Discipline Plan

Positive Behavior Expectations

School-wide systems are important elements in effective schools and are part of a continuum of behavior supports. The primary objectives for implementing school-wide discipline procedures are to (a) foster pro-social behavior; (b) to maximize opportunities for teaching; and (c) to decrease the occurrence of disruptive, problematic behavior.

Behavior expectations are rules that provide a focus for consistent communications and support an efficient verbal community in which all members have clear understandings of what is expected of themselves and others. School rules are stated positively. School-wide behavioral expectations are routinely taught and modeled.

Throughout the school day, students interact with multiple adults across varied school settings. Therefore, it is imperative that the behavioral expectations (rules) are clearly identified for each setting (classroom, hallway, bus, cafeteria, bathrooms). A behavioral expectation matrix is posted throughout the school buildings identifying the expectations for each setting. This provides a visual reminder to students, and reinforces the development of such behaviors.

The entire school community is committed to working together using a problem-solving method to create a positive school environment.

Positive Behavior Interventions and Support (PBIS)
Alamo School has adopted the PBIS behavior module which is based on learning rather than punishment. PBIS allows the School to improve student and academic behavior outcomes. In addition, it ensures that students have access to effective instruction as well as behavioral interventions which will enhance academic performance and reduce student behavior problems.

PBIS uses the school's collective data to understand why a particular behavior occurs in the first place. Then, administrators, staff, and teachers are able to focus on the problem behavior rather than on the child. This system encourages everyone, students and staff alike, to concentrate on student success in the school setting.

The three global expectations for the school are:

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<tr>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
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Section 6
Page 1
## Alamo Navajo Community School
### Positive Behavior Plan

<table>
<thead>
<tr>
<th>Level C Infraction</th>
<th>1st Infraction Consequence</th>
<th>2nd Infraction Consequence</th>
<th>3rd Infraction Consequence</th>
<th>4th Infraction Consequence</th>
<th>5th Infraction Consequence</th>
<th>6th Infraction Consequence</th>
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<tbody>
<tr>
<td>1. Sell/Use/Possess Drugs/Alcohol</td>
<td>4 days OSS</td>
<td>8 days OSS</td>
<td>Long-Term Suspension or Expulsion</td>
<td>N/A</td>
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<td>2. Fighting</td>
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<td>Due Process Hearing</td>
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<td>3. Weapon</td>
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<td>4. Gang Activity</td>
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<td>5. Arson/Bomb Threat/False Fire Alarm/Fire Works</td>
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<td>6. Sexual Misconduct</td>
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<td>7. Physical Assault of Staff</td>
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<td>8. Other Similar Serious or Threatening Behaviors that Cause Harm to Others</td>
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<th>Level B Infraction</th>
<th>1st Infraction Consequence</th>
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<tbody>
<tr>
<td>1. Drug/Alcohol Paraphernalia</td>
<td>1 day OSS</td>
<td>3 days OSS</td>
<td>6 days OSS</td>
<td>Long-Term Suspension or Expulsion</td>
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<td>2. Use/Possession Tobacco Products</td>
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<td>Due Process Hearing</td>
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<td>3. Extortion</td>
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<td>4. Intimidation/Hazing</td>
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<tr>
<td>5. Bullying</td>
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<td>6. Vandalism/Theft of Personal/School Property</td>
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<td>7. Sexual Harassment</td>
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<td>8. Verbal Abuse</td>
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<td>9. AWOL</td>
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<td>10. Failure to Serve ISS</td>
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<tr>
<td>11. Other Similar Infractions</td>
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<th>Level A Infraction</th>
<th>1st Infraction Consequence</th>
<th>2nd Infraction Consequence</th>
<th>3rd Infraction Consequence</th>
<th>4th Infraction Consequence</th>
<th>5th Infraction Consequence</th>
<th>6th Infraction Consequence</th>
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<tbody>
<tr>
<td>1. PDA/Hickeys</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>ISS 1-4 days</td>
<td>ISS 4-8 days</td>
<td>OSS 1-4 days</td>
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<tr>
<td>2. Profanity</td>
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<td>Due Process Hearing</td>
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<td>3. Insubordination</td>
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<td>4. Dress Code Violation</td>
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<td>5. Ditching/Truancy/AWOL</td>
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<tr>
<td>6. Failure to Serve Detention</td>
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<td>7. Violation of Reasonable Standard of Right/Wrong</td>
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<td>8. Class Nuisance</td>
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<td>9. Disturbance</td>
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<td>10. Disrespect</td>
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<td>11. Dishonesty/Plagiariam</td>
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<td>12. Gambling</td>
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<td>13. Technology Infraction</td>
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<td>14. Other Similar Infractions</td>
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All Level B & C Infractions require the following:
- Security and/or Navajo Tribal Police
- Mandatory parent meeting
- Mandatory behavior/counseling contract

**Glossary**

Long-Term Suspension—9 days or more

Expulsion—Recommendation to the Board of Education for permanent removal from school

**Note**

The Suspension or expulsion of children with disabilities shall be in accordance with the Individuals With Disabilities Education Act (20 United States Code sections 1410 through 1485) and federal regulation issued pursuant to the Individuals With Disabilities Education Act.
Positive Behavior Plan
The Positive Behavior Plan sets out the rules which outline the responsibilities of or proper practices for a student in the School organization. The Positive Behavior Plan reflects the standards, or rules of behavior that guide the decisions and procedures of the School in a way that contributes to the welfare of the students, their safety, and respects the rights of everyone. Students are expected to follow all the rules and regulations adopted by the Alamo Navajo Community School Board as well as any request by a member of the faculty or staff relating to school activities.

Arriving at School
All students are to go to the cafeteria as soon as they arrive at school. After breakfast students must follow the instructions of cafeteria monitors and proceed to the following locations if weather permits:

- K-6th grade students will go to the elementary playground.
- Middle and high school students will go to the south basketball court and patio area.
- Students must leave the school lobby and cafeteria and proceed to the proper location.

In inclement weather, all students are to go to the gymnasium. All students are to obey any instructions given by any staff member in that location.

No student is permitted in any classroom, office, or hallway before the first bell rings, unless he/she is under the direct supervision of a teacher.

Closed Campus
Enrolled students may not leave the school grounds for any reason whatsoever without proper permission from the school.

Bus Expectations
Riding the school bus is a privilege. Violation of the bus rules is treated as a school discipline problem. The bus driver may assign students to specific seats. At the discretion of the principal, a student may lose bus privileges for not being:

1. Safe.
2. Responsible.
3. Respectful.

Technology Expectations
Secondary education has two supervised computer laboratories, one in middle school and two in high school. Each laboratory, under strict teacher supervision, is used as a tool to teach computer and information technology, and to integrate other disciplines, such as sciences, mathematics, and language arts, with the help of computer hardware and software. Students are required to follow all computer lab rules, both posted and verbal. Students must adhere to the Computer, Intranet, and Internet Use Policy.
Dress and Appearance Expectations
Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school-sponsored field trips. Interpretation of the following dress code is subject to administrative discretion.

Prohibited dress
1. Jewelry that distract students from the education process or endanger students
2. Headgear such as hats, hoods, caps, hairnets, bandanas. (headgear and sunglasses may be worn outside only.)
3. T-shirts may not have suggestive words, sexual innuendos, promote drugs/alcohol, have pictures, symbols, graphics or references to obscenities, weapons or skulls, devil faces or death, promote violence, and/or defiance of authority
4. Body piercing jewelry (with the exception of earrings worn on the ear lobes)
5. Hanging chains or wallet chains, and spiked jewelry. Belts may not extend past buckle more than 4”
6. Any items, accessories, or tattoos, including face painting, which advertise, display, or promote any drug including tobacco and alcohol, sexual innuendos, violence, weaponry, profanity, hatred, or bigotry toward any group
7. Visible hickeys
8. Suggestive shirts, undergarments (may not be visible at any time), midriffs (no skin may be visible between shirt/blouse and the top of the pants/skirt when the arms are stretched upwards), muscle shirts, mesh shirts,visible sports bras, and tube tops
9. Gang-related clothing or dress is prohibited. The Board of Education has banned all Insane Clown Posse (ICP) graphics, clothing, paraphernalia, accessories, music, and lyrics, from the school campus
10. Pants and jackets must be appropriately sized and may not conceal contraband (i.e. drugs, alcohol, or weapons).
11. Footwear must be worn at all times.

Exceptions – On photo days or days with other special events, changes to the dress policy will be allowed at the discretion of the Principal, including days of inclement weather.

Driving and Parking
The Superintendent or his designee will issue student parking permits under the following rules.
1. A Driving Consent Form signed by the student driver, parent/guardian and rider and their parent/guardian must be filed at the School.
2. A copy of the student's driver's license and proof of insurance for the vehicle being driven must be on file at the school.
3. Students will turn in vehicle keys to the front office upon arrival and may pick up the keys upon completion of the school day.
4. Students who do submit the proper forms to be allowed to drive to school, or students not parking in the designated area, will have their driving privileges revoked.
5. Students absent in excess of five (5) days (full or partial) during a nine-week period may have their parking privileges revoked for the remainder of that quad.
6. Students will have the right to petition the loss of privileges for just cause, extended illness, or family emergencies.
7. Absolutely no student parking is permitted in front of the school.
Student Driving Violations
In case of an accident, Navajo Police procedures will take over. The student and parent/guardian must attend a parent conference at the School with the School Resource Officer.

Food, Candy, and Drink during Class Periods
Food, candy, gum and drink, except water, are not to be brought to school by students for consumption during the regular school day. School approved parties and special events are exempt from this rule for the scheduled time. Students and faculty with medical conditions that necessitate the carrying of foods may be exempt from this rule. Confiscated food and drink will be disposed of.

Library and Library Books
Students have access to books and other material in our library. While in a student’s possession these items are the student’s responsibility. Students may check out library material before school, during class with each classroom teacher’s approval, during the lunch period, and after school. Destructive, disruptive, and uncooperative behavior may result in the loss of library privilege. Students must respect the library as any other classroom and not enter unless they have library business.

Lockers
Lockers are provided for student use. It is required that lockers be kept clean. Students will be responsible for all items stored in their lockers. Money and other valuables should not be kept in lockers. Lockers are subject to control and inspection by School personnel. Misuse of lockers forfeits the student’s privilege for their use. Under no circumstances are students allowed to use a locker not specifically assigned to them.

Personal Property
All personal property, including money, tennis shoes, backpacks, etc., brought to or left at school are the responsibility of the student. The school and its employees are not responsible or liable for any items of this sort that are lost or misplaced.

Examples of items that are not allowed in the school include radios, walkmans, MP3 players, iPods, cellular/camera phones, pagers, Gameboys, CD players, miniature televisions, cameras, video equipment, or any similar devices that are easily lost or stolen. The school and its employees will not be responsible for the loss, theft, or damage of any personal electronic device and will not devote time to recovering such items. These attractive nuisances create a disruption to the educational setting.

School Office
All students must enter the school office by the front door at the reception desk.

Telephones
Students may only use the office telephone to make any calls.
Textbooks and Materials
Textbooks and other material are issued to students and they are responsible for any damage to them. Students are to bring their textbooks and all necessary materials to class. If students do not return any textbooks and materials due to teachers by the time grades are due each quad, students will receive an incomplete on their report cards for that class.

Discipline Issues with Special Education Students
Students with IEPs or 504 will be represented in all discipline matters. Prior to any discipline conference, the case manager, special education coordinator, and the teacher will be consulted and/or present at the discipline conference. Their presence will help assure proper discipline is given in accordance with IEP or 504 and will provide guidance and insight into the student’s actions and reactions. Their representation will also assure that the school complies with the law governing special education students; these individuals will also be able to help in the event that a manifestation hearing is in order.

All consequences for discipline must be considered with discretionary judgment, whether the student is a special education student or a non-special education student at Alamo Navajo Community School. The Positive Behavior Expectations is a guide and will be followed with discretion.

Suspension Procedures
Students suspended from Alamo Navajo Community School are prohibited from being on the campus or in attendance at any school activity or event for the duration of their suspension. Students placed in ISS are allowed on campus for direct instruction in the ISS classroom, but are not allowed to participate in extracurricular activities during their ISS assignment. A parent meeting to develop or review a behavior plan/contract will occur prior to the student returning to school. Students who appear on campus during an OSS will be subject to arrest and prosecution as well as additional school consequences. Students who have received OSS as a consequence will not have the opportunity to make up class assignments during the days of OSS served.

Expulsion Procedures
Upon the recommendation of the Principal, the Alamo Navajo School Board may expel a student from the school. Expelled students are prohibited from being on campus or in attendance at any school activity, function, or event, at least for the remainder of the school year. Unless the student is formally reinstated at a later time, an expulsion is indefinite. Expelled students will be reported to the Navajo Nation Social Services and to local law enforcement agencies under the Navajo Nation's Compulsory School Attendance Law.

Reinstatement Following Expulsion. Students may petition the ANSB for reinstatement. Reinstated students will be placed on a 60-day probation period. The reinstated student will be expected to comply, one hundred percent, with a school-prepared behavioral contract. The content of the contract, as determined at the discretion of school officials, will delineate standards and expectations for student conduct, academic performance, guidance and counseling, and/or other therapeutic or rehabilitation services. Failure to comply with the
written agreement may result in the student losing his/her reinstatement to school, and he/she will be returned to an "expulsion status."

**Student-Parent Rights and Due Process**
The authority to suspend a student rests with the principal or his/her designee. The principal will inform the parent/guardian regarding the action to suspend a child for less than ten days.

If the recommendation is for suspension over ten days, an informal hearing will be conducted by the principal and due process will apply.

Due process for suspension over ten days shall include:

- Written notice of charges within a reasonable time prior to a hearing. Notice of the charges shall include reference to the regulation allegedly violated, the facts alleged to constitute the violation, and notice of access to all statements of persons relating to the charge and to those parts of the student’s school record which will be considered in rendering a disciplinary decision.

- A fair and impartial hearing prior to the imposition of disciplinary action absent the actual existence of an emergency situation seriously and immediately endangering the health or safety of the student or others. In an emergency situation the official may impose immediate disciplinary action, but shall immediately thereafter report in writing the facts (no conclusions) giving rise to the emergency and shall afford the student a hearing which fully comports with due process, as set forth herein, as soon as practicable thereafter.

- Student has the right to have present at the hearing his/her parent(s) or guardian(s) (or their designee), and to be represented by lay or legal counsel of the student’s choice. Private attorney’s fees are to be borne by the student.

- The student has the right to produce, and have produced, witnesses on his/her behalf, and to confront and examine all witnesses.

- The student has the right to a record of hearings of disciplinary actions, including written findings of fact and conclusions in all cases of disciplinary action.

- The student as the right to administrative review and appeal.

- The student shall not be compelled to testify against him/herself.

- The student has the right to have allegations of misconduct and information pertaining thereto expunged from his/her school record in the event the student is found not guilty of the charge.

**Student-Parent Appeal Process**

- Students and parents may initiate an appeal process under the following procedures:

- A student has twenty-four hours to initiate an appeal process against a disciplinary action he/she has received.

- Students must appeal the suspension within one school day after initial meeting with Principal.

- Students who are suspended from Alamo Navajo Community School during an appeal process are prohibited from being on the campus or in attendance at any school activity or event.
• Any student requesting an appeal may come on campus to complete an appeal.
• The student shall remain off campus and away from student activities until the appeal is heard.
• The student is responsible for obtaining assignments from all his/her teachers.
• Satisfactorily completed work will earn normal credit.

Appeal Process
• A student will present his/her appeal in writing to the Principal.
• The Principal will review the evidence presented and make a ruling within 3 school days.
• If the student is not satisfied with the Principal’s decision, the student can appeal the Principal’s decision to the Superintendent who may convene an appeal committee consisting of:
  1. One of the student’s teachers
  2. Counselor
  3. The Superintendent
  4. The appeal committee must meet within three (3) school days of the completion of the Principal’s ruling
  5. The decision of the appeal committee will be final.

Student Appeal on Suspension or Expulsion
The student appeal process may be used when any student feels that s/he:
  1. Was not duly informed of charges
  2. Did not receive due process
  3. Has new evidence or witnesses on her/his behalf

Parent/Guardian Appeal on Suspension or Expulsion
Parent/guardian appeals will follow the same guidelines and process as the student appeal process above.