

Yakama Nation Tribal School

Parent/Student Handbook

2024-2025



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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.

Yakama Nation Tribal School (YNTS) recognizes the importance of providing students with the best possible education. We strive to provide a quality and meaningful education in a safe and secure atmosphere. We understand the important role our parents, school board, and community play in the academic growth of our students.

Vision Statement:

YNTS, Where Every Student Strives for Academic Greatness.

Pledge:

“One teacher can shape a child; one child can shape the world.”

General Information

Board of Education Members

Ralph Sampson Jr
Charlene Tillequots
Ruth Jim
Terry Goudy Rambler

Administration

Raynel Begay, Superintendent
William Barker, Principal
Dean of Students/ Athletic Director

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

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.

Media Release

Yakama Nation Tribal School is excited about sharing all of the awesome activities and positive connections our students experience throughout the year. We will use a combination of social media sites and public announcements to assist in this. If you wish not to take part in this, contact the office to have your name removed.

ELECTRONIC DEVICES

The appropriate use of cell phones and other electronic devices will be permitted before and after school hours and in the hallways during student passing periods as well as in the lunchroom during the student's lunch period. NEW Students may NOT use electronic devices in the classroom at any time. Electronic devices should not interfere with the learning process. The use of cell phones and other electronic devices for inappropriate reasons while on campus (including cheating, sexting, harassment, or any use that is inappropriate and in violation of the Acceptable Use Policy or disruptive to a positive learning school environment) will be cause for disciplinary action.

1st Warning: Teacher will remind student of the expectation and let them know should it happen again their phone will be collected for the rest of the period.

2nd Warning: Teacher will ask the student to place their phone in the secure class location until the end of the class period.

Refusal: Contact Admin/Office, phone will be in office for remainder of the day. Referral will be completed by a teacher on Skyward (Electronic Equipment). Phone call from Teacher or Admin to Guardian

Students are not permitted to leave class to use a cell phone or electronic device. It will be considered a violation if the student's cell phone or electronic device disrupts the class. Students are expected to cooperate in handing over cell phones and digital media devices when requested. Failure to forfeit the device when requested will result in disciplinary action.

The taking or sharing of obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs will be subject to discipline. Violations will be referred to law enforcement.

Filming/taking pictures on school campus during school hours must be under the direction of a teacher and used only for assignments given by teachers. Violation of the camera policy will require the same consequences as other electronic devices. In addition, pictures and/or film may also be viewed, deleted and/or given to the proper authorities if deemed inappropriate by school administrators.

Visitors

Persons not enrolled in YNTS must sign in/out with the 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 to allow entry.

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

Fire Drills

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.

Lock Downs/Evacuations

- **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.

Any student setting off a false fire alarm or false bomb threat will be subject, and must pay any fine(s) charged to YNTS pertaining to the emergency response team for the offense. (Major/severe)

Transportation

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 they will be required to do a urine analysis (UA) to remain in school. (Major) All visitors **must** check in the office. YNTS discourages parents from delivering outside beverages and food items to students. Parents wishing to bring items to students must check in at front office and item(s) will be delivered to student by staff. For the safety of our students and staff, under no circumstances, are students allowed to leave the building to retrieve item(s) from parking lot.

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 being dismissed at 3:10 p.m., unless they are participating in an approved school activity.

Transportation/Automobiles/Student Drivers

- If you want your child to be dropped off at another residence, please write a note or contact the school before 3:00 p.m.
- 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. Student 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.
- 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.
- Do not enter the bus with a fever or illness.
- 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 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.

- Student's misconduct will be sufficient reason for transportation to be discontinued for those involved.

Health Services

School personnel 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. All medication 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.

All medication must be in the original medication container and must be properly labeled with:

- Name of student
- Name of the drug and
- Dosage and time to be given.

Teachers are *not* allowed to administer medication unless dictated by Medication Authorization Form. **YNTS encourages students to take their medication(s) at home.**

Illness during the Day

Stay home when sick. 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. Students who become ill during the day are sent to the office.

COVID-19 Stay home when sick, call your doctor/IHS to determine if you should be tested for *COVID-19*. In compliance with public health contact tracing in combination with quarantine and isolation will be required if you test positive for COVID-19. Isolation guidance applies regardless of vaccination status. Any student, teacher, or staff who reports COVID-19 symptoms must be immediately isolated from others and sent home and referred to diagnostic test as soon as feasible. 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 and/or *negative* COVID-19 test results are 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.

Activities and Programs (subject to COVID-19 restrictions)

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.

*Activities may be canceled due to unforeseen circumstances.

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.

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.

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.

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. 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.

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. The athletic director (AD) will generate a grade check 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/AD 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.

For more clarification, please refer to the YNTS student athletic handbook.

Academics

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 and complete a High School and Beyond Plan.*

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.**

Attendance Standards

Attendance

Yakama Nation Tribal School recognizes the importance of student attendance in achieving educational excellence. By attending school regularly, students have the opportunity to benefit from the guidance of teachers, engage in discussions and activities with their peers, and acquire new knowledge and skills. To ensure consistent attendance, the school has established a policy regarding tardiness and absences. Teachers are responsible for keeping track of classroom attendance and must submit their attendance records within the first ten minutes of each class. This timely submission allows for accurate monitoring of student attendance. If a student is not present in class when the bell rings, they will need to visit the attendance clerk to obtain an admit slip for the class. This ensures that students who arrive late can still attend their classes without further disruptions. It is important for students and parents to familiarize themselves with this policy to understand the expectations and consequences regarding attendance. By enforcing these attendance procedures, Yakama Nation Tribal School aims to create an environment that maximizes learning opportunities for students and sets them on the path to success in their education.

Attendance Standards

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. If your child is late, it will be the student's responsibility to check in at the front desk and to get an admit slip BEFORE attending class.
2. If your child is absent, you will have two days to excuse the 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.
5. A student who has an EXCUSED absence must complete missed work.
6. It is the student's responsibility to collect any missing work and turned into teacher upon return.
7. 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.

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](#)

Excused Absences

1. Illness/injury
2. Quarantine, medical/dental services
3. Cultural ceremonies (i.e., funeral, name giving, memorials, medicine dances, Longhouse ceremonies, root feasts' preparation)
4. Court appearances

EXCUSED ABSENCES

Assignments and/or activities not completed because of an excused absence or tardiness may be made up. The following are valid excuses for absences and tardiness:

1. Participation in a school-approved activity or instructional program– To be excused, this absence must be authorized by a staff member. All of the student's teachers must be notified prior to the absence.
2. Absence due to illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible for – If a student is confined to home or hospital for an extended period, then the school may arrange for the completion of assignments at the place of confinement (whenever practical). If the student is unable to do his/her schoolwork, or there are major requirements of a particular course, which cannot be accomplished outside of class, then the student may be required to take an Incomplete grade and will be afforded the opportunity to complete missed work before the next grading period. Failure to complete missed work will result in an "F/I Incomplete" in the class. The parent/guardian is expected to notify the school office of the student's absence by telephone, written note or email within 48 hours. Without this note, the absence will be recorded as an UNEXCUSED ABSENCE.
3. Family emergency, including but not limited to a death or illness in the family – The parent/guardian is expected to contact the office regarding the length of absence. The student will be granted an opportunity to complete the work missed. If the student is unable to do his/her schoolwork, or there are major requirements of a particular course, which cannot be accomplished outside of class, then the student may be required to take an Incomplete grade and will be afforded the opportunity to complete missed work before the next grading period. Failure to complete missed work will result in a failing grade for the course.
4. Religious or cultural purpose including observance of religious or cultural holiday or participation in religious or cultural instruction- The parent/guardian is expected to notify the school office of the student's absence by telephone, written note, or e-mail within 48 hours.
5. Court, judicial proceeding or serving on a jury – The parent/guardian is expected to notify the school office of the student's absence by telephone, written note, or e-mail within 48 hours.
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview – The parent/guardian or student must provide proof of such scheduled visit within 48 hours of student's return to school.
7. State-recognized search and rescue activities consistent with RCW 28A.225.055 – For more information regarding the definitions under such provision visit <http://tinyurl.com/RCW-28A-225-055>.
8. Absence directly related to the student's homeless status – Please refer to Yakima Nation Tribal School McKinney-Vento eligibility document.
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010
10. Absence due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services as provided under RCW 28A.600.015 and chapter 392-400 WAC – As required by law, students who are removed from a class as a disciplinary measure (students who have been placed on short-term suspension) shall have the right to make up assignments or exams missed. Work missed due to suspension may be picked-up in the office between 2:45 pm and 3:30 pm on the day following the suspension upon parent request. A twenty-four (24) hour advanced parent request is required in order to provide the homework in a timely manner.
11. Absences due to student safety concerns, including absences related to threats, assaults, or bullying.
12. Absences due to a student's migrant status.
13. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
14. Excused absence for chronic health concern – Students with a chronic health condition that interrupts regular school attendance may qualify for placement in a limited attendance participation program. The student and his/her parents/guardians should consult with the principal or counselor, and a limited educational program may be deemed appropriate. The principal (or designee) shall approve the

recommendation of a limited educational program. In such a case, staff would be informed of the student's needs.

UNEXCUSED ABSENCES

Unexcused absences fall into the following categories:

1. Submitting a signed excuse which does not meet the guidelines of an excused absence as previously defined.
2. Failing to submit any type of excuse statement approved by the parent/guardian. This type of absence on an ongoing basis is also defined as truancy.

*Any student who presents false evidence in order to wrongfully qualify for an excused absence will be subject to disciplinary action.

SKIPPING CLASS

Students who fail to obtain prior approval to miss a scheduled class are considered to be "skipping class". Students who skip class will be subject to disciplinary action and may include a petition to the Yakima County Juvenile Courts.

All Washington State Schools are required by State statute to file a petition with the juvenile court when students accumulate five unexcused absences in a month or ten in a year (RCW 28A.225.015).

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: Phone call to parent and/ or a home visit
- 3rd step- 6 unexcused absences: Meeting with parent and administration. Student will be placed on an attendance success plan.
- 4th step- 7 unexcused absences: Student will be placed on a contract and will be reported to truancy officer (Possible removal from sports participation).
- 5th step- 10 unexcused absences: 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. **Student will be dropped from enrollment.**

The following will occur in an effort to improve the student's attendance:

1. Inform the child's custodial parent, parents, or guardian by a notice in writing or by telephone whenever the child has failed to attend school after three unexcused absences within any month during the current school year. School officials shall inform the parent of the potential consequences of additional unexcused absences. If the custodial parent, parents, or guardian is not fluent in English, the preferred practice is to provide this information in a language in which the custodial parent, parents, or guardian is fluent;
2. A conference or conferences with the custodial parent, parents, or guardian and child at a time reasonably convenient for all persons included for the purpose of analyzing the cause of the child's absences after four unexcused absences within any month during the current school year. An attendance agreement will be signed by all three parties.
3. Take steps to eliminate or reduce the child's absences. These steps shall include, where appropriate, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school. If the child's parent does not attend the scheduled conference, the conference may be conducted with the student and school official. However, the parent shall be notified of the steps to be taken to eliminate or reduce the child's absence.
4. In accordance with state law, students will be referred to juvenile court after five (5) unexcused absences in a month or ten (10) unexcused absences in any school year. The parents will be asked to sign an Agreed Order.
5. After twenty (20) consecutive school days of unexcused absences, the student will be considered to have been withdrawn from school by the student's parents. The school will file a Petition for a Contempt Hearing with the Yakima Juvenile Courts or Tribal Court.

EARLY DISMISSAL / LATE ARRIVAL

Parents/guardians are required to "sign-out" their child prior to taking them home during school hours. Students are required to "check-out" through the attendance office when leaving campus and must have an "off-grounds pass," which is obtained by parent/guardian permission (telephone or note).

***Parents/guardians: For liability reasons, we appreciate your cooperation in notifying the attendance office any time your child comes and goes off campus during regular school hours.**

HALL PASSES

When a student is in the hallway and not accompanied by an adult, then he/she must have a Yakama Nation Tribal School teacher issued signed hall pass at all times.

TARDY POLICY

“Tardiness” is defined as failing to be in the room and properly seated before the bell rings. In order to maximize the use of instructional time students are expected to arrive at class on time with materials needed to learn. Students who are late due to a request by the teacher of the previous class, must submit a signed note to the current teacher. Failure to do so will result in the student being marked absent. Consequences for “unexcused tardiness” will include detention and or may include an improvement plan to discuss how students can get to class on time.

STUDENT WITHDRAWAL FROM SCHOOL

Parents/guardians may withdraw a student from school only by parental contact with building administration. Parents need to state in writing the intention and the reason for withdrawal. The student will be given a withdrawal form to be signed by all teachers and it must be returned to the office. All student records will be mailed upon request of the new school if there are no “holds” placed on records (book fines, uniforms, etc.).

Important: Any student who acquires 10 consecutive (unexcused/ excused) absences in a school year will be dropped. Student then must go through **appeal process**.

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 YNTS, parent or guardian, and the student that lists specific behaviors the parties will perform and the consequences that will result if IP is adhered to; it also provides for informed consent from the student and results in an improved situation for all concerned.

Improvement Plan for:

- Attendance success plan: 6 or more unexcused absences
- Academic improvement: failing 2 or more classes
- Behavior: 2nd referral

Probation Performance Contracts will be created for:

- New transfers with academic, behavior, or attendance issues from their previous school.
- Students who are not successfully following their Improvement Plan.
- 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.

Student Behavior & Expectations

The objectives of the student behavior policies are to: create a positive learning environment, reduce distractions from the 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.

What is expected of me?

Characteristics of successful Xwayamá C.A.R.E.s.:

- **Communication**

- **Accountability**
- **Respect**
- **Effort**

Minor (DISRUPTIVE BEHAVIOR)

- Failure to Serve Detention
- Level 1 Offense– Refusal of a student to follow common classroom expectations.
- Unexcused Tardies- Three or more unexcused tardies during the semester.
- Failure/Course of study – The act of refusing to participate in coursework or failing to partake in the educational process.
- Sleeping or lying down in the classroom, hallway, or stage will not be permitted.
- Energy drinks, coffee, or fountain drinks will not be allowed in the classroom, or hallway during class time (except bottled water and school lunch). Outside drinks and food will not be delivered during school hours.
- 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.
- Visible hickeys will not be allowed and must be covered.
- Insubordination – The conscious choice of the student to fail or refuse to act as instructed by the teacher or other adult. This includes not reporting to an administrator when requested.
- Inappropriate Dress – The wearing of clothing that is revealing, vulgar, anti-social, gang-related, that advertises tobacco, alcohol, drugs or sends an inappropriate message.
- Bikes, Skateboards, Scooters, Roller Blades – The riding of bikes, skateboards, scooters, roller blades or “heelys” on campus.
- Disrespect/Name Calling – The use of verbal and nonverbal communication to ridicule or make another student feel inferior. NOTICE: Any person who insults or abuses a teacher may result in disciplinary action including in out of school suspension. RCW 28A.635.010
- Pornographic Materials – Possession of inappropriate material
- Computer Misuse – Using the computer to disrupt the educational process. Changing another person’s document, erasing data without permission, sending or receiving inappropriate e-mail, searching and/or viewing inappropriate sites, etc.
- Profanity – Use of vulgar language or cursing. Includes profanity in writing, gestures, pictures, and drawings. Any expression that does not conform to the standard community expects for public usage.
- Electronic Equipment – The inappropriate use of electronic equipment (see computer misuse).

Minor violations are the lowest level of student misconduct and are normally handled in the classroom, hallways, or the cafeteria by the teacher, paraprofessional, or other staff member. The range of misconduct may vary from violating general school/ classroom expectations. A range of interventions may be taken by staff members to modify the student’s conduct and maintain a positive learning environment on campus. (Examples of interventions: reminding the student that his/her actions are noticed and may be inappropriate, parents/guardians contact, an electronic referral as documentation only.) Students whose conduct does not improve after a number of different documented interventions will move up levels in the progressive discipline plan and could eventually be suspended.

All minor offenses can be subjected to higher-level of consequences at the discrepancy of administration. The administrator will communicate with the parent/guardian regarding consequences.

Major VIOLATIONS

- Sale/Use/Possession of a Controlled Substance – Sale, possession, use, or under the influence of marijuana, alcohol, or other controlled substances on school property. Yakama Nation Tribal Police will be called. Students will not attend school or any activity on school property when under suspension or expulsion. Students suspected of being in possession or under the influence of drugs or alcohol will have their belongings searched and given a UA. Reference: RCW 69.50.401, RCW 9.47A.020, RCW 28A.170.075
- Possession of Drug Paraphernalia – Possession of drug paraphernalia. Yakama Nation Tribal Police will be called. Students will not attend school or any activity on school property when under suspension or expulsion. Students suspected of being in possession or under the influence of drugs or alcohol will have their belongings searched and given a UA.
- Tobacco – Possession of and including the smoking, sniffing and/or chewing of tobacco, by students on school property.
- False Alarm/Bomb Threat – The setting off of an alarm without due cause. The act of setting off a false fire alarm either by use of flame or pulling the alarm lever. Students who cause a false alarm can be subjected to pay a \$250 fine.
- Fighting (Battery, Assault) – The violent attacking and beating of another person.
- Explosive Device/Firecracker/Fireworks - Possession or igniting explosive devices.
- **Possession of Dangerous Weapons/Look A Likes – Possession (on person, clothing, in locker, or property of a student) of weapons as defined by RCW 9.41.250.**
- Destruction/Defacing of Personal or School Property – Includes graffiti, damage to building, etc.
- Computer Hacking/Internet Violations – Entering the school records for any reason.
- Serious False Accusations about Self/Students/Adults – False accusations and/or statements against students and supervisors.
- Lewd Behavior/Sexual Misconduct – Actions pertaining to inappropriate behavior.
- Bullying (Harassment, Intimidation, Etc.) - The unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. Bullying RCW 28A.300.285, Cyberstalking RCW 9.61.260, Malicious Harassment RCW 9A.36.078.
- Sexual Harassment/Hazing – The uninvited, unwanted, and nonreciprocal behavior that offends or intimidates others.
- Stealing – The actual taking or possession of stolen articles.
- Gang Related Activity – The writing, display, or promotion of words, dress, or symbols related to gang affiliation. RCW 28A.600.455, RCW 9A.46.120, RCW 9.94A.030,
- Pushing, & Shoving – Any inappropriate and/or aggressive physical contact including “play fighting.”
- Trespassing – Trespassing on school property or school transportation at a time or place the student’s presence is not permitted.
- Extortion – Defined as the crime of obtaining money or property by threat to a victim’s property or loved ones, intimidation, or false claim of a right.
- Threats – Threats of violence to other students or staff. (Threat Assessment Protocol will be administered).
- **Dangerous Items – Students are not to bring items to school that are potentially dangerous to themselves or others. To include accessories, i.e. pendants/knives, blades, toy guns or toy weapons.**
- Skipping is not permitted – Students who fail to attend their scheduled class without prior approval are considered to be skipping. Student must ask and receive permission and a hall pass or note from their teacher before leaving class. Any student outside of classrooms during instructional time, without a pass, will be considered skipping. In case of emergencies, it is

extremely important that the classroom teacher knows where all students are throughout the school day.

- Disregard for Safety of Others or Self - Committing acts that endanger others, i.e. throwing dangerous objects, food fights, lighting matches and lighters, encouraging/promoting a fight, etc.
- Closed Campus Violation – No leaving campus without parent/guardian signing student out. Leaving campus without permission will be construed as skipping/truancy. Per YNTS procedure, student will be subject to a UA.
- Pornographic Materials – Dissemination of pornographic material.

Major violations are much more serious misconduct and are subject to higher-level consequences. Such offenses supersede teacher interventions and are addressed immediately by administration. The principal or dean of students will document the violation and will notify the parent/guardian of the offense/consequence.

***If a student receives a major violation, he/she may be placed on any step of the progressive discipline process according to the severity of the violation and may be suspended or expelled.**

Students who break school and/or classroom expectations (minor/ major violations) will move through the school-wide progressive discipline plan, as determined by school administration. Once violations are documented by the classroom teacher or other staff member, then the following steps can occur:

Consequences for Minor/ Major Violations:

All referrals will be mailed home to parent/ guardian with referral and referral process.

STEP ONE: Parent notification by administration.

STEP TWO: Student/administrator conference, parent notification (by administration and/or student). Detention or school service work assigned or in-house may be included. Assigned counselor will be notified, and additional interventions may be initiated).

STEP THREE: Parent notification by administration. Conference requested with parent, teacher, student, and administration. One to five days of in-school suspension (WAC 180-40-245 through WAC 180-40-255). An Improvement Plan will be required by administration at this step or any subsequent step.

STEP FOUR: Parent notification by administration. In-school suspension for three to ten days (WAC 180-40-245 through WAC 180-40-255). An improvement Plan required.

STEP FIVE: Parent notification by administration and Success Plan required. A long-term out-of-school suspension for a minimum of ten and a maximum of twenty school days (WAC 180-40-260 through WAC 180-40-270) will be enforced. Change of school setting or remote learning.

The Superintendent and Principal have the authority to drop students and call Yakama Nation Tribal Police at their discretion. Only the Superintendent and Principal have the right to expel a student.

Students who fail to comply with their contract agreement will be dropped from YNTS. Student then must go through appeal process.

Process 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 will have student take a Urine Analysis (UA) or Breath Analysis (BA). 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 Step: 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 Step: 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 Step: 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

Reference to gang affiliation/involvement/recruiting

Yakama Nation Tribal School 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. (Major/Severe)

Gang Affiliation/ Involvement/ Recruiting CONSEQUENCES

First Step: A 1-5 day in-school suspension and contact home. Also, violators can be sent home to change clothing or attire.

Second Step: A short term in-school suspension will occur from 5-10 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 or principal of YNTS has the authority to expel for unsafe behavior and non-compliance of school rules and policies concerning gang activity.

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.
- Shorts, skirts, dresses need to be mid-thigh or longer. Tops must cover shoulders, cleavage, 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).

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 property.

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 is in possession of 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 Nation (YN) believes in the complete development of students. YNTS is dedicated to providing intervention activities to end the use of abuse of alcohol, tobacco, and controlled substances. Although, the primary responsibility for intervention and treatment of substance abuse rests with the student and parents/guardians. The YN authorizes in-school activities to encourage prevention, intervention, and treatment of substance abuse. Therefore, the YN authorizes YNTS staff to cooperate with outside service agencies such as YN Youth Treatment and YN Behavioral health to enable unified substance abuse prevention measures.

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.
- Authorized intervention activities will be assigned following approval by the counselor. Cooperation with outside agencies such as YN Youth Treatment, YN Alcohol and Drug Program, IHS Behavioral Health, Merit Resources, Nak Nú We Sha, YN Tribal Court and/or DSHS Children's Service Division.

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 will have student take a Urine Analysis (UA) or Breath Analysis (BA). 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.

Appeals

Dropped/Suspension/Expulsion Procedures

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

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 student is expelled/dropped, the student, parent/guardian has a right to appeal to the superintendent or principal within three (3) days. If the superintendent or principal 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 Probation Performance Contract which is between the student and the School Board. Whatever decision the School Board makes if 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 Education Schools and in the schools that are operating under contract with the Bureau of Indian Education.

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.
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 an online meeting platform such as Zoom, WebEx, or Google Meet. 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.

Records Request

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 YNTS are requested to have transcripts sent to the school with the application documenting the courses taken at a previous school. Accurate transcripts are necessary to determine credits earned toward graduation.

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 school district due to fines owed to the school. If the student has unpaid fees the student records will not be given to the individual students.

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 pertaining to students and staff as 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

As requested by the JOM parent committee, parents are required to volunteer 20 hours each school year to YNTS.

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.