

# JOHN F. KENNEDY DAY SCHOOL

Student Handbook

School Year 2022-2023

## Home of the Cardinals



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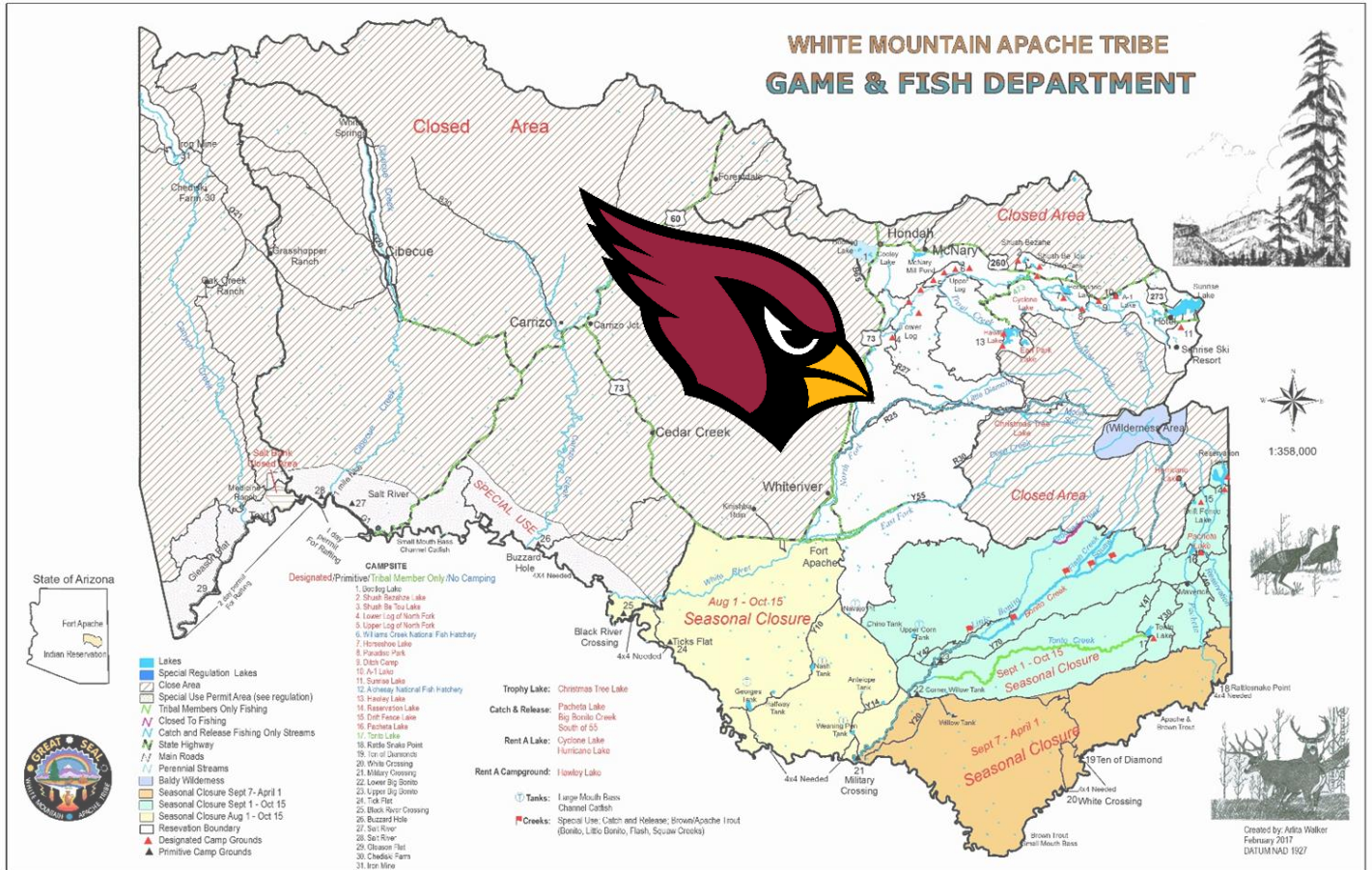
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# Mission Statement:

Learn Today for Tomorrow

DIJII YIGOLAAL ISKAA BAH



Approved by the John F. Kennedy Day School Board: \_\_\_\_\_

Date: \_\_\_\_\_

## **1.0 Philosophy of Education**

There is no resource more vital to the White Mountain Apache Tribe than its young people. John F. Kennedy Day School will provide a positive learning environment and positive role models that will ensure everyone's success to his/her greatest learning potential through teaching a curriculum that stresses discipline, academic success, and respect for knowledge.

John F. Kennedy Day School is a family centered environment that encourages parents and families to participate in the education program and provide emotional support to their children.

The education of our children will manifest consideration of the whole person, considering the spiritual, mental, physical, and cultural aspects of the person within the family and tribal contexts. It will strive to not only develop abilities and interests; but also cultivate productive, wholesome members of society, who preserve and respect the Native American Heritage and American citizenship.

### **Purpose of John F. Kennedy Day School**

The purpose of John F. Kennedy Day School is to provide a high-quality education by preparing students to be college and career ready.

### **Direction of John F. Kennedy Day School**

The direction of the John F. Kennedy Day School is to enrich student learning through expanding instructional strategies, and to produce students who are world-ready by closing the digital divide.

### **Commitment to High Expectations**

The John F. Kennedy Day School staff's commitment to high expectations is achieved through community-based involvement through activities for all stakeholders, setting high standards, and assuring preparation.

### **Beliefs and Values About Teaching and Learning**

The John F. Kennedy Day School's beliefs and values about teaching and learning embrace the premise that all students can learn.

## 2.0 Enrollment Policy

The Enrollment Policies for John F. Kennedy Day School are:

### 2.1 Admission

- a. Students who meet the requirements of the Code of Federal Regulations are eligible to attend John F. Kennedy Day School.
- b. Student must be a member of a federally recognized tribe by meeting one of the following:
  1. Have documentation of Indian eligibility, which includes a Certificate of Indian Blood (CIB) or Tribal membership card.
  2. Have documentation to verify being a descendant of an enrolled member, which may include familial tribal enrollment documents.
- c. A current immunization record must be present at the time of enrollment. A child entering John F. Kennedy Day School must have state required vaccinations.
- d. Child must be fully toilet-trained unless documented on a current Individualized Education Plan (IEP).
- e. Enrollment priority will go to students residing in Cedar Creek and Carrizo.

### 2.2 Age Limit

- a. A student must be five years of age before **September 1** of the year to begin Kindergarten classes, according to the Arizona Education Code 15-821
- b. A copy of the state statute is available upon request.

### 2.3 Attendance Area

- a. John F. Kennedy Day School serves elementary students on the White Mountain Apache reservation.
- b. Students who live outside the JFK bus routes may be accepted, but their family will be responsible for transportation to the end of the JFK bus routes.

### 2.4 Enrollment Forms

- a. A student will be listed as enrolled when all required application forms are completed and received at the school. A student may not attend classes at the school until all required application forms are received.
- b. Required forms are:
  1. Student Enrollment Application.
  2. Copy of Birth Certificate. Baptismal record or hospital certificate are acceptable forms of documentation of legal verification of child's birth date and legal name.
  3. Copy of guardianship papers for students not living with their parent.
  4. Copy of Social Security Card.
  5. Copy of current Immunization Record
  6. Primary Home Language Survey
  7. Consent Form for Field Trips and Competitive Sports
  8. Consent Form for Health Services
  9. For student who transfers, a withdrawal form from the previous school and a Records Release Form.

10. Internet and E-Mail Authorization Form
11. Permission to publish student pictures.
12. Emergency Information and Check-out Form.
13. The Parent/Student Handbook Signature Page
14. The Parent/Student/Teacher Partnership Compact Form
15. Allergy verification signed by Physicians as required by the ADE.

### **3.0 Student Records**

#### **3.1 Types of Student Records**

- a. A permanent record is kept, in which are filed the student's application materials and health records, copies of report cards, standardized test scores, records of attendance, transcripts and withdrawals.
- b. A cumulative folder is kept for guidance purposes with information including teacher reports, records of interviews, honors, extracurricular participation, and course of study/scheduling information. When the student graduates or withdraws from school, the folder becomes part of the inactive file to which reference is made when information is requested by authorized outside agencies.
- c. Records of students with disabilities will include the required special program information related to the student.
- d. Records are kept at the schools for 5 years. After that, records are sent to the American Indian Records Depository in Lenexa, Kansas. Contact the school to request records.
- e. JFK uses the Native American Student Information Systems (NASIS) to maintain an electronic file for each student. The file consists of attendance, grades, behavior, special programs, basic demographic information, and enrollment data. The school also maintains other electronic file data (testing, progress monitoring, etc.).

#### **3.2 Access to Records**

- a. Parents and adult students may review the student's records by scheduling a time with the school administrator. Copies of student records will be provided upon request.
- b. Explanations or interpretations of the information in the student file will be provided upon request.
- c. If the parent or adult student questions the accuracy of information in the student's records, school staff members will meet with the parents and/or student, answer any questions, and correct information found to be inaccurate.
- d. Parents/adult students may insert into records a written comment about information they consider incorrect.
- e. Parents or adult students may request a hearing to challenge the content of the student records. This request for an informal hearing should be made in writing to the principal who will schedule the hearing.
- f. If a student has enrolled in another school, records may be transferred without written authorization according to the Family Education Rights and Privacy Act (FERPA).
- g. Directory information is information given about the student in relation to school activities, such as athletics, yearbook, newspapers, etc. Parental permission must be obtained for this directory information to be published. Under the Privacy Act, each school can determine the amount and content of directory information given.



### 3.3 Release of Records

- a. Local school officials, other B.I.E. schools, persons with court orders, accreditation agencies, Bureau of Indian Education, and professional social services staff or other groups authorized by the B.I.E. will be allowed access to student records when carrying out their official duties.
- b. Except for those persons listed above and Directory Information, records will be released only after parents or adult students give written consent.
- c. A written consent to release records must be signed and dated by the person giving consent to release records (that would be the parent/legal guardian or adult student). The request must include a list of records to release, the reasons for release, and the names of the people to whom the record should be released.
- d. A copy of the records release request will be kept with the student's permanent record.
- e. **Transcripts require a written, signed release request.** Students needing a transcript can either get a release form from the present school office or from the school to which they want the record sent. Most schools do not consider a transcript to be official unless it is mailed to them from the school office. A mailing address is needed when you request that a transcript be sent from this school.

## 4.0 Parents/Guardians

### 4.1 Definition

- a. John F. Kennedy School's policy recognizes the natural parent(s) or legal guardian(s) who is appointed by the court. Under 25 CFR, definition of the "parent" is a natural parent or adoptive parent, legal guardian, or legal custodian of a student.
- b. It does not include the single father where paternity has not been acknowledged or established. This means that the school **CANNOT** recognize paternal rights and responsibility for the child, **UNLESS** the father has acknowledged and established paternity through the courts.

### 4.2 Record of Guardianship

- a. The names of the parent(s) or guardian(s) recognized by the school become part of the permanent school record. The recognized parent(s) or guardian(s) listed on the permanent school record will be the one(s) authorized to check the student out of school and receive information about student progress.
- b. No changes will be made without written authorization from the parent(s). Court documents, paternity statements, adoption papers, etc., should accompany the written authorization. When requests are made for documentation, parents can be assured that this information will be kept in strict confidentiality.

### 4.3 Temporary Guardianship

- a. When it becomes necessary for parents to leave children in the care of a guardian, the parent should inform the principal in writing of the individual situation, the length of absence, and the designated guardian.

## 5.0 Student Attendance

### 5.1 Attendance Policy

- a. Students arriving after the first 15 minutes of instruction are recorded as tardy.
- b. Students leaving school before lunch, and not returning will be recorded as absent one-half (1/2) day.
- c. Students arriving after lunch will be recorded as absent one-half (1/2) day.
- d. After 10 consecutive days of absences with no notification from parent(s)/guardian(s), a student will be dropped from the school enrollment.
- e. After 20 cumulative days of absences with no notification from parent(s)/guardian(s), a student will be dropped from the school enrollment.
- f. After being dropped, a child must re-apply before returning to school. There is no guarantee that the child's place will be available.
- g. Individual daily attendance records are kept by the teacher for each student. These records become part of the cumulative record of each student. Parent(s)/guardian(s) are welcome to view or inspect their child's record upon request.

### 5.2 Absences, Tardies & Check outs

- a. When a student is absent, the parent must call or send a written note to the teacher explaining the reason for the absence. Medical excuses from doctors, clinics and hospitals are acceptable.
- b. Absences will be classified as either:
  1. Excused: illness, family emergency, funeral attendance, hospital confinement, clinic appointments, and religious ceremonies.
  2. Unexcused: no written note, playing hooky, babysitting, no reason stated, missing the bus, and payday.
- c. A consistent pattern of tardiness or absences from school for three (3) or more consecutive school days will be reported to the principal.
  1. After three (3) consecutive unexcused absences or with no contact, the school Attendance Monitor or Parent Liaison will conduct a home-visit.
  2. Parent(s)/guardian(s) visitation and counseling may be implemented to aid in correcting the problems.
  3. Five (5) consecutive absences without notifying the school will be reported to Tribal Child Protective Services (CPS) and the office of BIE Suspected Child Abuse/Neglect (SCAN).
  4. 3 tardy = 1-day absence
- d. If your child is ill for three (3) or more days, please contact your child's teacher(s) for homework assignments.
- e. When a student arrives late to school, they must report to the office to obtain a tardy slip before going to class.
- f. When a parent/guardian checks out their child, they must report to the office to sign in and complete a student check out form.
  1. Students will not be sent home, released, or dismissed during school hours unless they are released into the company of parent(s)/guardian(s), designee.
  2. Written permission is required at the time of check-out.

3. Students shall not leave or be taken from school without being checked out through the school office.
- g. John F. Kennedy Day School is a drug free school.
  1. For the students’ safety, any visitor under the influence while on campus will be asked to leave.
  2. Parent(s)/guardian(s) should never pick up their child from school while under the influence of drugs and/or alcohol.
  3. The office will call the Whiteriver Police Department. An authorized person will decide if the parent/guardian can or cannot safely take the child from school.
- h. The following table will be used to record and monitor attendance.

	<b>Face-to-Face</b>	<b>Hybrid</b>	<b>Online</b>	<b>Distance</b>
<b>Expectation</b>	Student will report to class physically and be ready to learn by the start of the instructional period.	Follow Face-to-Face and Online	Student will report to class online (logged into LMS and video-camera on) and be ready to learn by the start of the instructional period.	Student will follow the instructions provided with their learning packet and student (or parent on behalf of the student) must respond to teacher contact.
<b>Instructional Periods</b>	AM – morning session PM – afternoon session	Follow Face-to-Face and Online	AM – whole group session PM – one-on-one or small group session	AM – meets daily response requirement PM – meets daily response requirement
<b>Absent</b>	If a student is not present within the first 15 minutes of instruction, they are marked as absent (A)	Follow Face-to-Face and Online	If student is present for less than 15 minutes during an instructional period, they are marked as absent (AO)	If student (or parent/guardian) does not respond to teacher contact within the same day, they are marked as absent (AD) for <b>both AM and PM</b> periods
<b>Tardy</b>	If a student arrives after the first 15 minutes of instruction, they are marked as Tardy (T)	Follow Face-to-Face and Online	Not applicable	Not applicable

<b>Present</b>	If student arrives on time at the time of instruction, leave box blank	Follow Face-to-Face and Online	If student is present for at least 15 minutes during the instructional period, leave box blank	If student (or parents/guardian) responds to teacher contact within the same day, leave box blank for <b>both AM and PM</b> periods
<b>Check Out</b>	If student leaves before the instructional end time, note the time the student left in the hard-copy attendance book <u>and</u> NASIS comment box.	Follow Face-to-Face and Online	Not applicable	Not applicable
<b>Monitoring</b>	If student is absent, the teacher will contact the student and/or parent within the same school day.	Follow Face-to-Face and Online	A daily alert will be sent to all students 15 minutes prior to the start of the instructional session to remind students to join their class on time. If student is absent for an instructional session, the teacher will work with the Attendance Monitor to contact student and/or parent within the same school day.	Students (or parent on behalf of the student) must respond to their assigned teacher by phone, text message, email, video conference, or Facebook messenger by 2:00 pm. After 2:00 pm, teachers will work with the Attendance Monitor to contact student and/or parent within the same day.

**6.0 Suspected Child Abuse/Neglect (SCAN) Reporting**

- a. Indian Child Protection and Family Violence Prevention Act, requires that any person identified as a Mandated Reporter who knows or has a reasonable suspicion that a child has been abused in Indian country, must report the information to Tribal Child Protective

Services (CPS) and BIA Police within 24 hours. Mandated Reporters include all JFK employees, counselors, psychologists, related service providers, and health care providers.

- b. The following information is required to be reported:
  1. the name, age, sex and tribal affiliation of the child.
  2. the present state of the child (does the child need immediate medical attention, is the child in imminent danger).
  3. the location or address and phone number where the child can be found.
  4. the name, address and telephone number of the child's parent or other person responsible for the child's care.
  5. the indicators that led the reporter to believe the child is a victim of abuse.
- c. ***Mandated reporters are required to file a SCAN Report.***

## **7.0 Student Retention Policy**

### **7.1 Reports Cards**

- a. Report cards are mailed or delivered to parents or guardians at the end of each nine-week grading period and shall include:
  1. Standard K-8 Grading Scale

A +	99.0% – 100.0%	Passing
A	94.0% – 98.9%	Passing
A -	90.0% – 93.9%	Passing
B +	87.0% – 89.9%	Passing
B	83.0% – 89.9%	Passing
B -	80.0% – 82.9%	Passing
C +	77.0% – 79.9%	Passing
C	73.0% – 76.9%	Passing
C -	70.0% – 72.9%	Passing
D +	67.0% – 69.9%	Passing
D	63.0% – 66.9%	Passing
D -	60.0% – 62.9%	Passing
F	00.0% – 59.9%	Failing
  2. Alternative Grading Scale

E	Exceeds the Standards	Passing
M	Meets the Standards	Passing
AP	Approaches the Standards	Passing
FFB	Falls Far Below the Standards	Failing
  3. Grades are based upon student performance. At the beginning of each grading period, each teacher will provide information on how each grade will be calculated.
  4. Modifications to the grading system may be made for students with disabilities, if appropriate, as determined by each students' IEP team.

## **7.2 Promotion and Retention**

- a. The maximum number of retentions a student can accrue through the 8<sup>th</sup> grade is one (1) retention unless a student has 15 unexcused absences, that child can be retained more than once.
- b. Prior to a retention, a student will be referred by the classroom teacher to the Student Assistance Team (SAT) for review and/or evaluation.
- c. The teacher, parent(s) or guardian(s), principal, and counselor will have a conference during the third quarter to discuss the possibility of retention. A determination may be made to retain, promote or to defer a decision pending an evaluation. However, parent(s) or guardian(s) should be notified every three weeks of student progress and if there is a concern of retention.
- d. Retentions can be proposed based on academic deficiencies, absenteeism, truancy, or illnesses. If a student has 15 or more cumulative days of unexcused absences and does not complete make-up work, he or she may be retained at any grade level even though they have already been retained.
- e. A student with multiple retentions and who is well over elementary school age (15 years or older) may be considered for alternative admission to middle school or high school.
- f. Students in special education will be considered in accordance with Public Law 94-142.

## **7.3 Standardized Testing**

- a. State Assessments
  1. Students in grades 3-8 will be required to take a BIE Math Assessment and BIE English Language Arts (ELA) Assessment four times throughout the school year.
  2. Students in grades 5 & 8 will be required to take the New Mexico Assessment of Science Readiness (NMASR) in the Spring.
  3. Students participating in Special Education, in grades 3-8, whose Individual Education Plans allow it, will take an Alternate assessment called BIE Multi-State Alternate Assessment in the Spring.
  4. Students identified as English Language Learner (ELL) will take the WIDA ACCESS in the second semester.
- b. Benchmark Assessments
  1. All students in grades K-8 will take the Northwest Evaluation Association Measures of Academic Progress (NWEA MAP) Assessment.
  2. NWEA is taken three times per year for Reading, Language, Math, and Science.

## **8.0 Medical Care/Sick Students**

### **8.1 Parent/Guardian Notification**

When a student is injured or becomes ill, the parent(s) or guardian(s) on the emergency contact list will be called so the student can be picked up at school. In extreme cases the school will call for an ambulance to transport the student to the Whiteriver Indian Health Services (IHS) in accordance with the Medical Permission Card on file.

If parents **do not** want their child/ren to receive emergency care at the IHS, they will need to submit a written statement outlining their preferences.

Parents need to inform the school of any serious or chronic medical conditions their child/ren may have. If the school is not made aware of chronic conditions, the school cannot be held responsible for injuries or illnesses that may occur because of an existing condition.

## **8.2 Medication at School**

The following procedure is to be followed when it is necessary for a child to take medication during school hours.

- a. All parents/guardians are encouraged to notify the front office when their child brings in any new medication or refills, in writing or by phone.
- b. Upon student arrival, all medication (prescribed or over the counter) should be taken to the front office to be administered by school personnel.
- c. Medication will be kept in the office in a locked vault.
- d. The container with the medication must be labeled with the physician's name, student's name, name of the drug and the correct dosage schedule for administration.
- e. EpiPen and inhalers should be given to the teacher.

## **8.3 Written Consent**

- a. The parent must provide written consent for any drug administered by school personnel with a telephone number where they can always be reached.
- b. The consent must absolve the school and school personnel of any responsibility, should the medication not be given on time or if the child suffers an adverse reaction to the medication.
- c. If the child has an adverse reaction to the medication, the phone number provided by the parent(s)/guardian(s) will be called immediately.

## **8.4 Head Lice**

The lice that infest humans is usually found on the hairs of the head and on the scalp.

### a. Detection

The presence of head lice is usually signaled by head scratching, intense itching, redness, or small bite marks on the scalp. Adult lice are so small that it is unlikely that you will be able to see them with the naked eye. You are more likely to see their eggs, which are whitish oval specks (similar in appearance to a grain of sugar), attached to the hair shafts about ¼ inch from the scalp.

### b. Treatment

The elimination of lice is accomplished by a 10-minute treatment with a head louse control shampoo or gel concentrate. Both will kill lice and their eggs. Bedding needs to be washed in hot water to kill the lice.

### c. School Policy

If your child has head lice:

1. The parent(s) or guardian(s) will be called to pick up their child at the school and at that time a letter will be given to the parent(s) or guardian(s) with instructions on how to treat it.

2. If your child has repeated infestation of head lice, then a referral will be made to Child Protective Services.

## **9.0 Visitors**

### **9.1 Parent/Guardian Classroom visits**

- a. Classroom visits by parents/guardians are encouraged and considered volunteer services. Teachers will not be available for extended conferences during instructional time. If you wish to observe a classroom you are welcome to do so.
- b. To schedule a classroom visit or conference, contact the teacher before or after class hours.
- c. Parents need to check in with the front office every time they come on campus. A visitor pass will be provided to the parents and they must wear it while on the school campus.
- d. Parents are allowed a maximum of 5 days of visitation without background clearance.

### **9.2 School Visitors**

- a. All visitors are required to check in at the front office prior to going to a classroom or seeing a student or staff member.
- b. Visitors must sign in and receive a visitor's pass.
- c. Students from other schools will not be allowed to come to school and visit as guests.
- d. If visitors are not known by office staff, they will need to show a picture ID.

### **9.3 Prescreening Requirements for Temporary, Non-recurring Individuals**

- a. Individuals providing work or services, including volunteer services, three days or less do not require a background check and must be escorted by a JFK employee at all times.
- b. Individuals providing work or services, including volunteer services, five or more days require a background check.

## **10.0 Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled at the end of each of the first three quarters. A fourth conference will be held if a student is recommended for retention, or at the request of the parent(s)/guardian(s). John F. Kennedy Day School encourages consistent communication between classroom teachers and parent(s)/guardian(s).

## **11.0 School Phone Usage**

### **11.1 Permission to use**

- a. Students are not allowed to use the office phone unless their teacher has given permission. The teacher must state in writing the purpose and the name of the student needing to use the phone. The reason to use the phone must be valid.
- b. No student can call 911 unless it is an emergency.



## **11.2 Time of use**

- a. Students will not be called out of class or be able to receive telephone calls during school hours.
- b. School personnel will relay any messages to the student and the appropriate school personnel.

## **12.0 Transportation**

### **12.1 Bus Changes**

- a. Students must bring a note from home for permission to change their after-school destination.
- b. Parents must send a note or call the school before 12 P.M., to make bus changes.
- c. After 12 P.M., parents must make other arrangements for their child as bus changes will not be accepted after 12 P.M.
  1. Students will be transported to their original destination.
  2. If an adult is not present at the destination for primary students (K-3), the child will be transported back to the school and parents/guardians or emergency contact will be notified.
  3. It will be the parent/guardian's responsibility to pick up their child at the school.
- d. In case of emergency, please come to school or call the office/principal.

### **12.2 Bus Rules and Regulations**

- a. All buses will have a posted seating chart labeled with each student's name.
- b. Any student that chooses to disobey transportation rules will be held accountable for his or her infractions. To ensure the safety and comfort of everyone that rides the bus, the following rules and regulations will be in effect:
  1. The driver is in full charge of students and monitors when they are riding the bus.
  2. Students will be assigned to seats by the bus driver, and students shall ride in that seat while being transported.
  3. All students must remain seated at all times when the bus is in motion.
  4. Students shall keep their heads, hands, arms, legs, and feet inside the bus.
  5. Students shall not throw items inside or outside the bus at any time.
  6. Students shall not fight on the bus.
  7. Students shall not use any obscene or profane language on the bus.
  8. Students shall not be in the driver's seat, tamper with the bus or any equipment.
  9. Parent/Guardian may be financially liable for damage to the bus or any equipment caused by student misconduct.
  10. Students shall not litter the bus with food or other debris.
  11. Bus drivers will not tolerate eating food or drinking beverages on the bus.
  12. Animals, firearms, knives, explosives, breakable glass items or other dangerous objects are not permitted on the bus.
- c. Before School
  1. Students should be waiting at their designated bus stops to board the bus each morning.

2. Students shall not run along the side the bus, push or shove each other while waiting for the bus at designated bus stops.
  3. Parents/Guardians are discouraged from chasing after the bus with their vehicle.
- d. After School
1. For students in K-3rd, parents must be present at the bus stop for their child to exit the bus.
  2. Parents/Guardians are discouraged from chasing after the bus with their vehicle.

### **13.0 Transportation Infractions and Consequences**

#### **13.1 Minor Infractions**

- a. Minor infractions include but not limited to: spitting, throwing of paper, being out of seat, profanity, littering
- b. Consequences of Minor Offenses
  1. First Violation: Written warning will be issued and sent home. The administration has the option of suspending students for one day off bus.
  2. Second Violation: Referral to principal with offense. The administration has the option of suspending students for one day off the bus.
  3. Third Violation: Parent(s)/guardian(s) and students will meet with the principal and bus driver. Students will lose bus-riding privileges for two (2) days. Students will be referred to the school counselor.
  4. Fourth Violation: Five (5) days suspension of bus-riding privileges.
  5. Fifth Violation: Students will lose bus-riding privileges for the remainder of the semester they are currently in. Parent(s)/guardian(s) will be responsible to transport students to and from school.

#### **13.2 Major Infractions**

- a. Major infractions include but not limited to: fighting, interfering, and endangering the welfare of the students and driver, any body part outside of the bus, throwing items outside of bus, damaging the bus, weapon and drug possession (paraphernalia: vaping, cigarettes, marijuana, etc.) use, and sexual harassment.
- b. Consequences of Major Offenses:
  1. First Violation: Students will not be allowed on the bus until a meeting is held between parent(s)/guardian(s), students, the principal, and the bus driver.
  2. Second Violation: Students will lose bus riding privileges for the remainder of the school year. Parents will be responsible for the student's transportation to and from school.

#### **13.3 Infraction Reporting**

- a. On all incidents, a report will be filled out each time an incident occurs.
- b. A copy will be sent home to parents/guardians.
- c. Other copies will be filed in the office, and with the transportation department (bus drivers).
- d. If suspected weapon or drug possession or use refer to the drug and alcohol use policy.

## 14.0 Rights and Responsibilities

Students have the right to a quality education without disruption, harassment, verbal, physical, emotional abuse, or discrimination. Students and families can expect from John F. Kennedy Day School professional educational services. JFK follows the standards and benchmarks of the Arizona Content and Performance standards as identified by the Arizona Department of Education and Office of Indian Education Programs. The community can expect that all staff will be highly qualified in their fields of study and follow the **Every Student Succeeds Act** legislation.

Students have the legal responsibility to comply with the regulations, pursue the required course of study, and submit to the authority of administrators, teachers, other staff members and the governing board.

### 14.1 Student Rights and Responsibilities

#### a. Rights:

1. To receive a free and appropriate public education (FAPE)
2. To receive guidance in citizenship, decision making, setting career goals, etc.
3. To participate in student government, athletics, and/or social activities
4. To safe and appropriate transportation
5. To healthy, (United States Department of Agriculture (USDA) approved food to eat
6. To make thoughtful, safe decisions being aware of all consequences
7. To explain my side of a story in a disciplinary case

#### b. Responsibilities:

1. Respect the rights of others to study and learn...individuals who decide not to take advantage of the educational opportunities, do not have the right to interfere with the education of others.
2. Attend school daily.
3. Be on time for every class.
4. Complete all class assignments and homework assignments on time.
5. Come to class prepared to work.
6. Respect public property (do not write on walls, throw trash around, etc.) And respectfully use and return all materials.
7. Comply with school rules and directives from school personnel.
8. Use language and other forms of expression that are not abusive or offensive to others.
9. Cooperate with school staff if involved in a disciplinary case.
10. Ensure that parent(s)/guardian(s) receive all school correspondence sent home.
11. Respect the beliefs, customs, and language of all.
12. Participate in creating a clean, comfortable, and safe environment at John F. Kennedy Day School.
13. Conserve the school's resources of food, supplies, materials, energy, and equipment.
14. Go to bed at a reasonable hour.

## **14.2 Parent Rights & Responsibilities**

### **a. Rights**

1. To expect that their child will be supervised at school
2. To expect that their child will receive a quality education.
3. To be notified of their child's issues/problems at school.
  - i. Such notice may be oral (in person or by phone) or writing (by U.S., mail, or personal delivery).
  - ii. If mailed, delivery will be deemed complete at the time the notice is deposited with the U.S., Postal Service (USPS) and addressed to the last known address of the student or his/her parent(s)/guardian(s).

### **b. Responsibilities**

1. Help the student develop a positive attitude toward school.
2. Ensure that the student attends school regularly.
3. Respect other people's rights.
4. Notify the school by phone or in writing when the student is absent and/or tardy.
5. Consult with the school personnel if there is a problem.
6. Update contact information by phone, in writing and/or by mail.
7. Assist your child with his/her nightly homework assignments.
8. Put your child/children to bed at a reasonable hour.
9. Ensure personal hygiene of your child/children (shower, bathe, brush teeth, clean clothes).

## **14.3 School Rights and Responsibilities**

### **a. Rights**

1. To make decisions concerning the safety of the students and all school personnel.
2. To make and amend the school schedule as well as school events including athletics.

### **b. Responsibilities**

1. Provide a free and appropriate public education (FAPE) to all students.
2. Provide an environment free of bullying, verbal, spiritual and/or physical harassment.
3. Provide all students with healthy, USDA approved breakfast and lunch.
4. Provide safe and appropriate transportation.
5. Keep up with and implement current trends in education and technology.
6. Be responsible users of the resources entrusted to the school.

## **15.0 Dress Code**

Clothing that is derogatory, or implies offensive language, the advertising of tobacco, drugs or alcohol will not be allowed on school grounds. Children should dress appropriately for school and weather conditions.

We, at John F. Kennedy Day School, believe that all students should wear clothing to school that fits well, reflects pride in self, is conducive to the learning process and demonstrates respect for school. Clothing **MUST** be neat, clean, and acceptable in appearance.

### **15.1 Guidelines**

- a. Staff, students, visitors, and volunteers will follow the following:
  1. Shoes that are appropriate for school activities must always be worn. Appropriate shoes are required for safe participation in physical education.
  2. All cosmetic items are not allowed at school.
  3. Caps or hats must be worn correctly (bill in front) and are not permitted indoors.
  4. Shorts, skorts, and skirts must cover the underwear when sitting, standing, or bending. Skirts and shorts must be longer than extended fingertips.
  5. No bagging or sagging pants allowed. Pants must fit at the waist, hips, crotch, and thighs. Pants and shorts that are too baggy and show your underwear are not allowed.
  6. No clothing that advertises or advocates any form of liquor, tobacco, or drugs whether directly or by meaning.
  7. Slogans on t-shirts that are rude, crude, or demeaning to others are also not appropriate for school.
  8. No clothing that by virtue of its color, arrangement, trademark, or any other attribute, denotes affiliation with or promotes membership in a gang.
  9. Piercings may be worn in ears only. Other piercings are prohibited and must be removed at school.
  10. Jewelry and/or accessories (i.e. leather belts or bracelets with studs) with metal studs are not allowed. Chains may not be worn on wallets or belts.
  11. Anyone will be sent home for inappropriate marks on the body (e.g., hickeys).
  12. Any clothing, hairstyle, cosmetic, accessory, or jewelry, even if not specifically mentioned, that creates a safety or health concern, draws undue attention, or distracts from the educational process is prohibited.
- b. All students will adhere to the dress code while at school or representing John F. Kennedy Day School at any function whether on or off campus.
- c. Special consideration shall be given to students that are required to wear a costume, uniform, or outfit to perform at a school sponsored function during the scheduled time for that activity. Examples of those activities include athletic events, drama performances, etc.

### **16.0 Bad Weather Schedule/School Closure**

During the winter when road conditions are dangerous, school may be delayed permitting road crews to clear the roads for safer transportation. Some days the roads may be too dangerous to run the buses. In this case the school will be closed. Listen for announcements on the local radio

stations (96.5 FM or 88.1 FM) or a notification will be sent out via the automated messaging system. If there are no announcements, school will operate as scheduled.

## **17.0 Behavior and Student Code of Conduct**

John F. Kennedy Day School will provide for all students a safe and secure learning environment. School staff members are charged with assurances to provide a safe and secure environment for the students in attendance at John F. Kennedy Day School. It is the student's and parent's responsibility to read the Code of Conduct and be familiar with its contents.

### **17.1 Expectations**

One of our main goals in education is to become better citizens. To be good citizens of a democracy, respect for all people in the learning community is essential. The objectives of the John F. Kennedy Day School are the promotion of good citizenship on the part of students are listed below:

- a. To teach students to set personal goals and self-discipline.
- b. To provide each child ample opportunity to develop initiative and creativity.
- c. To help students learn how to work cooperatively with their fellow citizens.
- d. To help students develop a proper respect for private and public property.

### **17.2 Behavior**

Behaviors that are deemed inappropriate and are not good citizenship conduct for students at school or school functions include:

- a. Selling, giving, or delivering to another person, or possessing, using or being under the influence:
  1. Marijuana or a controlled substance
  2. Drug paraphernalia
  3. Dangerous drugs
  4. Dangerous weapons
  5. Alcoholic beverages
  6. Lighters and Matches
  7. Vapes
  8. Any type of tobacco products
- b. Use of profanity, vulgarity obscene gestures
- c. Verbal or physical assault of anyone on school property or at a school function (e.g. staff, and /or student)
- d. Theft
- e. Leaving school grounds or class without permissions
- f. Cheating or copying
- g. Disobedience or disrespect of school personnel or property
- h. Committing extortion, coercion, or blackmail either by force or threat of force
- i. Forging notes or falsifying information
- j. Throwing or using objects that can cause damage or harm

- k. Engaging in verbal abuse (derogatory statements to others which may precipitate disruption or violence)
- l. Misconduct on buses or at bus stops
- m. Disruption of normal school activities
- n. Inappropriate display of affection
- o. Gambling
- p. Arson

## **18.0 Drug Free School**

### **18.1 Drug Use and Abuse Policy**

- a. The school has a clear responsibility to maintain a safe atmosphere, which will promote a quality-learning environment.
- b. The use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the education process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment.

### **18.2 Prohibited Activities**

- a. It is against school policy for anyone:
  - 1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
  - 2. To possess, procure, purchase, or receive, the substances and/or paraphernalia listed in this policy or what is represented by or to the student to be any of the substances listed in this policy. A student will be determined to be “in possession” when the substance is on the student’s person or in the students’ desk, handbag/backpack, or when he/she owns it completely or partially.
  - 3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
- b. This policy applies to any student who is on school property (is in attendance at John F. Kennedy Day School) or is at a school sponsored activity or whose conduct at any time or in any place interfere with or obstructs the missions or operation of the John F. Kennedy Day School or the safety or welfare of students or employee.
- c. Parent(s)/guardian(s) are suggested to have a drug and alcohol evaluation on any child that violates this policy. Before a student can return, a meeting needs to be held to determine if the student shall receive suspension or expulsion, or is allowed back to school

### **18.3 Prohibited Substances**

- a. Alcohol or any alcoholic beverage
- b. Energy drinks

- c. Any controlled substance or dangerous drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, any depressant, and all other illicit drugs and paraphernalia.
- d. Any solvent-based glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
- e. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taking in accordance with the authorized use policy.

**18.4 Authorized Use**

Any student whose parents or guardian requests that he or she be given prescription or non-prescription medicine, drugs, or vitamin shall follow the procedures listed in school policy for administering medicine to students, which requires a prior permission signed by the parent for Aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

**18.5 Violation (Drug Use/Abuse Policy)**

Disciplinary sanctions will be imposed on any student violating this policy. The police will be called immediately upon suspicion to perform a search. Other sanctions may include suspension or expulsion. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal’s office. Law enforcement and parents will be notified of the incident. If parents are not going to pick up the student or there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school by school, medical, or law enforcement.

<b>Violation</b>	<b>Description</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Tobacco Use or Possession</b>	Use or possession of smoking or smokeless tobacco products on school premises.	Three (3) days out of school suspension  Parent meeting.  Referral to school counselor.	Five (5) days out of school suspension.  Parent meeting.  Referral to school counselor.	Ten (10) days out of school suspension.  Parent meeting.  Referral to school counselor.
<b>Alcohol/Drug Violations:</b>	Suspicion of use or possession of alcohol or other drugs on school premises.	Parent must provide results of drug test of student within 24 hours.		



		Expulsion hearing will be conducted by a committee for confirmed possession or use.		
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## **19.0 Disciplining Action and Due Process**

The John F. Kennedy Day School will pursue every effort to comply with the Fourteenth Amendment of the U.S. Constitution, which provides that a student has the right to a hearing and the “due process of the law” either prior to a suspension or within a reasonable time thereafter. If a student’s conduct is a danger to persons or property or is disruptive to the school program, he/she may be immediately suspended, and a hearing will occur as soon as time permits. Alternative solutions are after-school detention, behavior modification programs including behavior contracts and counseling, out-of-school suspension, and/or including expulsion. Suspension of students with disabilities is addressed through IDEA 2007 and incorporated through the Individual Education Plan (IEP).

### **19.1 Due Process Proceedings**

The basic elements of due process to be allowed a student before suspension are the following:

- a. The student will be notified by oral or written means of the accusations against him.
- b. The school officials will provide an explanation of the evidence to support the charge.
- c. The student and/or parent or guardian will be provided 24 hours to respond.
- d. A long-term suspension may require more elaborate and formal procedures in the hearing. This may involve student advocates.
- e. The administration shall designate an administrative team to conduct the hearing to address the offense.
- f. If the alleged action is supported by substantial evidence, the administrative team may expel the student for the remainder of the quarter or longer depending on the date of expulsion.
- g. Students have the right to appeal the suspension decision to the school board.

## **20.0 Suspension and Expulsion**

### **20.1 Definitions**

The following are at the discretion of the administration:

- a. Suspension means a student is prohibited from attending school for a certain number of days.
- b. Expulsion means a student is prohibited from attending school for the rest of the school year.

### **20.2 Students with Disabilities**

Students with disabilities may be suspended if they endanger themselves or others. The suspension is the immediate removal of the student from his or her regularly scheduled school program for a period not to exceed three school days. The suspension may be effective immediately upon the

decision of the principal. The administration must make and document efforts to contact and notify the parent prior to the suspension.

The student shall be given an oral or written notice of the charges and explanation of the evidence supporting the charges and an informal opportunity to respond to and rebut the charges.

The special education case manager will be notified when a student with an IEP has an incident that may result in suspension for any length of time. A multidisciplinary team (consisting of the student’s IEP team) shall convene within three school days of suspension to review the misbehavior and propose any needed revisions in the IEP. The team will follow the IEP concerning discipline according to the law.

Except for summary suspension procedures, a student with disabilities will remain in the current placement pending action on a suspension recommendation, unless the parents and the administration agree otherwise. The process will be based on team decision. A student with disabilities for whom long-term suspension has been recommended is entitled to all the due process rights available to the student without disabilities for whom long-term suspension has been recommended. In addition, the student with disabilities is entitled to all the due process procedures available to a student with disabilities under IDEA and applicable state policies and procedures.

### **21.0 Discipline Action Plan**

The John F. Kennedy Day School tries to provide students with opportunities to maintain school attendance. The John F. Kennedy Day School’s discipline plan allows for some flexibility in some offenses.

Follow these procedures for parental contacts: phone call to parents, and written letter to home.

Verbal warning	Conference with student	Parent contact: telephone	Consult with counselor	Detain students after school	Principal, student, teacher meeting
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#### **21. 1 K-8<sup>th</sup>: Minor Infractions**

- a. Minor Infractions: These behaviors will be handled by the classroom teacher, as they are classroom management issues. Once the classroom teacher has followed the procedures to reduce the behaviors, a referral will be written to support the staff for intervention.
- b. Three minor infractions are equal to a major infraction.
- c. These minor infractions are to be written with the major referral infractions for the completion of the referral process.
- d. When **THREE** parent contacts have been made to parents, teachers will turn in behavioral referral forms with dates of parent contacts.
- e. The principal will make decision as to what consequences will result.
- f. Behaviors that are considered minor but not limited to:
  1. Refusing to participate in class (non-compliance)

2. Excessive horseplay (physical contact)
  3. Violating playground safety regulations (property misuse)
  4. Breaking classroom and kitchen rules (defiance and disrespect)
  5. Writing letters with profanity or swearing (inappropriate language)
  6. Name calling (disrespect)
  7. Refusing to wear face mask properly
- g. When **THREE** parent contacts have been made to parents, teachers will turn in behavioral referral with dates of parent contacts. The principal will make decision as to what consequences will result.

### **21.2 K-8<sup>th</sup>: Major Infractions:**

- a. The listed behaviors are considered major infractions; the consequences are listed in the Student Discipline Action Plan section of the Student Handbook. When students exhibit behaviors detrimental to themselves or others, administration will request a psychological evaluation and/or submit a referral to an alternative educational program.
- b. Fighting is the intent to do physical harm to another. This can include physically striking another person or threatening to do so, both the physical contact and the threat to physically injure another will be viewed as the same.
- c. The Administration accepts the right to file charges against any student who physically assaults, injures, threatens, or repeatedly breaks school rules. The charge of “unruly” will be filed with the Tribal Court and Child Welfare.
- d. It will be recommended by Administration that any student in possession of or using alcohol or drugs undergo an alcohol and drug screening, along with the recommendation to participate in a Drug and Alcohol Counseling program. Refer to drug and alcohol policy.
- e. Behaviors that are considered major:
  1. Fighting
  2. Instigating a fight
  3. Physical abuse against staff/students
  4. Verbal harassment
  5. Profanity/foul language/obscene gestures
  6. Threats
  7. Creating a safety hazard
  8. Vandalism
  9. Theft of school/personal property
  10. Smoking/chewing tobacco
  11. Alcohol/drugs
  12. Emotional abuse
  13. Possession of weapons
  14. Sexual harassment
  15. Skipping school/class
  16. Sexual contact between students

### 21.3 In School Suspension(ISS), Out Of School Suspension(OSS)

<b>Infraction</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Fighting</b>	Fighting is defined as physical contact with fists, feet, or weapons	Student taken home and parent meeting within 24 hours. Student will be suspended for three (3) days.	Student taken home and parent meeting within 24 hours. Student will be suspended for five (5) days.	Student taken home & parent meeting within 24 hours. Student referred to Mental Health and Alternative Placement such as home bound or expulsion.
<b>Instigating a fight</b>	Any actions of or words cause harm to another student.	Principal Meeting  Parent Meeting required  ISS-2 half days	OSS-3 days	OSS-5 days
<b>Intentional Physical Assault Against Staff.</b>	Committing acts that could or does result in physical harm.	OSS-5 days  Parent meeting within 24 hours. Police Report Filed	Expulsion hearing will be convened, and student will be suspended until the expulsion hearing is completed.	
<b>Verbal Harassment</b>	Cause emotional pain/anguish/fear to another person.	Meet with principal/designee	ISS-1 day	ISS-3 days  Or  OSS-2 days
<b>Profanity/Foul Language</b>  <b>Verbal or</b>  <b>Non-verbal</b>	Obscene language & body gestures. The use of unacceptable gestures.	Meet with principal/designee  ISS-determined by the principal	OSS-1 day	OSS-3 days
<b>Insubordination</b>	Refusal to comply with school rules, schoolwork or participate in daily activities.	Parent or guardian meeting required.  Referral to counselor for behavior plan.  ISS-determined by principal	ISS-2 days  Parent or guardian meeting required.	OSS-3 days  Fourth offense: referral to tribal court

<b>Throwing Any Object</b>	(Safety issue)	Detain student after school with classroom teacher. Transportation will be provided after incident has been resolved. In-school suspension time to be determined by principal.	Parent or guardian meeting required.  Meet with principal/designee.  ISS or OSS	OSS-2 days
<b>Creating a Safety Hazard</b>	Actions that could or do cause danger to others, pulling a fire alarm, intentional fire settings	OSS-5 days  Contact law enforcement	Expulsion proceedings.	
<b>Bomb Threats</b>	Notes or verbal threat of an explosive device on premises	Report to appropriate law enforcement authorities  Expulsion proceedings		
<b>Vandalism and/or Graffiti</b>	Intentional destruction or damage to school or personal property within school boundaries	Parent will be contacted  Repair and restitution costs are a possibility Student assists with clean up	Contact police and file charges for vandalism  OSS-1 day  Pay repair and restitution costs	Contact police and file charges for vandalism  OSS-3 days  Pay repair and restitution costs
<b>Theft of Personal/School Property</b>	Stealing property of significant value that belongs to someone else	Restitution, which can include safe return of stolen property Parent notification Counseling intervention ISS-one day	Contact police and file charges for theft Parent notification Two OSS-1day	Contact police and file charges for theft Parent notification OSS-3 days
<b>Tobacco Use or Possession</b>	Use or possession of smoking or smokeless tobacco products on school premises	OSS-3 days Parent meeting Referral to school counselor	OSS-5 days Parent meeting Referral to school counselor	OSS-10 days Parent meeting Referral to school counselor
<b>Alcohol/Drug Violations</b>	Use or possession of Alcohol or other	Zero Tolerance Expulsion Hearing		

	Drugs on school premises			
<b>In all instances of smoking/chewing/alcohol/drug related incidences the principal or principal designate will notify the coaches and advisors immediately, if the offending student is involved in extracurricular activities.</b>				
<b>Possession of Weapons</b>	Possession of anything that could be used to cause harm to another person	Zero tolerance offense Report to law enforcement Initiate expulsion hearing		
<b>Sexual Harassment</b>	Action, physical or verbal that is sexual in nature or connotation	OSS-3 days Parent or guardian meeting required to re-enter school	OSS-5 days Parent meeting Counselor intervention Counselor will develop behavior plan.	OSS-5 days Parent meeting Complete psychological assessment Safety plan completed.
<b>Inappropriate Physical Contact: Minor</b>	Hand holding	Verbal warning Parent contact	ISS at separate times	
<b>Inappropriate Physical Contact: Major</b>	Kissing/fondling/cuddling between students	Parent meeting required	OSS-1 day	OSS-3 days
<b>Intentional Spitting</b>	Intentional transfer of bodily fluids to another person	ISS-1 day	OSS-1 day Behavior plan	OSS-2days
<b>Student Trespass</b>	Being on school property without parental or guardian supervision for extra-curricular activities	Student and parent meet with the principal or designee	2 days out-of-school suspension Parent or guardian meeting required	3 days out-of-school suspension Fourth offense: unruly Referral to Tribal Court
<b>Skipping Classes</b>	Intentionally missing class time or leaving class without permission	Principal meeting Parent contact	ISS-2 days Parent or guardian meeting required	ISS-5 days. Fourth offense: unruly Referral to tribal court
<b>Leaving School Premises Without Permission</b>	Safety Issue	ISS-1 day Parent or Guardian meeting required to re-enter school Law enforcement contacted	ISS-3 days Parent meeting required for student to return to school. Law Enforcement contacted	OSS-3 days Parent meeting required for student to return to school. Law Enforcement contacted. Unruly referral to Tribal Court

<b>Threats: Bullying Level 1: Threat of Physical Contact</b>	Words or actions that declare intent to inflict physical harm to another person	Counselor intervention ISS-1-day Parent/team meeting within 24 hours	OSS-2 days Parent meeting	OSS-2 days Parent meeting Possible expulsion Court referral
<b>Level 2: Lethal Threat with Mention of Weapon or Death</b>		OSS-10 days Contact law enforcement Possible expulsion		Expulsion
<b>Intent to do Harm to Another Person</b>	Intentionally hurting someone physically by touch or objects	OSS-1 day  Referral to Behavioral Health	OSS-3 days	OSS-5 days

While the above-listed examples of disruptive behaviors may be the most common, the list is not intended to cover all types of misbehavior of students. Appropriate actions will be taken on all incidents of misbehavior. It is important for all staff to make parent contacts. The administration has final decision on all major offenses

## 22.0 Sexual Harassment

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature.

Sexual harassment, may include, but is not limited to:

- a. Sex oriented verbal “kidding”, abuse, or harassment
- b. Pressure (subtle or otherwise) for sexual activity
- c. Repeated remark to a person, with sexual or demeaning implications
- d. Unwelcome touching, such as patting, pinching, or constant brushing against another’s body
- e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats or behavior concerning one’s grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school official designate. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual’s status or affect future employment, work assignments or grades.

The right to confidentiality, of both alleged victim and accused, will be respected consistent with the school’s legal obligations. A substantiated charge against a student in the school will subject that student to disciplinary action, which may include suspension or expulsion or further action, consistent with student disciplinary policies.

<b>Sexual Harassment</b>	Action, physical or verbal that is sexual in nature or connotation.	Three (3) days out-of-school suspension Parent or guardian meeting required to re-enter school  Intervention counselor will develop behavior plan.	Five (5) days out-of-school suspension Parent meeting	Five (5) days Out-of-school suspension Parent meeting Complete psychological assessment Safety plan completed
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### 23.0 Electronics

#### 23.1 Restricted Items/devices

Students are encouraged NOT to bring the following items to school: toys, cell phones, iPod/MP3 players, laptops, tablets, Kindles, gaming devices, personal earbuds, etc. If students must bring these items, they will be collected by the classroom teacher and returned to the student at the end of the day. **The school is not responsible for any lost, stolen, or damaged items.**

If devices are not turned in at the beginning of the day to the teacher:

- a. 1<sup>st</sup> offense – Device will be confiscated, and the parent(s)/guardian(s) must pick up the device at the school.
- b. 2<sup>nd</sup> offense – Device will be confiscated, and the school will keep device until the last day of school. The student can pick up the device at that time.

#### 23.2 Computer and Internet Usage

- a. Conditions, Rules, and Acceptable Use Agreement for Internet Access Student’s Agreement of Permission to Use Technology Resources at John F. Kennedy Day School. John F. Kennedy Day School offers students, staff, parents and community member access to the internet and other computer technology.
- b. To participate in this opportunity, you must understand and practice proper and ethical use of School equipment, software, and the Internet.
- c. The purpose of this Agreement is to clarify the conditions under which you, the user, will be allowed to use the school’s technology.
- d. Your use of the technology is a privilege, not a right, and with this privilege comes significant responsibilities.
- e. These responsibilities are described in this Agreement. John F. Kennedy Day School may revoke your permission to use its technology services at any time, with or without cause.



- f. Acceptable Use of the Internet
  - 1. The purpose of Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work.
  - 2. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
  - 3. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- g. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege.
- h. John F. Kennedy Day School reserves the right to review any material on user accounts to make determinations on whether specific uses of the network are inappropriate.

## 24.0 Student/Parent Signature Page Handbook

### To the Parent(s)/Guardian(s):

John F. Kennedy Day School believes that all students and parents should be informed of and understand their rights and responsibilities in all relations with the school. It is, therefore, imperative that students and parents read and understand all policies, procedures, rights, and responsibilities as outlined in the John F. Kennedy Day School Student Handbook, **2022-2023**. Please take the time at the beginning of school year to become familiar with our handbook and to discuss its contents with your child. This will promote positive interactions that will help make this a successful year for your child.

### Acknowledgement

I have read the **John F. Kennedy Day School Student Handbook of the school year 2022-2023**. I understand the contents of this handbook and acknowledge my rights and responsibilities as outlined in the handbook.

**Student Name** (printed) \_\_\_\_\_

**Student Name** (Signed) \_\_\_\_\_

**Date** \_\_\_\_\_, **20**\_\_\_\_\_

**Parent/Guardian** (printed) \_\_\_\_\_

**Parent/Guardian** (Signed) \_\_\_\_\_

**Date** \_\_\_\_\_, **20**\_\_\_\_\_

Please detach this page from the handbook and give it to the student's teacher. It will be maintained with student records in the John F. Kennedy Day School main office. Please read and sign the next page concerning authorization for use of the internet and e-mail at John F. Kennedy Day School.



## John F. Kennedy Day School Responsibilities Agreement



<b>STUDENT</b>	<b>PARENT</b>	<b>TEACHER</b>
<p><u>Students</u> benefit when adults in their school community are bonded by strong relationships. They recognize that they, too, are partners with their parents and teachers in their success.</p> <p><b>I will:</b></p> <p><b>Reading/Literacy</b></p> <ul style="list-style-type: none"> <li>• Read regularly for pleasure as well as to learn.</li> <li>• Ask my family to read with me or to me 15 minutes each day 5 days a week.</li> </ul> <p><b>Study Habits/Self-directed Learning</b></p> <ul style="list-style-type: none"> <li>• Listen to my family, teachers, and others who help me learn, and ask questions when I need help.</li> <li>• Complete my homework on time and in a thorough and legible way.</li> </ul> <p><b>Respect/Responsibility</b></p> <ul style="list-style-type: none"> <li>• Come to school on time, and ready to learn.</li> <li>• Always try my best.</li> <li>• Respect myself and the rights of others.</li> </ul> <p><b>Community</b></p> <ul style="list-style-type: none"> <li>• Deliver messages from school to home and home to school to help inform my parents and teachers of events and activities that help support my learning experience.</li> <li>• Encourage my family to participate in events and programs sponsored by my school community (e.g., Open House, Family Nights, Parent/Teacher/Student Conferences).</li> </ul> <p>Student Signature: _____</p>	<p><u>Parents/Families</u> understand that involvement in their child's education is the number one determining factor in a child's academic success. To make education atop priority in our home,</p> <p><b>I will:</b></p> <p><b>Reading/Literacy/Math</b></p> <ul style="list-style-type: none"> <li>• Read to or with our child 15 minutes per day 5 days a week.</li> <li>• Help reinforce our child's reading and math skills with direction of the teacher.</li> <li>• Know our child's interests and encourage reading for pleasure.</li> <li>• Discuss our child's progress in reading and math in ways that show our high expectations.</li> </ul> <p><b>Study Habits/Self-directed Learning</b></p> <ul style="list-style-type: none"> <li>• Make sure our child has a routine for studying at home that works for our family.</li> <li>• Discuss our child's effort and potential in ways that show high expectations.</li> </ul> <p><b>Respect/Responsibility</b></p> <ul style="list-style-type: none"> <li>• Make sure our child attends school regularly, is on time, and is prepared to learn.</li> <li>• Stress the importance of school and classroom behavior expectations in family conversations.</li> <li>• Encourage our child to demonstrate respect for school personnel, classmates, and school property.</li> </ul> <p><b>Community</b></p> <ul style="list-style-type: none"> <li>• Communicate promptly with my child's teacher whenever a concern or question arises.</li> <li>• Respond promptly to my child's teacher or the school regarding requests for information.</li> <li>• Attend/participate in Open House, Parent/Teacher/Student Conferences, Family Nights or other school functions.</li> </ul> <p>Parent Signature: _____</p>	<p><u>Teachers</u> will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables our students to meet Arizona academic standards.</p> <p><b>In addition, I will:</b></p> <p><b>Reading/Literacy/Math</b></p> <ul style="list-style-type: none"> <li>• Keep parents informed of the reading and math skills their children are learning, and how they can reinforce these skills at home.</li> <li>• Guide students in selecting reading materials that match their interests and independent reading levels.</li> </ul> <p><b>Study Habits/Self-directed Learning</b></p> <ul style="list-style-type: none"> <li>• Teach students how to study and encourage active listening skills.</li> <li>• Provide homework assignments relevant to daily instruction in accordance with the school's homework guidelines.</li> </ul> <p><b>Respect/Responsibility</b></p> <ul style="list-style-type: none"> <li>• Model and display responsible decision-making and citizenship in all aspects of daily life.</li> <li>• Maintain appropriate student behavior in the classroom so that all students can learn and be safe.</li> </ul> <p><b>Community</b></p> <ul style="list-style-type: none"> <li>• Communicate frequently with parents about their children's progress through quarterly report cards, and by notes, and phone calls.</li> <li>• Respond promptly to families' concerns, messages and requests for information.</li> <li>• Hold parent/teacher conferences, tri-annually, during which this compact will be discussed as it relates to the individual child's achievement.</li> <li>• Encourage families to participate in school and community programs and events.</li> </ul> <p>Teacher Signature: _____</p>
<p><b>Principal supports and encourages the efforts of all family/school partnerships in this school community.</b></p> <p>Principal Signature: _____</p>		

# 25.0 School Compact Agreement

## 26.0 School Compact Signature Page

Our school helps to strengthen the family-school partnership to enhance student learning through our PAC Council, Family Nights, parent workshops, classroom visits by parents, and communication about students' progress toward learning standards and state assessments.

Read and sign this School Compact and return it to your child's teacher. You will be given a copy. Please post your copy in a place that can serve as a reminder of each school community member's responsibilities toward the success every child in our school community. We will refer to this compact at Parent/Teacher/Student Conferences and meetings that confirm our family-school partnership to enhance our students' learning.

**Principal Signature:** \_\_\_\_\_

**School Board President** \_\_\_\_\_

**Transportation Supervisor:** \_\_\_\_\_

**Kindergarten Teacher:** \_\_\_\_\_

**First Grade Teacher:** \_\_\_\_\_

**Second Grade Teacher:** \_\_\_\_\_

**Third Grade Teacher:** \_\_\_\_\_

**Fourth Grade Teacher:** \_\_\_\_\_

**Fifth Grade Teacher:** \_\_\_\_\_

**Sixth Grade Teacher:** \_\_\_\_\_

**Seventh Grade Teacher:** \_\_\_\_\_

**Eighth Grade Teacher:** \_\_\_\_\_