

Theodore Roosevelt School

Student Handbook

School Year 2024-2025



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Mission Statement

It is the mission of Theodore Roosevelt School to prepare and empower all students for the choices and challenges they will face in the future by providing a positive, healthy, social, and educational environment which is based on N'dee knowledge and language.

Philosophy Statement

The school believes that:

1. Each student should strive for high academic standards, excellence, and accountability.
2. Each student will be assisted in developing their identity, dignity, and self-confidence.
3. Each student will be accepted, respected, and acknowledged for his/her unique, positive qualities and contributions.
4. The cooperative involvement of the school, parents, and community will create a positive environment that is conducive to quality educational and residential services.
5. Collaborating with all stakeholders will develop a holistic foundation of learning.
6. It is important to provide opportunities to increase knowledge and respect for White Mountain Apache culture and values.

Statement of Fundamental Policy

Theodore Roosevelt School (TRS) believes that students benefit in school, life, and enhance their educational efforts when all rights and responsibilities are outlined and followed by all stakeholders. Student rights and responsibilities are set forth in this manual. The manual explains what each student is entitled to expect, as well as responsibilities each student must accept and possible consequences for failing to act within these policies and procedures.

A student violating school policies and rules will be held accountable for his/her behavior or actions and is subject to disciplinary action as set forth herein. The penalty for an infraction may include, but is not limited to restrictions, suspension, and expulsion.

Students' Rights

Students at TRS have and shall be accorded the following rights:

1. The right to an education.
2. The right to be free from reasonable search and seizure of their person and property, to a reasonable degree of privacy and to a safe and secure environment.
3. The right to freely express their spirituality and culture in a manner that does not infringe on the rights of others.
4. The right of freedom of speech and expression so long as the speech and expression does not unreasonably disrupt the educational process or endanger the health and safety of the students and other.
5. The right to freedom of the press, except where material in student publications is libelous, slanderous, obscene or harmful to other students, staff or the school's mission.
6. The right to be free from discrimination.

Students' Responsibilities

General student responsibilities are as follows:

1. To attend all classes each day except when ill or properly excused.

2. Allows others the freedom to learn without upsetting the classroom and dorm environment.
3. To not bring anything to school that is forbidden by law such as alcoholic beverages, drugs, weapons, stolen property, tobacco and vaping devices.
4. To fully comply with all the school's policies, procedures and rules.
5. To express their own religion and culture in a manner that is not prohibited by law or violates other individual's rights.
6. To express opinions and ideas respectfully so as not to slander or offend others and to understand that others should be allowed to express their ideas.
7. To not discriminate against others.

Due Process

Due Process shall include:

1. 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 fact 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.
2. A fair and impartial hearing prior to the imposition of disciplinary action absent the actual existence of an emergency, seriously, and immediately endangering the health or safety of the student or others. In an emergency the official may impose disciplinary action not to exceed a temporary suspension, but shall immediately thereafter report, in writing, the facts (not conclusions) giving rise to the emergency and shall afford the student a hearing which fully complies with due process, as set forth herein, as soon as practicable thereafter.
3. The right to have present, at the hearing, the student's parent(s) or guardian(s) or their designee and to be represented by law or legal counsel of the student's choice. Private attorney's fees are to be borne by the student.
4. The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses.
5. The right to a record of hearings of disciplinary actions, including written findings of fact and conclusions in all cases of disciplinary action.
6. The right to an administration review and appeal.
7. The student shall not be compelled to testify against himself/herself.
8. The right to have allegations of misconduct and information pertaining thereto expunged from the student's school records in the event the student is found not guilty of the charges.

Attendance

Students are required by Arizona State Law and White Mountain Tribal Law to attend school. It will be difficult to learn unless you attend school regularly. If you are sick, have a death in the family, have a religious ceremony, or other excusable circumstances that keep you from attending school you need to do the following:

1. Bring a note from your parent/guardian, performing medicine man, or doctor explaining your reason for being absent. The absence will be "excused" and student will be allowed to make up schoolwork, at the responsibility of the student.
 - a. A doctor's note is **required** after the third (3rd) day of being absent.

- b. Immediately upon return, ask your teacher for any make-up work. Then, get it done, so, you are not behind.
2. Students having excessive absences will be subject to the following:
 - A. Parent Notification
 - B. Referral to Tribal Prosecution
 - C. Retention
3. Suspensions are considered unexcused absences; however, the student will be allowed to make-up work.

There are approximately 185 days of school in a year. Students with perfect attendance at the end of each quarter are honored. All students are required to attend classes when school is in session. A student who misses three (3) consecutive days of school will be visited by a school employee at home. If the student misses five (5) days, then a parent conference will be held for a follow up on the student, and a referral will be sent to Juvenile Prosecution.

Students who miss 10 consecutive days of school will be dropped. Likewise, a student with 10 consecutive days of absence from the dormitory will be dropped from the dormitory.

Parents must have a conference with the school principal before the student is allowed to return in school.

Students will be required to attend school on Fridays if they are absent during the week or failing any classes.

Tardiness

It is important that you are on time for school and classes. Your tardy will be unexcused unless you have a note from your parent/guardian or a pass from a school administrator.

1. Three (3) tardies will equal one (1) unexcused absence, a school employee will be notified, and a parent/student conference will be held.
2. Three (3) early departures will equal (1) unexcused absence, a school employee will be notified, and a parent/student conference will be held.

AWOL (Absent Without Leave)

The school will make an attempt to notify parent/guardian. After notification or attempt, the school will request assistance in locating the student from security, principal, local law enforcement agencies, and search and rescue team.

Students who have been AWOL are subject to disciplinary action as set forth herein or as determined by administration.

Student Pass and Check-Out

Any student out of class during regular class time must have a pass. It is the students' responsibility to make sure he/she has a pass. Students found without a pass will be sent to the principal's office for possible disciplinary action.

Visitors

All visitors to Theodore Roosevelt School must report to the front office to receive a visitor's pass between the hours of 7:30 am and 3:30 pm. Pupils from other schools or siblings will not be permitted to visit classes during school hours.

Check-Out Procedures

- Parent or legal guardians of students must designate those persons (25 years of age or older) who are authorized to check out their children on the student checkout forms.
- No phone calls or notes will be accepted as authorization for check out.
- Students will not be checked out to a person who appears to be under the influence of alcohol or drugs.
- No other checkout restrictions will be enforced against parents/guardians, unless they are ordered by social services, law enforcement or court order.
- The school reserves the right to deny a checkout if, in the school's opinion, such checkout appears to compromise the personal safety or welfare of the student.

NOTE: A person checking out a student should be prepared to show proper identification.

Withdrawal

Students cannot withdraw from school, for any reason, without his/her parent or guardian's permission. Only the legal parent/guardian has the right to withdraw a student from school. To withdraw a student from school, the parent/guardian must go to the registrar's office and secure proper authorization.

Grades

Students shall receive grades based upon a 4.0 grade point average scale and percentages as follows:

A	=	Excellent	=	90-100%	(4)
B	=	Above Average	=	80-89%	(3)
C	=	Average	=	70-79%	(2)
D	=	Below Average	=	60-69%	(1)
F	=	Failing	=	0-59%	(0)

Each student will be given an opportunity to make-up work and complete it on Fridays, and in the after-school tutoring program Monday through Thursday. Some classes, such as computer lab, will be awarded credit using a pass or fail method. Students will receive a P for credit or an F for no credit.

Homework Policy

Homework is required and is part of a student's overall grade. If student is absent, he/she will be required to make-up missed work, as well as homework. Work may be made up at the teacher's discretion.

Report Card/Progress Report

Report cards are issued every nine (9) weeks throughout the school year. Parent/teacher conferences are scheduled to coincide with the first, second, and third nine-week periods and parents/guardians will receive their child's report card at these conferences. The fourth nine-week period report card will be mailed to parents/guardians. Every three (3) weeks through each grading period, teachers will send out Progress Reports to parents. Parents will be notified by mail of their child's failing grade.

Promotion and Retention:

- Promotion decisions are made by the combined efforts of the teacher, promotion/retention committee, principal; and the parent/guardian.
- Efforts are made to ensure that appropriate grade placement will be made for each individual student.
- The principal shall attempt to reach a consensual decision on promotion or retention; however, if this does not occur, the principal, shall make the decision to promote or retain the student. The principal's decision shall be final.

Promotion Walking Requirements will be based on the Following:

- Grades
- Attendance
- Behavior

The principal will decide if the student should not participate in the Promotion Ceremony.

Homebound:

Students who must be out of school because of physical disabilities or extended illness may qualify for home bound instruction. For further information please see the principal.

Selection of Valedictorian and Salutatorian

The selection of eighth grade valedictorian and salutatorian shall be made as follows:

- This honor is awarded to the promoting eighth grader(s) who have the highest GPA of his/her class, respectively. Students chosen must have completed three (3) full academic years at TRS. The GPA for all three years will be used.
- A 3.6 GPA on a four-point scale is the minimum for consideration for Valedictorian.
- A 3.0 GPA on a four-point scale is the minimum for consideration for Salutatorian.
- Student behavior, attendance and seniority will be considered.

Extra-Curricular Activities

Theodore Roosevelt School offers a variety of extra-curricular activities. These may include agriculture, volleyball, archery, cross-country, basketball, flag-football, softball, Indian club, student council, Miss TRS, Mr. TRS, spirit squad (cheer, flag, and dance), etc. Students must be academically eligible to participate in extra-curricular activities and school related/off campus activities. Any student receiving a letter grade of a "D" or below, in any subject, will be on restriction from all activities.

Classroom Rules

School wide rules have been established and shall be followed in all TRS classrooms, as well as throughout the entire TRS campus.

General Rules:

There are some general rules that apply school wide. They are as follows:

- 1) Treat yourself and others with respect.
- 2) No hats or caps are allowed in the academic building and cafeteria (exception: Hat Day on Spirit week or field day).
- 3) Proper clothing is required while at school. (See Dress Code)
- 4) Threatening and dangerous objects of any sort are prohibited.
- 5) Illegal Drugs, Alcohol, Inhalants or any tobacco products are not allowed.
- 6) Headphones, ear pods, tablets, electronics games and cell phones etc. are not allowed during school hours. NOTE: Any electronics, games, and devices will be confiscated on sight. All confiscated items will be turned into the principal's office

and parents will be required to pick it up – at the end of the semester.

- 7) Fighting, bullying and teasing will not be tolerated
- 8) Any items confiscated, with illegal substance or gang related, will not be returned.
- 9) Cheating, stealing, swearing, or use of obscene gestures will not be tolerated.
- 10) Follow rules for dining hall, bus, gym, and other special areas as posted.
- 11) Graffiti inside and outside school building are prohibited. 12) Gang signs or gestures will not be allowed.
- 13) Marking on one's body will not be allowed including erasing and self-harm.
- 14) No phones, backpacks, or gum allowed.

Dress Code

We believe that students at Theodore Roosevelt School are responsible individuals and will dress and act accordingly. Basic rules of cleanliness, safety, neatness, and modesty must be observed. Students will not dress in a manner that will be disruptive or offensive to the learning process.

1. Clothing with writing or symbols that advertise or encourage the use of illegal drugs, alcohol, tobacco, or that has profanity or rude gestures, or satanic messages on them are NOT allowed.
2. Clothing with bare midriffs, low neckline, slits, or holes; caps or hats; bandanas or any other gang related articles are NOT allowed. Excessively baggy clothes are not allowed.
3. Any student wearing or carrying gang, satanic, drug or alcohol paraphernalia or symbols, or making gestures that symbolize gang membership, shall be referred to the principal or designee on the offence. The student's parent/guardian shall be contacted, and the student shall be sent home to change or be required to change at school – an absence will not be excused.

*Gang-related clothing may vary from school to school and may change from year to year. Some examples of clothing that is prohibited because of being gang-related are: sagging clothes that are purposely too large for the individual wearing them, belts hanging down, chains hanging out, and any clothing containing gang related jargon such as the word "homies".

Any further violations of the dress code will result in additional disciplinary action. Although the parents/guardians and the student are responsible for student dress, faculty and administration will be responsible for judging whether a student's appearance violates the dress code. Such violations will result in a student or parent conference with the administrator.

Restrooms

Restrooms are in the hallways. No loitering, graffiti, or loafing in the restroom.

Fire Alarm

- Upon hearing the alarm signal, students must immediately exit the building by moving single file, in an orderly fashion towards the nearest assigned exit. A diagram illustrating the proper exit is posted in each room.
- Tampering with fire alarm and sprinkler system are federal offenses. The proper authorities will be notified.
- Anyone creating a false emergency will be subjected to disciplinary and/ or criminal action.

Emergency Evacuations

- In the event of an emergency other than a fire, whether real or threatened, a verbal warning will indicate the need to evacuate the rooms and building immediately using the designated fire exits.
- All teachers will take their students to the designated areas. It is essential that teachers be able to account for all students. Students are to remain in a group with their teacher. Teachers are required to report any missing students to the principal immediately.
- Students will remain in the assigned area until the all-clear has been declared and it is safe to return to the classroom. In the event of a prolonged situation, the teacher will direct students to areas around the community designated as emergency assembly areas. Students **MUST REMAIN** in the vicinity of their teacher to receive all necessary direction.
- Student behavior standards off campus will be the same as on-campus for any emergency evacuations.
- COOP Plan (Continuity of Operation Plan & Lock Down Procedures) An Evacuation and Emergency Procedures Plan that provides students, staff, and visitors with instructions for responding to emergency conditions other than a fire, whether real or threatened, that may impact the Theodore Roosevelt School and surrounding areas. In case of fire or other emergency, the appropriate signal will be given through the school's intercom system.

Injuries and Accidents

All injuries and accidents must be reported immediately to the nearest staff member. An injury/accident report must be filled out and if medical attention is required it will be sought.

Telephone

Office phones are for school use only. The only exception to use an office phone would be in cases of emergency, with permission from the staff.

Courtesy at Activities

Students and visitors to the school shall conduct themselves in a courteous manner at all school functions. This means no booing, name-calling, throwing objects, inappropriate whistling, cursing or other improper behavior. Alcohol and drugs are prohibited on school campus We are a **Zero Tolerance** school.

Health Care

- We have a doctor on campus once each month. Permission slips must be signed to see the doctor.
- **Comprehensive Health Care** is the responsibility of the parent(s) or guardian(s). Students may be referred to the clinic. The school does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol or any other intoxicating substance. However, it reserves the right to administer emergency first aid treatment in the above circumstances.
- Energy drinks are not allowed and should not be consumed by students at any time.
- Medications
 1. Qualified personnel will give out medication as prescribed by a medical doctor and with parental permission. Only those medications that are prescribed for Attention Deficient Hyperactivity Disorder (ADHD) and antibiotics for infection (cold sores, cough, and cuts) will be administered.
 2. The residential staff will give out medication as prescribed by a medical doctor and with parental permission on file in the dormitory.
 3. Medications will be locked in a cabinet in a designated area.

- Dental: When a student complains of a toothache, a parent will be called right away, and/or he/she will be taken home. Dental clinics only allow the parent or legal guardian to authorize any treatment for children.
- Hygiene: if a student comes to school dirty and/or smelly, and if these conditions are apparent to both teacher and other students, we reserve the right to call parents/guardians to pick up the student. If the condition is not resolved, Child Protective Services will be notified thereafter.
- Masks must be worn as long as IHS recommendations require them.

Abuse of a Teacher or school employee in School

Arizona Revised Statute §15-507: Abuse of teacher or school employee in school—A person who knowingly abuses a teacher or other school employee on school grounds, or while the teacher or employee is engaged in the performance of his duties, is guilty of a class three (3) misdemeanor.

Lost/Damage Textbooks & Library Books

Students will be charged for lost/damaged textbooks and library books. Transcripts will not be released until all debts are paid in full, and the student will not be allowed to check out books until the book is returned or paid for.

School Supplies

Theodore Roosevelt School supplies books and other materials necessary for student success.

Valuables at School

Personal items and any gadgets such as electronic games, cell phones, digital cameras, tablets, MP3 Players, and iPods etc. will not be allowed during school hours between 7:30am to 4:00pm. The school does not assume any responsibility for the security of such personal items. The above-noted devices will be confiscated, by the staff if they are seen during school hours. The items will be placed in the principal's safe and released at the end of the semester.

Property Damage

Any damage to school property, by a student, will be the responsibility of the student and the student's parents/guardian. The student and the student's parent/guardian shall pay for any replacement and/or repair costs. Any such damage shall be paid within ninety (90) days of notice to the parent/guardian of the damage and amounts. Disciplinary action will apply to incidents of property damage and law enforcement will be notified. Transcripts will not be released until all debts are paid in full.

Sports Banquet

- The school will sponsor one (1) banquet at the end of the school year. It will be organized by the Athletic Director.
- Any other such recognition events will be independent of the school and will not be sanctioned, authorized or funded by the school.

Games

- Clear Bags for entrance to games.

Athletic Uniforms

- Athletic uniforms issued to students who participate in athletics are to be returned to the coach at the end of the season.
- Athletes are responsible for the care and return of their uniform. If not returned to the coach, the athlete must pay for the cost of a new uniform replacement.

School Activity Bus Run

It is the parent's/guardian's responsibility to promptly pick their student up at the bus drop-off sites. A block time (range of time) will be established for each activity bus service and publicized. It shall be the parent's/guardian's responsibility to become informed of this block time (either by calling the school, or otherwise obtaining the times) and to be at the site during that range of time. If the bus should be late, it is the parent's/guardian's responsibility to wait for its arrival. Inclement weather and other conditions may make it impossible to arrive at the site at the scheduled time. If parents/guardians fail to pick-up their student at the site at the appropriate time, two (2) times within the school year, the student will be dropped from the activity.

Student Transportation Department

Our primary goal is to transport students safely, efficiently, and economically, in order to take full advantage of curricular and extra-curricular activities the school has to offer.

Bus Safety Program

Arriving at the pickup point

- Be on time. Leave home in plenty of time to arrive at the pickup point before the school bus. (10 minutes before bus arrival time)
- If you must walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.
- Bus pickup at house: Students need to be ready.

Board and Bus

- Be ready to board the bus on time.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat, sit up straight, and face the front of the bus.
- Do not cross the road until the bus driver indicates it is safe to come over.

Conduct on the bus

- The bus driver is the authority on the bus, regarding all matters, including discipline and the assignment of seats.
- The bus will not move until all passengers are seated.
- Remain seated throughout the trip and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat.

- Keep the aisle clear.
- Do not talk to the driver except in the case of emergency.
- Avoid doing anything that might disturb or interfere with the driver.
- Refrain from loud or boisterous talking or yelling.
- Keep hands and feet to yourselves.
- Stay seated
- No food or drinks
- Never stick hands, arms, head, or feet out of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything in the bus or out of a window, you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the direction and instructions of the school bus driver.

Prohibited Items

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus.

Exit from the Bus

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the Highway

- If you must cross the road, walk to a point about ten feet in front of the bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or another Emergency

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you must leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus

The school offers bus transportation to all qualified students and expects all passengers to know and honor the Safe School Bus Riding Rules. Violations of the bus rules can put others into UNSAFE conditions. Students choosing not to obey these rules may lose their bus riding privileges. All passengers being transported are under the authority of the bus driver.

Cafeteria Rules

The cafeteria provides meals for students on campus and on field trips. Students are counted for each meal they eat. The school serves breakfast and lunch during school days.

Students are expected to use good table manners and to behave appropriately in the dining room. Students shall assist in maintaining a clean and attractive cafeteria. Students will eat outside whenever possible.

Students shall:

1. Wash hands.
2. Walk, not run, in the cafeteria area.
3. Use good manners.
4. Maintain all school property in good condition.
5. Be courteous toward fellow students, staff and visitors.
6. Not engage in horseplay or roughhousing.
7. Not take food or drink out of cafeteria.
8. Use dinnerware as eating utensils only.

Reporting Security Threats

Anyone having information about weapons, bombs, potential threats, harmful or violent activities should contact the principal at (928) 338-4464.

Search and School Property

The administration has the right to search and seize all property brought to school, when there is reason to believe that some material or matter, detrimental to the health, safety and welfare of the students, exists.

Items owned by TRS for storage (e.g. desks) of personal items are provided as a convenience to the student will remain the property of the school and are subject to its control and supervision. *Students have no reasonable expectancy of privacy in desks and storage areas, etc., and school personnel may inspect them at any time, with or without notice, and without permission of the student or his/her parent/guardian.*

Parent Involvement

TRS encourages parental involvement in the school. The school has an active parent volunteer association and provides accommodations for parent/guardian use. Parents/guardians are encouraged to contact the school administration for more information or to be involved.

Social Interaction

Students are expected to behave and conduct themselves in an appropriate manner on campus and in public. Inappropriate behavior, such as cursing, throwing hand gestures, and indecent or excessive displays of affection (touching, hand holding, kissing) are prohibited. School staff is expected to counsel students who are not adhering to these rules. Students that conduct themselves in an inappropriate manner shall be subject to disciplinary action.

Sexual Harassment

TRS is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activities.

The principal or designee shall ensure that students receive age-appropriate information related to sexual harassment. The principal is the school's Title IX Officer.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment promotion or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors for educational or employment benefits, such as grades or promotions, favorable performance evaluation, favorable assignment, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.
- Anyone who is subjected to sexual harassment, or who knows of the occurrence of such conduct, should inform a teacher, the principal or his/her designee.
- A substantiated charge against a student in the school shall subject that student to disciplinary action, which may include suspension or expulsion.

Bullying

Students at Theodore Roosevelt School have the right to a caring, respectful, and safe school environment, free from all forms of bullying. All school staff will take steps to prevent bullying and to assist and support students who are being bullied. Bullying is identified as a form of aggressive behavior that is directed at an individual or group in order to intimidate through verbal, physical, mental, cyber or written interactions.

Bullying can be direct, “in your face” confrontation, or indirect, “behind your back”, such as spreading rumors. Bullying behavior can take many forms for example:

- Physical: hitting, pushing, and tripping.
- Verbal: name calling, insults, put-downs, teasing.
- Social/Intimidation: gossip, social isolation, and graffiti that is derogatory about another student, dirty looks.
- Cyber: threats, insults or harmful message spread through the internet. A bullying incident(s) is subject to disciplinary action as outlined in the Offense and Consequence Guide of the Theodore Roosevelt School Student Handbook.

Student Discipline

Appropriate behavior is a prerequisite to learning. Therefore, each student must conduct himself/herself properly and in accordance with school rules, regulations, and policies at all times. Each employee of the school is responsible for helping to enforce proper student conduct.

Cooperation between parent(s), legal guardian(s) (hereinafter “parents”) and the school is essential to positive and effective student discipline. To facilitate and further this cooperation, the school will:

- Inform parents/guardians of situations that may be developing, prior to the need for disciplinary action, whenever possible.
- Develop and distribute to parents/guardians clearly stated discipline policies, rules, and regulations.

Students must accept responsibility for their conduct. The school will assist parent/guardian, whenever possible, by recommending services and agencies that may be of assistance in correcting unacceptable student behavior. **However, ultimately parents must assume the responsibility for the conduct of their children.**

The following infractions are considered unacceptable and a cause for disciplinary action. The following infractions are broad in scope and call for the administration and/or board to exercise discretion (within the law and policies) based upon the facts and circumstances of individual cases in terms of what appears best for the student and school. This list is not meant to exclude other infractions that might occur that could jeopardize the health, safety, or welfare of others or interfere with the educational process.

A. Infractions Against Public Order

a) Public Nuisance

1. Explosives
2. Making a bomb.
3. Setting off false fire alarms.

b) Loitering/Trespassing

c) Disorderly Conduct

1. Disturbing a school meeting, activity or school event.
2. Vulgar or obscene language, gesture or ethnic slurs.
3. Arson or attempted arson.
4. Fighting

5. Threatening violence or attempting violence.
- B. Possession and/or use of a weapon or dangerous instrument - Infractions Against Authority**
- a) Insubordination
 - b) Obstructing an investigative process
 - c) Insult or verbal abuse of faculty or staff member
 - d) Assault of faculty or staff member
 - e) Giving false identification or information
 - f) Resisting authority
 - g) Forgery
 - h) Violation of board or school rules
- C. Destruction of School Property**
- a) Vandalism
 - b) Theft/graffiti/larceny
- D. Infraction Against Others**
- a) Endangerment
 - b) Creating a hazardous or physically offensive condition
 - c) Harassment, threats, verbal abuse.
 - d) Slander
 - e) Extortion
 - f) Physical assault
 - g) Improper sexual advances
 - h) Fighting
 - i) Hazing
- E. Substance and Alcohol Abuse – The School is a Drug-Free Zone, Zero Tolerance**
- a) Use, possession, or sale of a controlled substance. A controlled substance is defined as: any substance defined as a controlled substance by White Mountain, Arizona or federal law; narcotic drugs, harmful drugs, hypnotic drugs, opiates, cocaine, marijuana, alcohol-based substances, vapor-releasing substances, and the use of a prescription drug without a prescription or other than prescribed.
 - b) Paraphernalia - objects used or, intended for use, or designed for use in ingesting, inhaling or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as: metal, wooden, acrylic, glass, stone, plastic or ceramic pipes, etc., i.e. (water pipes, roach clips, bongs).
- F. Being under the influence of a controlled substance as defined above**
- G. Use or possession of Tobacco Products of All Descriptions** (Except for Therapeutic/Traditional Purposes, Pre-Approved in writing by the principal and recognized medicine person).
- H. Sexual or physical abuse of students**
- I. Date rape or statutory rape**
- J. Sexual harassment or sexual intimidation**

Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to the following:

- Verbal warning
- Lunch detention
- After-school detention
- Written warning/notification to parents
- In-school suspension ISS (length contingent on infraction)
- Out-of-school short-term suspension (not to exceed 10 days)

- Long-term suspension (greater than 10 days)
- Expulsion

Loss of privileges will accompany written warning/notifications and infractions warranting higher penalties. Non-inclusive lists of privileges that may be revoked are sports activities, trips, Student Council, clubs, other school activities, social contact, and other extra-curricular activities.

Depending upon the nature of the violation, student discipline may be progressive, i.e., student's first violation could merit a lighter penalty than the subsequent violations. A school employee should consider all other relevant factors in determining an appropriate penalty, including, but not limited to the following: the seriousness of the offense, the number of violations, the repetition of the violations, and whether there are any aggravating or mitigating circumstances surrounding the violations. Penalties may be imposed either alone or in combination. For example, a student may receive a written warning and short-term suspension.

Attached is a table of suggested consequences for violations of Rules and Policies. These suggested consequences are not automatic, nor do they establish absolute maximum consequences appropriate to individual situations. For example, expulsions are not mandatory at the third level; however, it is a possible consequence and parents/guardians, and student should be aware of that fact.

General Due Process Rights

A. Student Discipline That Does Not Involve Suspension and/or Expulsion

1. For minor disciplinary offenses where the penalty is less than a suspension or expulsion, the student has a right to meet with the principal and/or his/her designee to discuss the student's position on the discipline and the circumstances surrounding the discipline.
2. After the student has had an informal opportunity to discuss the matter with the principal and/or his/her designee, the discipline will be imposed. The decision of the principal and/or his/her designee is final, and a copy shall be recorded in the student's file.

B. Discipline Which Involves Short-Term Suspension of 10 days or Less

1. If the intended discipline to be imposed against a student involves a short-term suspension of 10 days or less, the student shall receive written notice of the intended discipline before imposition is invoked. A student may, within three (3) school days of the written notice appeal the intended discipline to the principal. If no appeal request is received in the principal's office during that time, the intended discipline will be imposed at the school's discretion and at a time established by the school. If an appeal is made within the required time, the principal or principal's designee will hold an informal meeting with the student within five (5) school days of the notice of appeal. At this informal meeting, students shall be allowed to present his/her position on the matter and the principal will review student's record, including but not limited to, statements or positions of all known parties pertaining to the reasons surrounding the discipline. The principal or principal's designee shall, within three (3) school days of the informal meeting issue his/her written findings and conclusions on the matter. The principal may:
 - a. Modify or dismiss the proposed disciplinary action or
 - b. Impose the proposed disciplinary action.
 - c. The decision of the principal shall be final.

C. Long-Term Suspension

1. At least three (3) days prior to the time set for a formal hearing on the suspension, the school shall provide said student and/or his parents/guardians written notice of intent to impose long-term suspension. Notice shall be deemed given at the time the school deposits such notice in the U.S. mail to the address on record or delivering to the parents/guardians in person. The written notice shall consist of the charges, including reference to the regulation allegedly violated, the facts alleged to constitute the violation, and copies of all pertinent documents or exhibits that the school intends to use.
2. Within five (5) days of mailing or delivering the notice of intent to impose long-term suspension, there shall be a hearing in front of the principal or his/her designee. The student has a right to be represented by his/her parents/legal guardians or, at the student's and his/her parent's/guardian's expense, to be represented by legal counsel.
3. The hearing shall be recorded and a copy of it shall be retained for three (3) years following the close of that current school year.
4. Both parties have the right to present his/her case and cross-examine any witnesses. All names involved in the process shall be kept confidential. Student's names shall be referred to by a number or an alias to protect confidentiality.
5. If, after reviewing all the evidence, the principal's decision is to impose a long-term suspension, the principal shall make his/her decision in writing and provide findings of facts and reasons for his/her decision. The decision of the principal is final.

D. Expulsion

When the expulsion of a student from school is recommended, the following procedures shall be followed:

1. At least three (3) days prior to the time set for a formal hearing on the expulsion, the school shall provide said student and/or his parents/guardians written notice of intent to impose expulsion. Notice shall be deemed given at the time the school deposits such notice in the U.S. mail to the address on record or delivering to the parents/guardians in person. The written notice shall consist of the charges, including reference to the regulation allegedly violated, the facts alleged to constitute the violation, and copies of all pertinent documents or exhibits that the school intends to use at the expulsion hearing.
2. Within five (5) days of mailing or delivering the notice of intent to impose long-term expulsion, there shall be a hearing in front of the School Hearing Committee. The student has a right to be represented by his/her parents/legal guardians or, at the student's and his/her parent's/guardian's expense, to be represented by legal counsel. The student, at the school's discretion and without a hearing, may be removed from school during any delay.
3. The hearing shall be recorded and a copy of it shall be retained for three (3) years following the close of that current school year.
4. Both parties have the right to present his/her case and cross-examine any witnesses. All names involved in the process shall be kept confidential. Student's names shall be referred to by a number or an alias to protect confidentiality.
5. If, after reviewing all the evidence, the Hearing Committee's decision is to impose an expulsion, the Hearing Committee shall make its decision in writing and provide findings of facts and reasons for its decision.
6. The Hearing Committee's decision in writing must be submitted to the principal within five (5) days of the conclusion of the hearing. The principal shall review the written decision and may either affirm, reject, or modify the Hearing Committee's decision.

The principal must make his/her determination within three (3) school days of receiving the Hearing Committee's decision.

7. If the principal affirms the Hearing Committee's recommendation for expulsion, then the principal's recommendation and the written decision of the Hearing Committee shall be delivered to the Board for consideration at its next scheduled meeting and mailed to the student and his/her parents/legal guardians. The notice must include a statement letting the student and the parents/guardians the right to appeal this decision. This must be done within three (3) school days of the Hearing Committee's submission of the decision of the principal.
8. Once the Board has received the recommendation and/or request for an appeal, the Board has a right to do the following:
 - a. Review the recommendation based upon the record presented and written documents presented at the hearing.
 - b. Hold a new hearing on the matter.
 - c. If after reviewing the record, or after holding a new hearing, the Board has a right to do the following:
 - i. The Board can affirm the Hearing Committee's recommendation and order the expulsion.
 - ii. The Board can reject the Hearing Committee's recommendation.
 - iii. The Board can modify the Hearing Committee's recommendation and impose a lesser discipline on the student. The decision of the Board is final.
9. The Hearing Committee shall be composed of a panel of five (5) staff members, and two (2) alternates. The two (2) alternates may participate in the hearing; however, the decision shall be by majority vote of the five (5) designated panel members. The principal shall appoint the panel members at the beginning of the school year. The principal shall also appoint the chairperson who shall preside over the meetings.

Offense and Consequence Guide

- In severe offences, which the misconduct results in especially serious or grievous consequences or posed a substantial risk to the school community one or more of the steps in the Offense and Consequence Guide, may be skipped.
- **Occasions of prior misconduct, where a student has previously received discipline, can be considered in subsequent student disciplinary proceedings to justify additional disciplinary consequences where is it established:**
 1. **The student has not benefited from prior and usually less severe disciplinary interventions, or**
 2. **The student is engaging in continued disruptive or disorderly behavior.**

Suspension of one (1) to three (3) days may be done, in-house, if the administration deems it to be in the best interest of the school and the student.

A. Infractions Against Public Order

1. Public Nuisance/Malicious Mischief

a. Explosives

1 st offense	Expulsion/Long Term Suspension, and Law Enforcement Notification
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b. Making Bomb Threats and Setting Off False Alarms

1 st offense	5-10 days suspension
2 nd offense	Expulsion/Long Term Suspension

2. Loitering/Trespassing – Failure to catch the bus home

1 st offense	Written warning
2 nd offense	1-3 days ISS
3 rd offense	5 days ISS
4 th offense	1-3 days suspension, CPS Notification

3. Disorderly Conduct

a. Disturbing School Meeting, Activities or School Events

1 st offense	Warning or detention
2 nd offense	1-3 days ISS

b. Vulgar Obscene Language, Gestures, or Ethnic Slurs/Slander

1 st offense	1-3 days ISS
2 nd offense	3-5 days ISS
3 rd offense	1-3 days Suspension
4 th offense	3-5 days Suspension
5 th offense	5-10 days Suspension
6 th offense	Expulsion/Long Term Suspension

c. Arson or Attempted Arson

1 st offense	5-10 days suspension, Expulsion, Law Enforcement Notification
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d. Fighting

1 st offense	1-3 days Suspension
2 nd offense	5-10 days Suspension
3 rd offense	Expulsion/Long Term Suspension

e. Threatening or Attempting Violence of Students

1 st offense	1-3 days ISS
2 nd offense	1-3 days Suspension
3 rd offense	5-10 days Suspension
4 th offense	Expulsion/Long Term Suspension

f. Possession and/or Use of a Weapon or Dangerous Instrumentality

1 st offense	5-10 days Suspension, Expulsion/Long Term Suspension
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g. Bus Misconduct

1 st offense	Written warning
2 nd offense	Bus privileges revoked for 5 days
3 rd offense	Bus privileges revoked for 10 days
4 th offense	Removal of bus privileges for rest of the semester

h. Disruption of Educational Process

1 st offense	Written warning and/or 1 day ISS
2 nd offense	1-3 days ISS
3 rd offense	1 day Suspension, Behavior Modification Plan developed by principal, teacher, parent, and counselor
4 th offense	3-5 days Suspension
5 th offense	5-10 days Suspension
6 th offense	Expulsion/Long Term Suspension

B. Infraction Against Authority

1. Insubordination (Resisting Authority/Dress Code Violation)

1 st offense	1 day ISS
2 nd offense	1-3 days ISS
3 rd offense	1-3 days Suspension, Behavior Modification Plan developed by principal, teacher, parent, and counselor
4 th offense	3-5 days Suspension
5 th offense	5-10 days Suspension
6 th offense	Expulsion/Long Term Suspension

2. Obstructing and Investigate Process/Giving False Information

1st offense Warning and/or 1-3 days ISS

2nd offense 1-3 days ISS

3. Verbal Abuse of Staff Members 1st offense 1-3 days Suspension

2nd offense 5-10 days Suspension

3rd offense Expulsion/Long Term Suspension

4. Assault of Staff Member

1st offense Expulsion/Long Term Suspension

5. Forgery

1st offense Written warning

2nd offense 1-3 days ISS

6. Truancy/Leaving Without Permission – late between classes

1st offense Written warning

2nd offense 1 day ISS

3rd offense 3 days ISS

4th offense 1-3 days Suspension

5th offense 3-5 days Suspension

6th offense 5-10 days Suspension

7th offense Expulsion/Long Term Suspension

7. Tardiness – not coming to school on time

Three 3 unexcused tardies will be considered one (1) unexcused absence

C. Destruction of School Property

1. Vandalism/Graffiti/Theft/Larceny

a. Minor (\$50.00 or less)

1st offense 1-3 days ISS and Restitution

2nd offense 5 days ISS and Restitution

3rd offense 3-5 days Suspension and Restitution

4th offense Expulsion/Long Term Suspension

b. Major (\$50.00 or more)

1st offense 5 days Suspension and Restitution

2nd offense Expulsion/Long Term Suspension

D. Infractions Against Others

1. Endangerment (lasers, matches, lighters, firecrackers, etc...)

1st offense 1-3 days ISS

2nd offense 1-5 days Suspension

3rd offense 5-10 days Suspension

4th offense Expulsion/Long Term Suspension

2. Extortion

1st offense 1-3 days ISS

2nd offense 1-5 days Suspension

3rd offense 5-10 days Suspension

4th offense Expulsion/Long Term Suspension

3. Physical Assault

1st offense 5-10 days Suspension

2nd offense Expulsion/Long Term Suspension

4. Fighting

1st offense 1-3 days ISS

2nd offense 5-10 days Suspension

3rd offense Expulsion/Long Term Suspension

5. Hazing

1st offense Banned from all extra-curricular activities for the remainder of the year.

E. Substance and Alcohol Abuse

- **All incidents will be reported to WMAT law enforcement and parents/guardians will be notified.**

1. Use of Controlled Substance - Drugs and Alcohol 1st offense
Expulsion/Long Term Suspension

2. Use of Tobacco
1st offense Expulsion/Long Term Suspension

3. Sale or Intent to Sell Controlled Substance
1st offense Expulsion/Long Term Suspension

Being under the Influence of Controlled Substance

1st offense Expulsion/Long Term Suspension

Sexual Abuse

1st offense Notification of Law Enforcement, Expulsion/Long Term Suspension

F. Sexual Harassment

See Policy Section 9.24

Conclusion

This handbook and the School Student Policies are designed to ensure that all students have the best possible opportunity to obtain the best possible education in a safe, secure and positive environment. If parents or students have any questions or confusion about the policies in this handbook and in the TRS Policy Manual, please bring them to the attention of the principal immediately. All policies, procedures, and penalties are subject to change at the discretion of the Chief School Administrator based on the specific nature of the incidents. Do not risk a violation of a policy due to misunderstanding. TRS thanks each student and parent for taking the time to review this handbook and the relevant school policies. We want you to know these policies so that you can feel confident in placing your student at this school. Thank you again, we are looking forward to the new school year.

Theodore Roosevelt School

Student Athlete Contract

_____ Program

It is a privilege and honor to represent Theodore Roosevelt School in a team event. Athletics can be an important part of my education, but only if I maintain good grades and standards of conduct. I agree to comply with the following conditions in order to participate in a TRS Athletic Program.

1. Academics. I attend TRS to get a good education. As a student athlete I will strive for academic excellence. I may participate in sports only if I am doing well in my coursework. I understand I may ask to be excused from sports practice or events if necessary for academic help. I also understand the following conditions are mandatory for my participation in sports:

- Maintain a grade of C or better in all classes. I will be unable to participate with the team in practice or games at any time my current grade in any class is below a D.
- Arrive on time and attend school. If I am late for school or do not attend school on the day of or the day before a sports event, I will be ineligible to participate in the event.

2. Conduct. At all times I will conduct myself with dignity and will respect the dignity of others. I understand I may be ineligible to participate in sports for the season/school year (at the discretion of the administrator and/or coach) if I do any of the following, at any time during the school year, whether on or off school property:

- Possession or use of alcohol, illegal drugs.
- Possession or use of any tobacco product (disqualification for season only).
- Bullying, harassing or assault of any person.
- Theft or destruction of property.

3. Team Rules. As a member of a TRS sports team, I will abide by the team rules from my coach. In addition, I will abide by the general team rules listed below. I understand if I violate any of these rules I may be suspended or removed from the team and face penalties prescribed by the TRS Student Handbook.

- I will have a current physical on file with the school before tryouts.
- I will exhibit good sportsmanship on and off the field.
- I will not use profanity or vulgar or obscene language or gestures.
- I will abide by all school regulations and policies.
- I will comply and cooperate with instructions from coaches and staff.
- I will be on time for team practices and events.
- I will return all equipment and uniforms when requested or pay the cost of replacement.

I have read the Student Athletic Contract. I understand and agree to the terms it contains.

Theodore Roosevelt School Computer/Tablet/Laptop and Internet Agreement

The use of the TRS computers and internet is a privilege being extended to students. As part of the students' curriculum enhancement and the development of technology skills, the school is providing supervised access to both Computer Labs, as well as the tablets and/or laptops, and internet in each classroom. It is the sole intent of the school to provide and maintain the finest equipment available for the students' benefit. To maintain this standard and preserve equipment, the following rules and guidelines will apply to all individuals using the school computers, tablets, and laptops.

Internet Rules

1. Access only sites which are intended for appropriate information retrieval, correspondence, and communication. Appropriate is defined as morally correct, free of any anti-social behaviors, free of sexually explicit materials and free of any abusive behavior.
2. The school's internet access is provided primarily for educational purposes under the direction of the school staff. Non-educational use may be limited to the staff.
3. Downloading any files, programs, or applications is not allowed. Any downloading requires approval. This will prevent any viruses and/or legality issues to be checked prior to the download.
4. Visiting internet sites that may charge for service, software, literature, or other products is against school policy and is not allowed.
5. In case of accidental involvement with a questionable site or situation, consult your teacher and/or supervisor.
6. Listening to/or viewing any site that has not been assigned is against school policy and is not allowed.
7. All social media sites are not allowed (Facebook Messenger, TikTok, Instagram, Snapchat, YouTube, WhatsApp, Reddit, Twitter, LinkedIn, Pinterest, etc.) **Computer Workstation Rules**

1. Run only those programs you know how to operate; get help with any others. Do not make alterations to the desktop or system. This is the job of the system administrator.
2. Login falsification as another user is not allowed.
3. Do not open, alter, or erase files that do not belong to you.
4. Avoid flash drives, cd's, DVD's or other mechanical or optical medium from outside sources. Each outside source medium should be checked by the administrator.
5. External devices (i.e., iPods, digital cameras, mp3 players, etc. are to be checked by the administrator.
6. The school does not warrant the functions of the system will meet any specific requirements you have or that will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damage (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the system.
7. Commercial software is placed on the computer for the use and convenience of the students and staff. Any unlawful use, such as copying copyright material without the express written permission of the owner or proper license is prohibited.
8. Any unauthorized deliberate action, which damages or disrupts a computing system (including the willful introduction of computer viruses or other disruptive, destructive programs), alters normal performance, or causes it to malfunction, is prohibited, intentional attempts to "crash" the network system or programs are punishable disciplinary offenses.

9. The school reserves the right to edit or remove any material stored in files in which the users have access and will edit or remove any material, which the school staff, in its sole discretion, may be considered objectionable.

Failure to comply with the computer/tablet/laptop and internet rules and guidelines may result in loss of computer and/or internet privileges.

I have read the **Theodore Roosevelt School Computer/Tablet/Laptop and Internet Agreement**, understand it, and agree to adhere to the principle and procedures listed within. I also understand that additional rules/regulations may be added from time to time and that they become part of this agreement. Should I break this agreement, I understand that I may lose all computer/tablet/laptop and internet privileges. I also understand that inappropriate or illegal use of the computer facilities could result in civil or criminal lawsuits. Parents/guardians may be held accountable for inappropriate use by their child.

Name of Student _____ Grade _____

Signature of Student _____ Date _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

Copies:

Student File

Parent