

Yakama Nation Tribal School

Parent/Student Handbook

2019-2020 School Year

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Board of Education Members

Delano Saluskin, Raymond Smartlowit, Charlene Tillequots, Esther Moses-Hyipeer, Athena Sanchez

Administration

Frank Mesplie, Superintendent
Adam Strom, Principal / Athletic Director
Jacob Davis, Vice Principal

Educational Staff

Mary Looney , Education Specialist	English
Stacie Mesplie , Education Specialist	Reading
William Barker , Education Specialist	History/Science
Winonah Tadena , Education Specialist	English/History
Margaret Carter , Educational Specialist	Science
Dawn Depoe-Ike , Education Specialist	English
Rick Maib , Educational Specialist	Math
John Scabbyrobe , Education Specialist	History/Drum
Shawn Scabbyrobe , Education Specialist	History/Drum
Evelyn Velasco , Education Specialist	English
Ezelda Winnier , Cultural/Language Specialist	Language/Art
Zach Janis , Educational Specialist	PE
Greg Strom , Para-Professional	
Shae Schimmel , Para-Professional	

Support Staff

Samantha Eso, Special Education Teacher
Raynel Begay, Counselor
Vacant, Home Liaison

Ida Shock, Business Manager
Renee Tulee, Bookkeeper
Lillian Sweowat, Office Assistant IV
Stephanie Gomez, Bookkeeper V
Tasha John, Registrar
Lynndel Wapsheli, Office Assistant

Denise Yallup, Food Services Manager
Evonne Moore, Cook

Clifford Smiscon, Transportation Manager/Bus Driver
Wendell Cozad, Bus Driver
Vacant, Bus Driver

Rory Waltermann, 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.

Vision Statement:

YNTS, Where Every Student Strives for Academic Greatness.

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 football field 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 23/29/35/42

Arrival and Departure Times

- Students are not to be on the school grounds prior to 7:30 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 Vehicle Regulations

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.
 - Parents/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.

- 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.
- Any violations of the Student Vehicle Regulations as listed above can result in the administration revoking the privilege of a student and/or students parking on the Yakama Nation Tribal School property.

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 speakers of any kind are permitted (Head phones only)
- Only liquid containers with screw tops are permitted on the bus.
- 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. School discipline policy and procedures still apply.**

School personal is not authorized to administer medication to students unless dictated by Medication Authorization Form.

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 to attend the field trip if the student is failing one or more classes and/or presents a behavioral concern. A parent/guardian also has the 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, golf, football and volleyball. Please have a valid 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, Student Led Conferences, JOM Parent meetings, Monthly Culture Nights, PNWU-Roots to Wings Mentoring Program, Senior Parent meetings, CWU SOURCE Research Group, New Horizon (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, STEM (Science, Technology, Engineering and Math).

Special Education Programs

SPECIAL EDUCATION - All children are special, unique individuals. Some children have disabilities which could be physical, mental, emotional, academic, or a combination of these. By law, these children have the right to a “free and appropriate education.” The following steps are used to qualify a student in program. 1. Referral – Focus concern indicating a need for an evaluation. A referral can be made by a parent, teacher or any other person having contact with the child. 2. Assessment – Completed by the school psychologist to determine if a disability exists and the extent of this disability. If a child already qualifies for program, a re-evaluation is conducted every three years. 3. Individual Education Program (IEP) – a plan developed by an IEP team consisting of the special education teacher, general education teacher(s), administrator, and parent. The IEP is reviewed annually by the IEP team. 4. Placement – The goal of placing a student in program is to provide the student with the Least Restrictive Environment so they may have an educational experience as close to that of their peers

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.
- NC = No Credit

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	1
Electives	4
Foreign Language	2
Total Credit Requirements	24

*YNTS is affiliated with the Confederated Tribes of the Yakama Nation therefore all students are required to take Yakama Language and Tribal Government. (Foreign Language cannot be waived) Also, all seniors are required to take Senior Transition.

Returning Seniors

All seniors who will be returning for a 5th year will spend a half day in the credit retrieval program in attempt to complete graduation requirements. Students are expected to complete and submit all work on the expected due date assigned by the appropriate program (Redcomet, Pass Packet). **Upon return, the student will be placed on a Performance Contract.**

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 Arlen Moses - YN Truancy Officer at (509)865-5121 x. 4590 or arlen_moses@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. UNEXCUSED Absences include: Woke up late, Alarm didn't go off, No ride, haircuts, shopping, babysitting, car trouble, missed bus, needed rest, out of town. Etc.
3. A student who has an EXCUSED absence must complete missed work.
4. Make up work will be given upon request and turned into teacher upon return.
5. Students are not allowed to check themselves out, unless they are 18 years of age and have written consent from their parent/guardian, however, school attendance policies still apply.

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 tardies is equivalent to missing a full day of classes.

Procedures for Full Day Unexcused absences

- 1st step- 2 Unexcused absence: Phone call to parent will be made by office staff.
- 2nd step- 4 Unexcused absences: Parent will receive a phone call and a letter home.
- 3rd step- 5 Unexcused absences: Meeting with parent and administration. Student will be placed on an improvement plan.
- 4th step- 7 unexcused absences: Student will be placed on a contract and will be reported to truancy officer.
- 5th step- 10 Unexcused absences: Referral and determination will be made by 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. **Student will be dropped from school enrollment.**

Important: Any students who acquires 10 unexcused absences in a school year will be dropped. Student then must go through **appeal process**. (See page 13)

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 services through the **Improvement Plan (IP)** and **Probation Performance Contract (PPC)**. An improvement plan (academic, attendance, 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: 2nd 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 placed on a Contract.
- Any major infraction by a student can result in a contract.

Students who fail to comply with their contract agreement will be dropped from Yakama Nation Tribal School. Student then must go through appeal process. (See page 13)

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. **No deliberate cheating or lying.** Every student is responsible for his/her own work, especially on tests. (Minor/Major)
2. **No Sleeping or lying down** in the classroom or hallway will result in a referral. (Minor)
3. **No energy drinks, coffee, or fountain drinks** will be allowed in the classroom or hallway during class time, staff will confiscate drinks. All lunch or other food items need to be checked in at office when delivered to students. School lunch is provided. (Minor)
4. **No Public Display of Affection (PDA)**- PDA shall be cause for discipline. Any display of affection such as excessive 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)
5. **Visible hickeys must be covered** and will be cause for a referral for counseling. (Minor)
6. **Littering on campus is not allowed.** Students are to pick up after themselves and keep the campus clean. (Minor)
7. **Cyberbullying/Sexting/Voyeurism** YNTS prohibits any form of harassment, intimidation, or bullying, through electronic means. Any student/s who participate may be subject to discipline, up to and including expulsion, for a violation. A student may also be reported to law enforcement

for a violation. Students or volunteers may report anonymously. Remedial action shall not be based solely on an anonymous report.

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)
18. **No Personal Electronic Devices** – In order to limit class disruptions PED's must be turned off and remain out of sight during instructional time. Instructional time is defined as any time that class is in session during the school day, officially noted by the audible bell tones. Students are permitted to use PED's on school property before and after school, during passing times, and designated lunch times. PED's cannot be used in the halls or on school grounds during instructional times. Any student who needs to use a phone during instructional time may use a school phone with permission (Minor, Major, Severe)
19. **Skipping is not permitted** – Students who fail to attend their scheduled class without prior approval are considered to be skipping.
20. **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. (Minor, Major, Severe)

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 and placed on Improvement plan. **Second offense:** 3-5 day in-school suspension and student will be placed on contract **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. However, depending on severity of offense the student can be dropped from enrollment immediately.

The Superintendent has the authority to expel students and call Yakama Nation Tribal Police at their discretion.

Referral Process:

1st Referral – Meeting with Dean of Student/Vice Principal

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

2nd Referral – 1 day lunch School Detention

Meeting with Parent/guardian and Student

3rd Referral – Short term suspension (1-5 days) in-house

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

Student will be placed on an **Improvement Plan**

4th Referral – Long term suspension (5-10 days) in house

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

Student will be placed on **Probation Performance Contract**

5th Referral – Student will be dropped from school. (Breach of Contract.)

Students who fail to comply with their contract agreement will be dropped from Yakama Nation Tribal School. Student then must go through appeal process. (See page 13)

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.

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.

Drug and Gun Free School Zones

YNTS 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 Principal or Vice Principal will have student take a Urine or Breath Analysis. 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 suspended if he/she test positive based upon a Breath or Urine Analysis. The student must schedule and complete an assessment prior to return. 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 suspended and must schedule to be reassessed. Student will then be placed on a **Probation Performance 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.

Any student who refuses to comply with UA or BA or refuses to comply with treatment recommendations will result in drop from enrollment. This applies to any recommendations made by either Youth treatment or Behavioral Health

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

Dropped/Suspension/Expulsion Rules and Procedures

Students who are 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 Process

STEP 1: If a student is expelled, dropped, or suspended the student and parent/guardian has a right to appeal to the Superintendent within 3 days. If the Superintendent approves the appeal the student will be re-enrolled, however, must be placed on a Probation Performance Contract. If the Superintendent denies appeal proceed to STEP 2.

STEP 2: Written notice of appeal addressed to the School Board shall be made within ten (10) days after the decision to request a hearing for reconsideration. If the school Board approves re-enrollment the student will be placed on a "Contract" which is between the student and the School Board. Whatever decision the School Board makes is final and is unable to be contested.

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 and then are transferred to a tribal 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 generate from Infinite Campus every Monday during the sport season to determine eligibility. An athlete who is not passing all of his or her classes will be ineligible to play in the athletic competition or travel with the team until they are passing.
2. Students who are deemed to be ineligible shall still have the opportunity to tryout and 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 physical examination before they are eligible to practice.
5. A student who is placed on suspension will be ineligible to practice, participate or sit with the team during the game.
6. Student athletes are prohibited from the use of any illegal substance. Violators will be removed from the team.

7. Late Arrival - In order for a student to be eligible to practice he/she must have an excused letter from parent or guardian. The AD will determine if the letter is acceptable and if the athlete can practice.
8. Any student who receives a referral will be ineligible to participate in practice for 1 day, but coaches may still require them to attend practice.

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 to 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. Vice Principal / Dean of Students (for behavior or attendance issues). 2. Principal. 3. Superintendent 4. 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.

Notice of Nondiscrimination

The Yakama Nation Tribal School complies with all federal rules and regulations and does not discriminate on the basis of age, sex, race, creed, color, religion, national origin, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX/RCW 28A.85 Officer and/or Section 504 Coordinator.