parent/guardian and Student

**3<sup>rd</sup> Referral** – Short term suspension (1-5 days)

Meeting with parent/guardian and Student must occur prior to return

Student will be placed on an Improvement Plan

**4<sup>th</sup> Referral** – Long term suspension (5-10 days)

Meeting with parent/guardian and Student must occur prior to return

Student will be placed on Probation Performance Contract

**Based upon your behavior records it is necessary that you are placed on a contract. If the student violates any of the terms and conditions of this agreement, the parties understand and agree that the following actions will be taken.**

## **Drug and Gun Free School Zones**

YN TS follows Washington State RCW 9.41.280 regarding Drug and Gun Free School Zone policies. All state criteria and recommendations will be upheld in our policies, including expulsion from school.

**WEAPONS POLICY:** In accordance with Washington State Law RCW 28A.600.010, any student bringing a weapon to school will be expelled for up to one year. (Emergency Expulsion).

## **Gang Involvement**

**(Major/Severe Violation)** The Yakama Nation is against gang involvement/activity of any kind. Any indication that a student is gang involved may be cause for referral to the student assistant program and/or disciplinary action. Indications of involvement may include behavior, language, dress, gesture, graffiti, damaging school property, or writing styles noticed by staff or reported to others.

### **CONSEQUENCES**

**First Step:** A verbal and written warning and a possible 1-3 day suspension, and contact home. Also, violators will be sent home to change clothing or attire. **Second Step:** A short term suspension will occur from 3-5 days (Major Infraction). Conference with Parent/Guardian and student for reentry back to school is mandatory to prevent any further suspensions or even expulsion if behavior does not change. **Third Step:** A Long Term Suspension or Expulsion for Gang Activity, due to noncompliance of school rules, regulations and policies. The Superintendent of Yakama Nation Tribal School has the authority to expel for unsafe behavior and non-compliance of school rules and policies concerning gang activity.

# Law Enforcement Jurisdiction

**The Yakama Nation Tribal Police have the responsibility and authority for upholding Tribal, and Federal Laws on the Reservation, this includes the YNTS premises.**

## Search and Seizure

Students have an absolute right to be secure in their person and property against unreasonable search and seizure. School officials may conduct searches of student property, desks, and other property assigned to individual students if they have probable cause to believe that the student has in possession any items or materials which student is forbidden to possess by YN Tribal and Federal law. All such items or materials discovered by school officials will be immediately confiscated and turned over to law enforcement agencies.

## Substance Abuse

The Yakama Tribe believes in the total development of the student. Because the use and abuse of alcohol, tobacco, and controlled substances deter the student performance, intervention activities should be applied. Although the primary responsibility for intervention and treatment of substance abuse rests with the student and parents/guardians, the Tribe authorizes in-school activities to encourage prevention, intervention, and treatment of this disease. Therefore, the Tribe authorizes the Yakama Nation Tribal School staff to cooperate with the appropriate outside service agencies to enable a unified attack on substance abuse.

## Substance Abuse Intervention Rules and Procedures

To effectively implement the policy on substance abuse intervention, the following statement of rules and procedures shall apply:

- Any enrolled student may apply for and receive intervention assistance.
- School staff, parents, or guardians may refer students.
- Referrals shall be made by written application signed by both the parent/guardian and the student to the appropriate agency.
- Intervention activities will be assigned following approval by the counselor. Cooperation with outside agencies such as Yakama Tribal Youth Treatment Program, Yakama Tribal Alcohol and Drug Program, IHS Mental Health Division, Merit Resources, Nak Nu We Sha, Yakama Tribal Court and/or DSHS Children's Service Division is authorized and expected.

## Rules Regarding Student Use and Possession of Alcohol/Drugs

If there is reasonable suspicion that a student is intoxicated or possibly under the influence/possession of a controlled substance, the Dean of Students will have student take a Urine Analysis (UA). If the student is found to be intoxicated or under the influence of a controlled substance, **AUTOMATIC SUSPENSION** will occur. At this time, the YN Tribal Police will remove the student from the school premises. The parent/guardian will be immediately notified of this action.

**First offense:** Student will be placed on short term suspension (1-3 days) Positive UA, for drugs/alcohol, the student has three (3) days to complete an assessment. Student will also be placed on an **improvement plan** for ensured success. YNTS will be in contact with the treatment facility to make sure that the student is following recommendations.

**Second offense:** Student will be placed on long term suspension (5-10 days) and must be reassessed. Student will then be placed on a **contract** where grades, attendance, and behavior will be monitored. Students must begin and successfully complete an inpatient or outpatient program. YNTS will continue to be in contact with the treatment facility to make sure that the student is

following recommendations. Students must provide documentation of successfully completing a treatment program. However, during this time any breach of the contract agreement can and may result in student being dropped from YNTS.

**Third offense:** Student will be dropped from YNTS and cannot reapply until the following school year.

**The possession or distribution of alcohol and or controlled substances on campus is prohibited and will lead to expulsion and will be reported to the Yakama Tribal Police.**

## **Dropped/Suspension/Expulsion Rules and Procedures**

Students who dropped from school may ask for a hearing for reinstatement.

Suspension is the formal step in which a school administrator temporarily removes a student from a school for a specified number of days. Suspensions will be at home. Assignment to a time-out area not to count as a suspension, it will be at home, unless specifically indicated in a letter to the parents or phone contact.

The Superintendent is the only authorized Administrator who has the legal right to expel students.

## **Appeals**

If expelled, the student, parent/guardian may appeal the decision to the School Board. Written notice of appeal addressed to the School Board shall be made within ten (10) days after the decision.

1. The Superintendent/School Board will listen to the information presented and render a decision at the hearing or within three (3) school days thereafter.
2. A letter will be sent to the student and parent/guardian stating the reason for the decision.

## **Due Process**

Students who commit crimes or violate laws as established by County, Tribal, State or Federal codes. The court will administer the penalties for any violations of the law and the school may impose a second penalty, which will not be construed as “Double Punishment” or “Double Jeopardy.”

Student Rights and Due Process procedures are as contained in 25 CFR Part 42, Section 41.1 through 42.5, revised April 1990. The regulations govern establishing a program of students’ rights and Due Process procedures in Bureau of Indian Affairs Schools and in the schools that are operating under contract with the Bureau of Indian Affairs.

### **Due Process Rights:**

1. The student has a right to be present at the hearing as well as the student’s parent(s) or guardian(s) or their designee and/or be represented by legal counsel of his/her choice.
2. The student has a right to produce and have produced witnesses and/or evidence on the student’s behalf and an opportunity to examine all witness statements.
3. The student has a right to a record of the hearings on disciplinary actions, including written findings of facts and conclusions.
4. The student has a right to administrative review and appeal.
5. The student has a right to not be made to testify against oneself.
6. The student has a right to have allegations of misconduct and information about the allegations removed from the student’s records if the student is found not guilty of the charges.

### **Due Process shall include:**

1. Written notice of charges mailed to the permanent address of the student. Notice of the charges shall

2. The notice shall contain the alleged violations, the facts presented that constitute the alleged violation, and notice of access to all statements related to the charge and to those parts of a student's record which shall be considered in rendering a disciplinary decision.
3. A fair and impartial hearing will be held before any disciplinary action is imposed.
4. The disciplinary hearing is held by teleconference or in absentia. All parties will be sent notice of the hearing date and time within ten (10) instructional days of the date of the administrative hearing. The disciplinary hearing will be within ten (10) working days after notification. Parents are welcome to attend the hearing. All expenses incurred related to the attendance of the hearing are the sole responsibility of the parent/guardian.
5. If proper documentation, which shows the student and his/her parent/guardian have been properly notified of date, time and place of the hearing and telephone contact cannot be established, the hearing will be held in absentia. It is the responsibility of the student to notify the Hearing Secretary if a rescheduling needs to take place prior to the hearing date.
6. The student has a right to a written copy of the charges against him/her including the date, time, and place for the charges.
7. The student has a right to have the Superintendent postpone the hearing for a reasonable amount of time, if the student believes he/she has not been given enough time to prepare an adequate defense or have enough time to have parents/guardians participate.
8. The Disciplinary Hearing Board shall hear cases involving rule violation and shall suggest recommendations of disciplinary actions on a major vote basis, based solely on the evidence presented at the hearing.

## **Student Records**

Parents/Guardians Rights to Access Student Records:

If parents are divorced or legally separate, the parent(s) having legal custody of the student may challenge the content of the record offer a written response to a record or consent to release records to others. Either parent may grant consent if both parents notify the school, in writing, that such an agreement has been made. Once a student reaches the age of 18 or attends a post-secondary school he/she alone shall exercise rights related to his/her student records and grant consent for the release of records. For each student's record, the school custodian of records (registrar) shall keep a log identifying all persons, agencies, or organizations requesting or receiving information from the record. The log does not have to be signed by parents, adult students or school personnel who have direct need of information. School officials or employees who have legitimate educational interest shall have access to student records. A log of who had access to records shall be accessible only to the legal parent or guardian, eligible student, adult student, dependent adult student, custodian of records and certain state/federal officials.

## **Access Rights**

Access for parents, shall be provided within five days, during school hours. Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent.

Persons, agencies, or organization specifically granted access rights pursuant to state law shall have access without written parental consent or judicial order. Persons, agencies, or organizations not afforded access rights may be granted access only through written permission of the adult student or the parent.

## **Retention and Destruction of Student Records**

No additions except routine updating, shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent or adult student.

Mandatory permanent student records have to be kept in perpetuity. Records are kept on campus for several years. They then are transferred to a federal archive. All transcripts are requested through Yakama Nation Tribal School.

## **Procedures for Challenging the Content of Student Records**

The parent/guardian of any student may submit to the Principal or designee a written request to correct or remove from his/her child's record any information concerning the child, which he/she alleges to be;

- Inaccurate
- An unsubstantiated personal conclusion or inference
- A conclusion or inference outside of the observer's area of competence
- Not based on the personal observation of a named person with the time and place for the observation noted.

Within thirty days of receiving the request, the Principal or designee shall communicate with the parent/guardian and with the employee (if still employed) who recorded the information in question. The Principal shall then sustain or deny the allegations. If the allegations are sustained, the Principal shall overturn the correction or removal and destruction of the information.

The right to challenge becomes the sole right of the student when the student becomes 18 or attends a post-secondary institution. Parents and eligible students must give written consent for release of identifiable information to the registrar.

The cumulative records of a student, including Social Security numbers will be current and filed in the Registrar's office. Proper safeguards will be taken with these records. Permanent folders are kept in a locked filing cabinet in a locked room.

## **Student Record Information**

Student Records and Information maintained by the school do not include informal notes about a student, which a school employee keeps for private use and is not revealed to any person, except a substitute teacher, or on a need to know basis. Mandatory Permanent Student Records, which shall be kept indefinitely, include:

- Student Application
- Certificate of Indian Blood
- Birth Certificate
- Immunization Record
- Transcript
- Information on participation in special education programs
- Results of standardized tests given within the past three years
- Disciplinary notices

*All cumulative records maintained on a student are confidential and are opened only to the student and the parent/guardian. Yakama Nation Tribal School adheres to the Family Education Rights and Privacy Act of 1974 (Public Law 93-380).*

This statement notifies parents/guardians and students of the student confidentiality of all identifiable information and education records.

Parents and eligible students may inspect and review educational records and/or request a copy of records at no charge.

## **Transcripts**

Student transcripts are available from the school Registrar (509-865-5121 extension 4525). Official; transcripts must be requested in writing, addressed to the Registrar. Official transcripts will be sent out within 72 hours if the transcripts are available on site. Unofficial transcripts may be sent within 48 hours.

Students entering Yakama Nation Tribal School are requested to have transcripts sent to the school with the application. The school cannot be held responsible for students, who are placed in courses which they



have taken at a previous school when the school does not have a transcript to verify that a course has been successfully passed.

## **Transfer of Student Records**

When a student transfers to another school, this school shall forward a copy of his/her mandatory records as requested by the other district or private school. The original or a copy of this record shall be retained permanently by this school. The student's records shall be updated before they are transferred. The records shall not be withheld from the requesting district due to fines owed to the school. If the student has unpaid fees the student records will not be given to the individuals.

## **Athletic Eligibility**

To be eligible for inter-scholastic athletics at Yakama Nation Tribal School, students must be on track for graduation and conform to all Washington Interscholastic Athletic Association (W.I.A.A.) rules and regulations. Being on track for graduation means that the student has time available on the regular schedule to pass all required courses while eligible for sports.

The following rules apply:

1. Every student is required to regularly attend school and be passing **ALL** classes. A grade check will be made every Wednesday during the sport season. An athlete who is not passing all of his or her classes will be ineligible to participate for one week.
2. Students who are deemed to be ineligible shall still have the opportunity to practice.
3. A Student who is not passing a class may appeal with the Principal/Athletic Director to determine eligibility if the student obtains a written note from the respective teacher indicating he/she is passing.
4. Every student will be required to have a parent/guardian sign the Athletic Code
5. Every student will be required to have a physical examination.
6. A student who are placed on suspension will be ineligible to practice or participate in a game.
7. Student athletes are to be abstinent in order to play on the team as agreed in the Student Athletic Contract. Violators will be removed from the team.

## **PARENT CODE OF CONDUCT**

Yakama Nation Tribal School (YNTS) encourages parent involvement and acknowledges that you have a great deal to contribute to the YNTS program. Throughout the year, parents have many opportunities to become involved in the YNTS program and to help determine the outcome their student's educational experience. This means parents will collaborate with staff, community members, as well as with other parents during JOM Parent Meetings, conferences, volunteering opportunities, and other YNTS events. During these collaborations, it is possible that differences in opinion may occur. During these times, it is important acknowledge that we all come from different backgrounds and to value everyone's ideas and experiences. Maintaining a mutual respect for each other (in both speech and demeanor) will foster a positive learning environment and educational experience for students while they attend YNTS. To accomplish this, we ask that you follow YNTS's **Parent Code of Conduct** rules below:

**Maintain a positive representation** of the YNTS Program in both speech and demeanor while on YNTS premises and at YNTS events (i.e. Common Courtesy, Patience, Compassion, Respect, Non-Discrimination, Cooperation, Positive Attitude).

**Maintain professionalism** in all actions, language, and dress. This includes: (1) Not being under the influence of drugs and alcohol, (2) Refraining from Physical or Verbal abuse, aggression, threats, violence etc, (3) No foul language, (4) Refraining from wearing provocative, lewd, vulgar, or alcohol/drug paraphernalia clothing.

**Keep confidentiality** regarding students and staff. Personal information may be observed, overheard, or read. Please understand that due to respect of each individual's right to privacy this information should remain confidential and not be shared. If you have any questions or concerns about confidential matters, it's important to follow the YNTS chain of command so that they can be addressed accordingly.

**Follow Chain of Command** (in the following order): 1. Principal or Dean of Students (for behavior or attendance issues). 2. Superintendent 3. Y.N. School Board. *(If there are any disputes, grievances, or concerns, please discuss without the students present.)*

**Maintain professional relationships** with YNTS staff. We realize that in a small community it is likely that you may know a staff member outside of YNTS, however to keep professionalism, staff have their own conduct and rules to abide by. The YNTS staff follows the Y.N. Personnel Policies manual and the YNTS Staff handbook. To foster professional relationships between parents and staff the following guidelines are provided:

- 1) Please respect YNTS staff's personal time. Do not contact staff outside their work hours including during work breaks.
- 2) Staff is not obligated to provide personal favors. These include but are not limited to: providing childcare at their home, transportation, or lending of personal items.
- 3) In reference to Social Networking, (i.e. Facebook, Myspace, Twitter, Personal websites, Blogs etc.) please understand that no information sent over the web is totally secured. If family or staff becomes aware of any social networking activity that is deemed distasteful it will face disciplinary action. *See above "Keep Confidentiality regarding children and staff."*

These guidelines promote appropriate behavior and ensures all interactions with Head Start children, adults and families is respectful, courteous, honest, and helps us in reaching our goals. Remember that our students also learn by observing our interactions as adults.

## **PARENT-TEACHER COMMUNICATION**

**Communication** is very important between your student's teachers and you, as their parent/guardian. Your input is very important because no one knows your child as well as you do. Please keep us informed throughout the year of any major changes at home (major illnesses, death, and separation/divorce). These changes could have a major effect on your child's behavior at school and if we at YNTS are aware of the changes, this awareness will help us better understand and assist your child. Please read all the information sent home with your student and file it with your Parent Handbook for later reference. Newsletters and Parent Information Bulletin boards will also provide you with information about what is happening in your child's classroom, YNTS events, and program information. Please attend all YNTS Parent Conferences.

**Phone Calls:** Teachers will not be called out of the classroom to respond to phone calls (cell phones or work phone). The best time to reach your student's teacher by phone call is from (3:15pm-3:45pm). This is to ensure the health and safety of all students, as they are in the supervision of teaching staff during class time. Please call or send a note when your child is going to be absent due to appointments, travel, or personal business. Phone calls will not be transferred to classrooms during the hours from 8:00am-3:10pm, due to teachers needing to supervise students. Please call the YNTS office staff for messages or emergencies at this time. Also please inform YNTS staff of preferred method of communication (i.e. phone call, text message, home visit, email).

**Confidential Records:** Student records are open to the delegated staff. Students/families may request specific information from their child's YNTS records from these delegated YNTS staff, to the Disabilities Specialist and the parent/guardian, on a need to know basis but, may not view entire student records nor take the file(s). Special Services documents are open

## **PARENT ORIENTATION**

It is very important to attend parent orientation. **All parents/guardians must attend an orientation** in order to fully understand your responsibilities, expectations, and the policies and procedures of the program. If you cannot attend the orientation scheduled one date/time/location, you must attend another orientation scheduled at another date/time/location.

## PARENT TRAINING

During the school year, training will be provided to YNTS staff. **Parents are encouraged to attend.** A variety of topics are offered; Food Handler, CPR/First Aid, Adolescent Development, Adolescent Behavior, etc. Notices will be posted at YNTS, in newsletters, and in other letters sent home with the students. We will notify families of additional trainings offered in the community that may apply to YNTS parents. Suggestions for training topics and ideas are welcomed from parents.

## PARENT INVOLVEMENT

There are important ways you can be involved in the school years of your student. Some of these ways are through Home Visits & Teacher Conferences, Committees, & Special Events (Parent Volunteering is mentioned in section following):

**Home Visits & Teacher Conferences**, teachers provide opportunities to share information about how each student is learning and progressing at school. These visits are also a chance for parents to share important information about their student's development at home and ask questions. YNTS staff is required to conduct parent/teacher conferences each year.

**Committees**, being involved as an active member of the J.O.M. Parent Committee or Parent Advisory Committee provides assistance to the YNTS program and is vital to the success of the program. Parents have the opportunity to be elected as an officer to the J.O.M. Parent Committee.

**Special Events**, Parents have the opportunity to participate in family orientated training. You may assist in planning by making recommendations for topics you would like to receive information about-Indicate these to YNTS staff. Staff and other Professionals will help you learn about adolescent development, guidance and discipline, and health issues.

## PARENT VOLUNTEERING

Volunteers provide the extra attention (and assistance to teachers) that help students thrive as learners and grow to be strong healthy individuals. As a volunteer you can make a huge difference in the success of the YNTS Program. You, as the parent/guardian, have a lot to share, not only with your child, but with your child's classmates as well. If you have a certain skill or something special that you would like to share with the students, please let the YNTS staff know and follow the process for volunteering, listed below.

\*If you plan to volunteer for YNTS for more than 2 hours, you must fill-out and follow all **Yakama Nation Human Resource Volunteer Agreement** form and its guidelines (i.e. Drug Test, Background Check, etc.). Please refer to YN Human Resource Manual. YNTS staff will have these forms on-hand and keep them filed with YNTS's own in-house Parent Volunteer Agreement form, which will also need to be filled-out and followed.

\*\*All Parent Volunteers (regardless of the amount of hours spent in the classroom) will also be required to sign and follow YNTS's in-house **Parent Volunteer Agreement** form. Please also remember to sign-in/out at office when entering/exiting from premises.

**Parent Volunteers on Field Trips:** may be asked to provide their own transportation. Any parents riding the bus will be asked to sign a waiver form for liability. No private cars are allowed to transport YNTS students.

**Parent Volunteers must follow YNTS's Parent Code of Conduct while volunteering for any YNTS event.**