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Braves Pride, Students First

Tuba City Jr. High School

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Tuba City, Arizona 86045  
(928) 283-1040  
[tcjhs@tcusd.org](mailto:tcjhs@tcusd.org)

Student-Parent Handbook  
2017 - 2018

Mascot: Braves



School Colors: Green & White

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**"In Conflicts between Governing Board Policies and this handbook, Governing Board Policies shall govern." Adopted by the Board on August 3, 2016**

Tuba City Unified School District Superintendent  
Harold G. Begay

TCUSD Governing Board

Ronald Begay	President
Mary Worker	Clerk
Evelyn Kiyaani	Member
Lee Tsinigine	Member
Marie Acothley	Member

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# Tuba City Jr. High School

*Brave's Pride, Students First*



*To provide a quality education for all of our students*

## **Tuba City Unified School District's Mission:**

- The TCUSD mission is to provide a quality education in a safe and encouraging environment for all of our students.

## **Tuba City Unified School District's Goals:**

- **Goal 1:** All schools will increase student achievement, to exceed State Standards, and become Excelling Schools.
- **Goal 2:** Parental Partnerships will be strengthened at each school (Board Approved: August 6, 2008)

## **Tuba City Junior High School's Mission is to provide:**

- To meet the academic, physical, social, and emotional needs of our students so that they may become self-sufficient in school, in life, to be successful in a safe, nurturing, and challenging school-community environment.

## **Tuba City Junior High School's Goal is to provide:**

- Our goal to provide opportunities and support of adolescent students making the transition from elementary to high school. The administration and staff are committed to the development and implementation of curriculum and activities that will empower students to become lifelong learners, and productive members of their communities. The Junior High environment will foster opportunities for the students' intellectual growth, creativity, self-awareness, self-discipline, and maturity.

**Tuba City Junior High School's Vision Statement:** We envision our school as a place where everyone is inspired to strengthen their learning.

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**“If I plan to learn, I must learn to plan.”**

Dear Parents/Guardians,

The staff of Tuba City Jr. High School is pleased to provide this handbook to each student. Students are expected to keep this handbook in order to refer to it. Consistent use of it, with encouragement from you, will help ensure success in school this year.

We ask that you do the following 3 things:

1. Review the features of the handbook with your child.
2. Discuss the Braves Guidelines and Code of Conduct with your child.
3. Please sign this page of the handbook below. This lets us know you have reviewed the handbook with your child.
4. On the other side of this page, please make any suggestions to improve this handbook.

Thank you,

We have reviewed and discussed the handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

We invite your suggestions to improve this handbook:

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## Parent, Student, Teacher Compact

(Students, please remove, sign, have your parent sign and return to your first period teacher)

### Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

- Support school attendance, discipline and other school and district policies.
- Make sure that homework is completed and returned to the teacher on time.
- Monitor the amount of time my child spends watching television and on electronic devices as well as the content they are viewing.
- Talk with my child's teachers to discuss my child's classroom performance **each quarter**.
- **Participate in decisions relating to my child's education by attending meetings, attending at least two student/parent/teacher conferences and collaborate with administrators, teachers, sponsors, and athletic coaches.**
- **Assist with school and classroom activities and volunteer for 1 (or more) activities each year.**
- Stay informed about my child's education and behavior and read all notices from the school and the district.
- Keep contact information updated with the attendance office.

### Student Responsibilities:

I will do my part to meet State Standards. Specifically, I will:

- Believe I can learn.
- Do all I can to learn all I can
- Show respect for property by not stealing or vandalizing school and district property and the property of other students, teachers and other staff members
- Come to school prepared with my homework and school supplies required by my teachers
- Obey classroom, school, district and bus rules.
- Do my homework every day and ask for help when I need help.
- Spend at least 10 minutes or more reading every day.
- Set aside adequate study time to complete Jr. High level homework.
- Deliver all information sent home with me.
- **Maintain passing grades and eligibility for sports and other extracurricular activities.**

### Teacher Responsibilities:

- Show respect for each student and their family.
- Make efficient use of learning time.
- Provide a safe and comfortable environment that's conducive to learning.
- Help each student grow to their full potential.
- Provide necessary assistance to parents so they can help with homework and missing assignments.
- **Communicate with every parent once each semester about their child's academic performance and behavior.**
- Enforce school and classroom rules fairly and consistently.
- Demonstrate professional behavior and a positive attitude.
- Provide engaging lessons to students based on State standards.

Signed:

Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature



## Telephone Number Directory

Tuba City Unified School District	283-1001
Superintendent	283-1006
Business Office	283-1011
Food Services	283-1120
Exceptional Student Services	283-1160
Transportation	283-1130
Native Language Programs	283-1183
Tech Support	283-1104
Security	283-1190
Dzil Libei Elementary School (Cameron)	283-1180
Tsinaabas Habitin Elementary School (Gap)	283-1090
Tuba City Primary School	283-1020
Tuba City Junior High School	283-1040
Tuba City Junior High School Fax	283-1222
Tuba City High School	283-1050
Tuba City Unified School District Fax	283-1228

## Tuba City Junior High School Staff Directory

Name	Ext	Room	Position
Abcede, Vivian	4014	14	8 <sup>th</sup> Grade Science Teacher
Acothley, Arlinda	4029	30	Teacher Assistant-ESS Dept.
vacant	4033	112	7 <sup>th</sup> Grade Math Teacher
Balcerek, Michael	4003	108	6 <sup>th</sup> Grade Science Teacher
Begay, Keith	4000	12	8 <sup>th</sup> Grade Math Teacher
vacant	4081	102	Technology Teacher
Begay, Stella	4029	30	ESS Low Incidence Teacher
Bigman, Gloria	1176	Counsel.	Home Liaison
Bilagody, Melissa	1042	Office	School Principal
vacant	4003	103	7 <sup>th</sup> Grade Social Studies
Bitsui, Henry			Custodian
vacant	4002	114	7 <sup>th</sup> Grade Navajo Language Teacher
Burright, Rebecca	4024	101	Counselor
vacant	4020	30	Teacher Assistant-ESS Dept.
Crosby, Louise	4016	110	7 <sup>th</sup> Grade Language Arts Teacher
Evangelista, Marilyn	4019	11	8 <sup>th</sup> Grade Social Studies Teacher
Gould, Michael			Custodian
Hardy, Cherish	4029	26	Teacher Assistant-ESS Dept.
Haven, Floyd		Gym	Boys PE/Health Teacher
Hanlon, Jim	4021	111	7 <sup>th</sup> Grade Science Teacher
Hanlon, Priscilla	4020	26	Teacher Assistant-ESS Dept.



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## **Absences**

Arizona's truancy law (A.R.S. 15-802,803 and 10 N.N.C. 118) provide two circumstances when a student and/or their parent or guardian can be cited for a student failing to attend school:

1. A student is "habitually truant" if he/she has five or more unexcused absences from school.  
**Truant means an unexcused absence for at least one class period during the day.**
2. A student has "excessive absences" when the student misses more than ten percent (18) of the required number of school days per year whether the absence is excused or unexcused.

If a student is absent more than two days due to illness, a doctor's statement is required or other sufficient documentation to excuse absences (for example: a chronic illness form).

## **Tardy**

TCJHS strives to educate its students. To be effective, classes must start on time and each class must experience a minimum number of interruptions. Students who are tardy to school must come to the attendance office, sign in and obtain a tardy slip to enter their classroom.

## **Consequences for UNEXCUSED Tardies:**

4 or more tardies for any class or combination of classes: Students are required to attend Braves' Pride Hour after school for one hour. Each additional three tardies will result in an additional hour of Braves' Pride Hour.

## **Excused Absences**

Any absence due to illness, accident, medical, bereavement, religious observance, will be excused provided a call is received by the school on the day of the absence or written notification is provided to the school the morning following the absence.

## **Unexcused Absences**

Three unexcused absences for any class or combination of classes, students will need to seek help from teachers afterschool.

**Students must be in attendance a full school day to be eligible to participate or attend sports or other extra-curricular activities.**

## **Make-Up Work**

When students are absent, it is their responsibility to obtain missed assignments from their teachers. Students are allowed time equal to their period of absence to submit makeup assignments (i.e. one day absence equals one day for makeup). Parents of students absent for 2 or more days may call the school and pick up assignments at school. Parents should allow teachers reasonable time –i.e. one day- to prepare the requested homework assignments. Parents can then pick up homework from the front office. OSS students may be allowed to make up work. If you know your child is going to be checked out during the school day, please send a note in with the student to be given to the school office. Please work to schedule vacations and appointments outside of the regular school day. If an absence is planned, please make arrangements with the student's teachers for make-up work.



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### **Withdrawing from school**

All students withdrawing from Tuba City Jr. High School must check out through the school office and complete check out forms. Students who withdraw are responsible for returning all books and paying for any lost or damaged books before the school will sign the withdrawal form. This includes library books and textbooks. Please provide the TCJHS office with your new address and the name of the new school at the time of withdrawal.

### **Closed Campus**

Tuba City Junior High School opens at 7:30 a.m. Once students arrive on campus **they cannot leave the campus** unless they are signed out by a parent, guardian or a person designated in the emergency contact section of the student registration form. When you take a child off campus you may be asked to show picture ID. It is the responsibility of the parent/guardian who registered their child to inform the attendance office in writing of any changes to the information on the student registration form, particularly who is authorized to check their child out.

All adult visitors must be authorized through the main office. All visitors must sign in at the front office.

**Student visitors are not allowed on campus without written permission of the principal.**

A student leaving campus without permission will be considered truant and disciplinary action will be taken.

### **Change in student routine**

**Please call the office by 1:00 pm if your child has a change in routine, for example: should ride a different bus, will be picked up, should walk, this helps with managing the information and ensuring that the students get the information.**

### **Inclement weather**

In case of inclement weather, please check our school's web site at [tcsd.org](http://tcsd.org) for information or call our front office at 283-1040 for updates on how this may affect the school day.

### **Volunteers**

Any person who wishes to volunteer at TCJHS must be fingerprinted and a background check completed by the Department of Public Safety. Everyone must sign in and out at the front office.

### **Assemblies**

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide an opportunity to learn appropriate behavior in these circumstances. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, yelling, stomping feet, whistling, excessive clapping and booing are discourteous and are not permitted.

Guest speakers and program presenters have always been quick to point out how polite TCJHS students are at assemblies. Let's keep our reputation. A student who fails to follow these guidelines will have his/her privilege to attend assemblies suspended.

### **Awards**

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Students may earn the following awards at our quarterly awards assemblies

- Honor Roll
- Perfect Attendance
- Citizenship

Teachers may present additional awards. The dates for these assemblies will be announced one week prior to the date they will take place.

### **Cafeteria Behavior**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered to all students regardless of income.

### **Cafeteria Expectations**

- Remain seated until dismissed
- Keep tables and floors clean, pick up after yourself
- No Throwing food
- Consume all drinks and food inside. Purchased snacks will not be allowed outside the cafeteria.

### **Possible Consequences for Non-Compliance:**

- Clean the cafeteria tables
- Be moved to an alternative seat
- Serve lunch detention
- Eat lunch in the Principal's office

### **Cell phone and other electronic devices**

Any student who brings a cell phone or electronic device to school must keep it turned off and in his/her backpack or in any other place where the device is not visible during school hours. Staff will confiscate phones that are not kept in the student's backpack or if the phone is out.

**The school is not responsible for any of these items (phones and headphones) if they are stolen or lost.**

**Electronic devices:** using or accessing an electronic device without permission is subject to the following consequences:

1st offense: pick it up from the staff member who confiscated it at the end of the day.

2nd offense: your parent or guardian (on the checkout list) may pick it up at the end of the day from the staff member who confiscated it.

3rd offense: your parent or guardian (on the checkout list) may pick it up at the end of the day from the staff member who confiscated it and the student is required to attend one hour of Braves' Pride Hour.

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4th offense: your parent or guardian (on the checkout list) may pick it up at the end of the day from the staff member who confiscated it and the student is required to perform three hours of Braves' Pride Hour.

Students are allowed to use the office telephone or classroom telephone only with permission or a pass from a staff member. Please keep telephone calls short. No student will be called from class to receive a telephone call.

### **Fire, Emergency and Lock-Down and Lock-Down Drills**

Fire, Emergency and Lock-Down Drills are held regularly. Students will be instructed by staff which exit they will use when vacating the building they are in and where to go when they are outside. Students should adhere to the following rules when the alarm sounds to leave the building, along with Lock Down procedures:

- Keep in a single file line.
- Stay quiet and listen for announcements.
- Do not run, but move quickly and quietly to a designated area until instructed to return to the classroom.
- Follow all staff instructions during lock-downs and lock-down drills.

Any student who falsely reports a fire or other emergency or rings the fire alarm or fails to follow emergency procedures without good cause will be reported to the authorities and will be suspended or expelled.

### **Hall passes**

- Any student who leaves a classroom during class time must be accompanied by a teacher or have a hall pass completed in his/her student handbook from an authorized staff member. Passes must include the student's name, the date, the time and the purpose of the trip.
- Students are prohibited from taking any side trips.
- Except for emergencies, all students should have a pass from his /her teacher before reporting to the nurse.
- Only one student at a time may be released from class except in an emergency.
- No passes will be issued the first ten and the last five minutes of class.

### **Health and Wellness**

- No outside food is permitted at school, unless approved by the student's teacher for a class or school activity. Any food visible by any staff member will be confiscated by that staff member. No outside beverages, e.g. coffee, energy drinks, are permitted at school
- Parents are to check in at the office when bringing food items for students.

### **Energy Drinks**

Energy Drinks such as **Rock Star, Red Bull, Reload, Monster**, etc. are not permitted at school. Energy drinks will be confiscated by the TCJHS staff. Parents will be notified if students violate this rule.

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## Parties

Parties must have preapproval by the Principal. Parties must be supervised by a certified staff member.

## Health Office

We have a School Nurse . If a student is injured or becomes ill at school, they should report to his/her teachers and obtain a pass to see the nurse. The nurse will call the parent when necessary. Students requiring medicine at school, including Tylenol or antibiotic ointment, must have a parent's written permission on file. All prescription medication must be brought to the school nurse in the original prescription bottle by the parent or guardian. The medication will be kept and administered to the student by designated staff. This includes any over the counter medicine such as throat lozenges (cough drops), cough syrup, etc. All students requesting an excuse from P.E. must bring a signed note to the nurse and the P.E. teacher from his/her parent or guardian. The nurse will then write an EXCUSE FROM PE pass for the student. Your child must be current in all immunizations. The state requirements include five doses of DTP (diphtheria, pertussis, tetanus) four doses of OPV/IPV (polio), two MMR (measles, mumps, and rubella) and the Hepatitis B series. **Parents, please be aware of your child's health before sending them to school. Your child must be fever free for 24 hours before sending them to school. A sick child cannot learn and runs the risk of infecting others. Please keep your child at home on these occasions. The nurse will contact you if your child's immunization is not current, as we are required to have current immunization records on file for all enrolled students unless appropriate paperwork has been submitted showing that a student is eligible for exemption from the immunization requirement.**

If a parent or emergency contact cannot be reached in the event of an emergency, 911 will be called.

## Homework

**Please check with your student's teachers about their homework policies.**

### Tips for Parents:

Here are some helpful hints for assisting and/or supporting your child with homework. You can also email teachers for periodic updates on assignments.

- Check the student agenda daily for assigned homework from each class.
- Designate and set aside a certain block of time for homework every evening.
- Homework assigned to your child is typically from the day's lesson and your child should be able to complete it by him or herself. Provide support by checking in from time to time and give praise for good work.
- Check your child's homework for completion.
- Please encourage your child to use his/her time in class wisely; this will greatly diminish the amount of homework he/she has each evening.
- You can check your child's progress on Parent Portal to see their grades and attendance. Usernames and passwords will be issued by the attendance clerk.
- Visit our school website

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- Look at the section of the student agenda where your child writes assignments and important dates.
  - Be on the lookout for flyers that come home with your student.
  - On at least a weekly basis look in your student's backpack for work that has not been done and help them clean them out of unnecessary papers and other items.

### **Extra Help**

Students may always seek extra help from teachers if they do not understand an assignment, if the work is too difficult, or if they have been absent and have missed assignments and class work. Remediation opportunities will be made available. Tutoring is usually held on Tuesdays and Thursdays. However, check with your student's teachers for their scheduled tutoring sessions.

### **Lost and Found**

Students should bring items that do not belong to them to the office. After an extended period of time, unclaimed items will be disposed of as there is a limited amount of storage space. If you lose something, always check the lost and found in the front office. Many good articles of clothing, jewelry, and other items go unclaimed each year.

### **School Supplies**

Your student's teachers will send home a list of required supplies on the first day of school. **No PERMANENT MARKERS are allowed at school.** If they are visible to a staff member they will be confiscated and they will not be returned.

### **Lockers**

Lockers are available for 8<sup>th</sup> graders. A \$5 fee will be charged if a student damages or loses their lock. **This fee should be paid by money order or cashier's check to the front office who will give your child a receipt. Make these fees payable to TCUSD. Cash and personal checks cannot be accepted. Any personal locks are not allowed and will be removed without compensation being paid to the student using a personal lock.**

Student lockers and locks belong to the school and are loaned to students for their use during the school year. Only the student issued the lock may occupy locker assigned to them. Since lockers are school property, school officials may search them at any time. Students should not share locker combinations or store things in their locker that do not belong to them. The student may be held responsible for anything stored in their locker that is illegal or that belongs to someone else.

### **Textbooks**

Students are responsible for maintaining all textbooks issued to them by a staff member. Please do not write in books or intentionally damage them. Teachers will check the condition of the books when they are returned. Students will be charged for damage beyond the normal wear and for loss of books. Students will not receive replacements until payment is made. **Payment must be made in the form of a money order.**

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## **Media Center**

The TCJHS Library Media Center is open every day from 9:00 am – 4:00 pm for reading, researching, studying, and learning. Students may visit the library at any time with a pass from the classroom teacher. Up to three books may be checked out of the library for a two-week period, and may be renewed upon request. Consideration and thoughtfulness towards others should be a priority in the library since the entire school shares this space and resources. Please show mutual respect for others in the library by:

- Speaking in a low voice so that you do not disturb those trying to concentrate.
- Taking proper care of library books so that others may use them.
- Returning library books on time so that others have access to them.
- Always signing in so that teachers and the media center specialist know where you are and who has visited the library.
- Ask questions! The library staff is happy to help you locate information, teach you how to use a computer resource, recommend a book to read, or help you think through a research project.

## **STUDENT ACTIVITIES**

### **Clubs**

TCJHS offers clubs as part of our extracurricular program. All clubs must be approved by the TCJHS Student Council and must have a sponsor approved by the Principal.

### **Dances**

All dances must be approved by the Student Council. All music and DJs must be approved by the Principal. **Dances are limited to Tuba City Junior High School students only.** Parents are responsible for student transportation to and from the dance. Students may be required to present their school ID card at school dances.

### **Student Council**

Student Council provides opportunities for students to develop leadership, responsibility, and pride in themselves and their school. Student Council is supervised by certified staff as determined by the Principal. Students will have the opportunity to campaign for the offices of President, Vice President, Secretary and Treasurer of the TCJHS Student Body. These officers preside over the Student Council. Students in grade 6 – 8 elect a representative from their advisory classes. All student council members must meet academic and citizenship standards. These standards are explained to the students and their parents before they run for office. The School Administration and Student Council Sponsor reserve the right to remove students from office if these standards are not maintained.

### **Physical Education**

P.E. is offered to 6th, 7th and 8th grade students. In case of illness or disability, a note from the parent will be accepted to excuse the student from activities. A doctor's written notification will be necessary to release any student from P.E. activities for more than one day. The doctor's excuse should include

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length or release time from class, type of activity the student is restricted from, and any other pertinent information.

Students are required to dress out with proper exercise attire. All clothes and personal items should be locked in the gym locker before students leave the locker room. Anything of value should be secured in the teacher's office before class begins. The student, not the school, is responsible for his/her personal belongings.

**Promotion/Retention Standards** According to state law, each teacher shall make the decision for promotion or retention of students. All recommendations for promotion/retention will be documented by the teacher. Recommendations that do not comply with the stated criteria must be substantiated by the teacher. Parents should be notified of possible retention by April each academic year. If a parent or legal guardian chooses not to accept a promotion/retention decision of the teacher, the parent or legal guardian may request in writing that the governing board review the teacher's decision in accordance with A.R.S 15-341(15), 15-342-(11). The governing board's decision is final.

#### **8<sup>th</sup> Grade End of Year Checkout**

Two weeks prior to promotion, 8<sup>th</sup> grade students will be given a check out form which should be signed by appropriate staff- including but not limited to teachers, Athletic Director, and school secretary. **The end of year checkout is to clear students of any fees they owe to TCJHS.** Assignments, projects, journals, etc., are not part of this. If a student owes any assignment, etc., it should be reflected in their grade and a teachers' signature should not be withheld. Each student is held accountable for any textbook, equipment, etc. on an individual basis. Students cannot be held accountable as a group or class for such items.

#### **8<sup>th</sup> Grade Promotion Ceremony**

The promotion ceremony is to honor students who have completed 8<sup>th</sup> grade and are ready to go to high school. Participation in this ceremony is a privilege for the students. Criteria for participation include, but are not limited to: Good citizenship standing (no serious disciplinary actions that warrant out of school suspension). **A student may lose their privilege to participate in the promotion ceremony if they have discipline referrals and or are suspended from school.**

#### **Public Display of Affection**

Public display of affection includes, but is not limited to holding hands, kissing, hugging, inappropriate touching, or other displays of affection. Public displays of affection are not allowed. Parents will be contacted and possible discipline may be taken.

#### **Saturday School**

Tuba City Unified School District permits our school to conduct a "Saturday School." These sessions are in addition to after school tutoring sessions. They provide extra learning opportunities to help students succeed in their school work. Students must be recommended for Saturday School by a teacher. Students must meet one of the following criteria: a grade of a D or F in a core content area class, student scores are not proficient (70%) in Math, English Language Arts, Science or Social Studies, and/or

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a student is not at the Ready Now or Learned benchmark on Galileo assessments. **Parents are responsible for transportation to Saturday School.**

### **School and Office Hours**

School begins for students at 7:40 am. The first bell rings at 7:35 am. The school day ends at 2:45 pm. The school's front office is open from 7:30 a.m. until 5:00 pm. **There is no staff on duty until 7:30 am, parents should not drop their children off before 7:30 am, due to liability.**

**Fees for Sports and other activities should be paid by money order or cashier's check to the sponsor who will give your child a receipt. Make these fees payable to TCUSD. Cash and personal will not be accepted. ATHLETIC FEES ARE NONREFUNDABLE. Athletic fees do not guarantee a specific amount of playing time for any sport.**

### **Sports Seasons**

- August- October: Football, Cross-country and Volleyball.
- October-January: Basketball and Wrestling
- February-May: Baseball, softball, and track

### **Eligibility**

In order to be declared eligible for participation in team sports, students must meet the following criteria:

- Current physical form must be on file in the TCJHS Nurse's Office before participating in any sport including practices – physicals are good for two years from the time they are completed.
- Have a C grade point average at the time you pay the non-refundable activity fee.
- Maintain a C grade point average, no D's or F's in any class.
- Have no more than two discipline referrals during the season the student is participating in any sport.
- Pay a **non-refundable**, activity fee per student per sport. The fee for the 2017-2018 school year is \$30.00 per sport.
- Fees must be paid before the first practice after tryouts.

Students' eligibility to continue to participate, using the criteria listed above, is determined every three weeks during the season. Students who are declared ineligible are not to participate in games and remain ineligible for an entire week until eligibility is checked again the following week. They are, however, permitted and expected to participate in practices.

### **Other important information**

- Students who are suspended from school may not participate or attend a game or practice during their suspension.
- Students who are absent from school for any part of the day or the day prior to a game may not participate in practice or play in a game.
- Students who are declared ineligible two times during a given season are dismissed from the team.



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- Students who are required to attend Braves' Pride Hour on the day of a game or practice must complete their hour before returning to practice.
  - Students who receive a discipline referral on a game day will not be allowed to participate in the game.
  - The Principal will not interfere with decisions coaches make in regards to playing time.

**Students are reminded that school rules apply to all extra-curricular activities. Good sportsmanship must be shown at all times. Athletes who present chronic disciplinary problems will be removed from the team/activity at the discretion of the coach/sponsor or school administrator. Students who engage in horseplay could be removed from the team at the discretion of the coach. Safety is of most importance in all activities.**

### **Student interrogations and Searches**

School officials have the right to search and seize property, including school property temporarily assigned to students and students' phones when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy. Lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason and with or without notice by school personnel.

### **Student drop off and afternoon pick-up times**

Students are to be dropped off and picked up in the parking lot in front of the gym. The bus lane in front of the building is for buses only. **Drop-off time should not be earlier than 7:30 a.m.** Scheduled supervision does not begin until this time. Students being picked up after school must wait for their ride on school grounds. School officials will supervise them until all buses are gone. There is no adult supervision after 5:00 pm unless the student is in an organized after school activity. The school will not be responsible for pick-ups after that. Regarding after school activities, supervision will be provided up until one-half hour after the conclusion of the event. The school will not be responsible for pick-ups after that.

### **Student Valuables**

Students are responsible for personal property. If it is necessary to bring money please do not keep it in your backpack. The school will not be responsible for the loss of such items.

### **Visitor Passes**

We welcome all visitors. However, for the safety of everyone on our campus we must know when visitors are on our campus. All visitors must report directly to the Tuba City Jr. High School office and sign in. Students from other schools are not allowed on campus during school hours unless they are on campus for an approved activity.

**Want to know how your child is doing in school?**

- 
- Access your student's grades and attendance using the *Power School Parent Portal. Please contact the attendance office for a user name and password.*
  - Attend our quarterly awards assemblies.
  - Talk to your child daily about how things are going at school. Ask them specific questions that will get them to talk.
  - Call or email your student's teachers. Our teachers strive to return voice mail and email by the following day.
  - Attend parent teacher conferences.
  - We will mail report cards every nine weeks.
  - We will send home progress reports.
  - Request for a progress report any time from teachers, counselors, or the school secretary.

## **TRANSPORTATION**

### **Bus Procedures and basic rules**

Riding a school bus to and from school is a privilege, not a right. Students who refuse to obey the bus rules or the directions given by the school bus driver or any other staff member may lose their bus riding privileges.

The basic rules are:

1. Observe the same conduct as in the classroom.
2. Obey the school bus driver at all times.
3. Stay seated at all times.
4. Never extend hands, arms, head or other objects through bus windows.
5. Never throw anything on or out the bus.
6. Talk in normal tones – loud or vulgar language is not permitted.
7. Do not damage the bus.
8. Do not eat or drink anything on the bus.

### **Possible Bus Discipline**

- 1<sup>st</sup> Report: Warning from driver
- 2<sup>nd</sup> Report: Conference with Principal-possible bus suspension.
- 3<sup>rd</sup> Report: Bus Suspension-number of days depends on seriousness of the violation.

**Possible Immediate Suspension:** Throwing objects at or out of the bus; vandalism; using flash or laser devices on bus, harassment of other students, putting hands on others, bullying.

**Warrants Immediate Suspension:** Operating driver controls, exits, extinguishers, possession of flammable objects, fighting, tobacco, alcohol, controlled substances, animals, insects, glass, weapons, fighting, placing body parts out of the bus while moving.

### **After-School Activity Bus (Late Bus)**

After-school or late bus transportation is provided after tutoring and extracurricular activities-clubs, student council and athletics, Monday through Thursday on full school days only. Students must have a late bus pass signed by their teacher, sponsor or coach to ride the late bus. The late bus will be available only to students who remained after school with permission from their parents and who are involved in school-sponsored activities.

## **Bicycles**

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Students may ride their bikes to and from school. As with other personal items brought to school, we will not be responsible for anything that happens to bikes that are brought to school.

Student may lose bike privileges if the following rules are not observed:

1. Student must provide a lock/chain for each bike, to be locked in the bike rack.
2. Bike riding on the school grounds is not allowed.
3. All traffic and safety laws must be observed while traveling to and from school.

**Braves Attire (TCUSD Policy J-2361/JICA-R)**

The Tuba City Jr. High School policy seeks to strike a balance between the following groups and issues:

1. Students: Need for independence in decision-making, individuality and comfort
2. Parents: Desire for clear guidelines, fairness, decency and appropriateness
3. Educators: need for a safe, orderly school free from distractions to maximize the learning environment

TCJHS encourages our students to take pride in their attire. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of themselves and others. Students will be asked to call home if they are wearing inappropriate attire. Parents will be asked to bring clothes they can change into.

**Shoes:**

Shoes must be worn at all times. No flip-flops.

**Pants:**

Must be anchored or fitted at the waist and hemmed or tailored.

No rips, tears, excessive bagging, sagging or ill-fitting pants (they must be size appropriate).

May not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design.

**Shorts & Skirts:**

Must be anchored or fitted at the waist and hemmed or tailored.

No shorter than fingertip length from the knees (with arms extended). No short-shorts.

No rips, tears, excessive bagging, sagging or ill fitting.

Spandex/leggings are not allowed unless worn underneath shorts/skirts.

**Tops, Shirts, & Sweatshirts:**

Sleeves must be no longer than the wrists with arms extended.

No tank tops, midriffs, half shirts, fishnet, see-through, strapless, halter tops, spaghetti straps, or other bare, skimpy and distracting clothing.

Sleeveless tops must have at least a two inch width at the shoulder

Jerseys must be worn with a tee-shirt underneath.

May not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design.

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Gang-affiliated clothing deemed such by local law enforcement officials may not be worn. Examples include, but are not limited to hardware chains; bandanas and headbands, multiple safety pins on clothing slash.

**Hats:**

**Hats, beanie and hoods are not to be worn indoors.**

Hats and beanies with vulgar and/or violent messages or pictures, gang oriented insignias, negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design are not allowed.

**Backpacks:**

Backpacks with vulgar and/or violent messages or pictures, gang oriented insignias, negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design are not allowed.

**Belts:**

Must be entirely looped – no part of the belt may hang.

**Sunglasses:**

May not be worn indoors – they must be stored away.

**Accessories:**

Tattoos that are distracting or otherwise inappropriate must be covered.

**Student attire should not present health or safety hazards and should not disrupt the educational process. We rely upon your good judgment and discretion as in what your child wears to school. However, faculty and administration at Tuba City Junior High School reserve the right to decide the suitability of any attire and to decide when attire violates the school code.**

Students in violation of the dress code will be expected to cover up the item or change into appropriate clothing provided by the parent or school personnel. See Minor Offenses for possible additional consequences.

**RAISING EXPECTATIONS**

**Explanation of Academic Grades**

The following is approved by the Board and shall be used by schools for the assessment of individual student progress:

- A ...Learned the Standards with Exceptional Performance..... 90–100%
- B ...Learned the Standards Exceeding Expectations..... 80–89%
- C ...Learned the Standards..... 70–79%
- D ...Ready Soon to Meet the Standards..... 60–69%

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F ...Ready Later to Meet the Standards..... Below 60%

I (Incomplete)—Incomplete work due to absence must be completed and the grade recorded within two weeks of the end of the interim grading period or final. If the student has not completed the work within that time, the student's grade is recorded as an F.

Permanent records include final grades and attendance for the year.

**Benchmark Assessments:** Benchmark Assessments measure the academic standards taught in math, reading and science. Scores reflect whether students learned the standards, will be ready soon to meet the standards or will be ready to meet the standards later in each area. When you receive Benchmark testing results, you will see that your child scored in one of the three ways for each objective that was taught. Attendance during benchmark assessments is important and is critical to student achievement.

**DMS:** Each morning students partake in Daily Math Skills. Students in each class do a 2 minute practice of skills they are working on; beginning with skill #1 for the grade, then take two minute probes. The goal of DMS is for students to develop strong accuracy and fluency in math skills necessary at their grade level. **It is very important that students arrive to school on time daily so that they are able to benefit from DMS.**

**Formative Assessments:** When a math, science, social studies, reading, native language or language arts teacher finishes teaching a teaching objective in the classroom, he or she will give the students a short five question test based on the standard that was taught to check for mastery of the concept. Scoring will be as follows: 4/5 or 5/5 correct – MEETS the Standard, 3/5 correct – APPROACHES the Standard, 2/5, 1/5, or 0/5 correct – FALLS FAR BELOW the Standard.

Students scoring 4/5 or 5/5 correct will be considered to have met or mastered the concept. Those students who score 0-3 points will need extra help with the concept. At this point, the teacher may place the students that need extra help in a re-teach class for a week or more to re-teach the concept again. The student will then take a formative test again at the end of the learning to measure success at that time. The teacher will then take an average of the two test scores for a final score. We believe doing smaller assessments along the way, and re-teaching prior to benchmark tests will help students be more prepared to build on past learning and be more successful on the AZMerit and 8th Grade AIMS Science Assessments.

**Competency Requirements (established by Arizona Department of Education)**

In order to be promoted to the 9<sup>th</sup> grade, students will have “demonstrated competency as defined by the State Board-adopted Essential Skills, at the grade levels specified, in the following required subject areas” (RT-2-301, Minimum Course of Study and Competency Goals):

**Middle School Years:**

- Language Arts (ELA)
- Literature (1 semester)
- Mathematics
- Science

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Social Studies

Music (1 semester)

Visual Arts (Art) (1 semester) - TBD

Health/Physical Education (1-semester each)

Native American Language (2-semesters)

Progression With-in Middle School

A middle school student must pass the following full year courses:

Sixth Grade - Language Arts, Reading, Math and Social Studies

Seventh Grade - Language Arts, Math, Social Studies, Science and Math

Eighth Grade- Language Arts, Math, Social Studies, Science and Math

Conditional Promotion (for 6<sup>th</sup> and 7<sup>th</sup> graders): If a student has not passed any one of the courses listed above, the student may be conditionally promoted to the next grade. The student, however, must show competency by successfully completing summer school.

The school will notify the parents/guardians of the student's progress toward achieving the standards for promotion throughout the school year. If a student is exhibiting unsatisfactory progress toward meeting the standards by the end of the third grading period, the school will send home a letter by April. Under exceptional circumstances, students in middle school may advance to the next grade level through a planned transitional program determined by a committee that includes the student, parent/guardian, the student's teachers, and/or the counselor or principal and will be based on the individual needs of the student.

Special student populations who already use established, documented accommodations will continue to use them to demonstrate competency. Limited-English Proficient (ELL) students must demonstrate yearly progress in the speaking, listening, reading, and writing domains of the AZELLA for ELLs, which is the state-mandated annual English language proficiency assessment.

The student must demonstrate satisfactory progress in meeting assessment benchmarks through a school designed intervention and assessments. Students who do not meet the criteria above may be considered for a transitional promotion from eighth to ninth grade.

The teaching staff, parents/guardians and the principal/designee of both the middle and the high school must be involved in preparing the transitional program.

Procedure for Appeal of Retention Decisions in Middle School

1. The teachers send a notice by mail and with the student to the parent by April notifying the parent that the student will likely be retained.
2. Within fifteen days of the notice being sent out the parent informs the school principal in writing that a review and reconsideration are desired and provides reasons for initiating the process.

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3. Within five days of receiving a parent’s written notification, the principal directs the teacher(s) and counselor to meet with the parent and the student to discuss the student’s status and to the student’s test scores and class work.
  4. Any decision that results from the conference is given to the parent in writing within three days after the conference. If the decision results in the student being retained, the principal provides the written decision to the superintendent.
  5. A parent may appeal the teachers’ decision concerning retention by sending a letter to the superintendent within ten days from the date of the decision for review and consideration by the Board.
  6. The superintendent sends a written response to the parent of behalf of the Board stating the Board’s final decision.

### **Going to and from school**

Student safety is our highest priority. The school is not responsible for the actions of students going to and from school. However, we do have the authority to investigate and administer consequences to students who infringe upon the safety of other students going to and from school, just as we would during normal school hours or school events. Furthermore, we will exercise this authority if there are situations that we feel are in the best interest of maintaining student safety and the safety of the school.

### **Leaving school grounds**

Tuba City Jr. High Staff is responsible for student safety and well-being while here at school. For that reason, students will not be permitted to leave school grounds after having arrived in the morning unless they are signed out at the front office by a parent or guardian. Students who walk home are expected to leave campus immediately at the end of the school day. They are not allowed to wait on campus for other students or to wait for other students to leave on the bus before they leave. Once students leave campus at the end of the school day, they are not allowed to return to the campus. They are expected to go home or wherever their destination may be. Students leaving school grounds without permission or failing to attend classes are deemed to be “ditching” and consequences will be applied as appropriate.

**Disciplinary Action: Students who create discipline problems or who violate the TCJHS guidelines may be disciplined by school personnel in one of the following ways:**

#### **Parent Contact**

#### **Temporary alternative seating or classroom assignment**

Teachers can reassign the seat of any student at any time. Teams of teachers can work out an arrangement to offer temporary placement of a student in another classroom. During that time, students will work independently on schoolwork.

#### **After School or Lunch Detention**

A teacher or administrator keeping a student after school for discipline reasons will attempt to notify the parent or guardian verbally. If verbal contact is made with the parent or guardian, the student will stay after school. If verbal contact is not made, the student will stay after school the next school day. If the next school day is a Friday or a vacation day, then the student will stay after school on the next school day. Parents are expected to provide transportation home for their student. Detention will usually be held after school or during lunch.

#### **In School Suspension**

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Students may be assigned to In School Suspension for violation of Braves conduct. Students will be removed from their regular classes and will work on their daily assignments under the supervision of a staff member. They receive credit for work completed while they are out of class. Students may not attend any extracurricular activities including team practice or games the days they are in an alternative setting. Students causing disciplinary problems while in an alternative setting will receive an out-of-school suspension.

### **Restriction from activities**

Students who present discipline problems during assemblies or extracurricular school activities may have their privilege to attend such activities suspended for up to the remainder of the school year.

### **Serious offenses**

The offenses listed below are **no tolerance offenses** that will result in **automatic minimum suspension** from the time of the offense until the beginning of the second day after the offense. For example, if you commit the offense after lunch on Tuesday, you cannot return to school until Thursday. However, the length of the suspension is at the discretion of the Principal or the Acting Principal/Dean of Students. Parents are encouraged to meet the Principal and/or a Counselor after a student has been suspended. A suspended student may not appear on TCUSD school property or at any school sponsored activity at any TCUSD school any day they are suspended.

Weapons or dangerous objects or dangerous behavior - This includes, but is not limited to: possession or distribution or use of real or simulated weapons or firearms, simulated firearms, explosives, knives, firecrackers, laser pointers, tasers, brass knuckles, nun chucks, mace, pepper spray or possession or distribution of illegal contraband.

**Any item that is deemed unsafe or hazardous to our students or property may be confiscated by teachers, staff members or the administration.**

Drugs, alcohol, tobacco in any form of these items and any related paraphernalia such as matches, lighters, pipes or anything that could be used to consume illegal substances or abuse of prescription drugs including, prescription drugs that are not prescribed for the student found in possession of them, including in student lockers or any other place under the control of the student involved

Assault, battery, threats of death or serious physical harm, placing hands on another person (student or staff), coercion, extortion, physical attack, fighting, bullying, gang activity, stealing anything, including concealing items belonging to another person

Ditching, leaving campus without permission

Out of control or repeated defiance or disruptive or disrespectful behavior involving a teacher including repeated failure to follow staff directions such as failing to move to a different seat on more than one occasion

Repeated profanity or obscenity

Giving false information to staff or parents

Falsely reporting a fire or other emergency or ringing the fire alarm when there is no fire or failing to follow emergency procedures or drills without good cause

Bullying/Cyber bullying/Harassment are the persistent or repeated annoying or tormenting of another directly or indirectly including using electronic devices to threaten, alarm, harass to cause another person to suffer significant emotional distress. This includes provoking or antagonizing a fight and hazing. It can be physical, but more often is verbal and includes threatening, teasing, ridicule, name calling, social isolation, spreading rumors, abusive or vulgar language



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Gang activity – including wearing, carrying, displaying gang paraphernalia or using hand signs or creating graffiti, defacing school property with gang related writing

Computer tampering is altering, damaging, deleting, or destroying a computer, computer hardware or software or introducing a computer contaminant into any computer or network and includes deleting another student’s work, and attempting to visit unauthorized websites

Trespassing – entering classrooms or offices without permission, depending on the circumstances

Prohibited items –

- Aerosol sprays of any kind, including but not limited to hairspray, body spray, perfume, cologne
- Candy sprays, silly string, Kool-Aid power, Energy Drinks (Red Bull, Monster, etc.), cinnamon sticks
- Shaving cream, whipped cream of the aerosol type and balloons.
- Raw eggs and other food items that is not required for a particular class or school activity.
- Paint balls, paint guns, permanent markers or any type of tool that may be used to cause vandalism on campus.
- Razors, sharp objects
- Lasers, laser pointers,

**Any item that is deemed unsafe or hazardous to our students or property may be confiscated by any staff member.**

Although a student with an IEP may be suspended on the same basis as a student without an IEP for up to ten days, students who have already been suspended for this number of days in a school year shall not be subjected to an automatic suspension without a manifestation determination meeting.

**Minor offenses:**

The following are examples of minor offenses:

Not doing your work during class

Excessive talking

Excessive tardiness

Dishonesty, cheating

Excessive tardiness (more than twice in a week or five or more in a quarter)

Repeated violations of classroom or school procedures or policies (not serious offenses)

Public displays of affection

Dress code violations

Profanity or obscenity – including lewd or indecent conduct or exposure or the distribution of related materials

Horseplay

Trespassing

**Braves’ Pride Hour for minor offenses:** When a student accumulates any three referrals, the student is required to perform two hours of Pride Hour.

If a student accumulates an additional three referrals, the student may receive out-of-school suspension for one day.

**Electronic devices:** using or accessing an electronic device without permission is subject to the following consequences:

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1st offense, pick it up from the staff member who confiscated it at the end of the day.  
2nd offense, your parent or guardian (on the checkout list) may pick it up at the end of the day from the staff member who confiscated it.  
3rd offense or more than three offenses: a referral will be written

A student's out of school suspension- it is recommended that a parent conference with an administrator or counselor before a student returns to classes. A suspended student may not appear on school property or at any school sponsored activity at any TCUSD school.

**Student conduct responsibilities**

A student is under the school's authority at any time he/she is on school property. This includes the time spent on school buses, field trips, and in any school related activities.

Discipline Referral Form

Tuba City Jr. High School



Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Period: \_\_\_\_\_

Teacher/Staff: \_\_\_\_\_

Briefly Summarize incident: (when and where occurred)

Parent/Guardian Notified or contacted: Yes      No  
YES or No

Policy violated:

Student Acknowledgement:

I understand the behavior that I being referred for and have been given the opportunity to tell what happened.

Student Signature: \_\_\_\_\_

Action Taken:

**Parents are recommended to be with the student at a reinstatement meeting upon completion of Out of school suspension (OSS).**

Parent Signature: \_\_\_\_\_ Administrator: \_\_\_\_\_

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### **Arizona Revised Statutes References (A.R.S.)**

#### Legal References:

A.R.S. §15-507 (includes profanity) and physical abuse (assault) of a staff member is not permitted.

A.R.S. §13-29014. Disorderly conduct; classification

A.R.S. §13-1203. Assault

A.R.S. §13-1204. Aggravated assault

A.R.S. §13-3415. Drug

A.R.S. §13-1201. Endangerment; classification

A.R.S. §15-841. Expel

A.R.S. §15-2301. Hazing

A.R.S. §15-843. Suspension

A.R.S. §13-3622. Tobacco violation

A.R.S. §15-842. Vandalism

A.R.S. §13-1704. Arson of an occupied structure

A.R.S. §13-2921. Harassment; classification; definition

A.R.S. §13-1202. Threatening or intimidating.

A.R.S. §13-3102. Weapons

#### **Governing Board Policies:**

JICG – Student Concerns, Complaints and Grievances

JICI – Weapons in School

JICG – Tobacco Use by Students

JICH-R – Drug and Alcohol Use by Students

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Citizenship Rubric  
In the  
Tuba City Junior High School  
We:

**A**re Respectful

and Trustworthy

**C**are About

Each Other

**T**ake Responsibility

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**Student's behavior will be assessed using the Tuba City School District ACT statement. Criteria for each behavior are listed below. Criteria include but are limited to the following.**

- Respectful –  
Demonstrates appropriate social skills such as speaker courtesy, polite speech and courtesy to staff and peers
- Trustworthy –  
Demonstrates honest behavior by not cheating, lying or stealing
- Caring –  
Demonstrates kindness towards staff and peers by being helpful and supportive, working cooperatively and encouraging others. Students demonstrate positive interactions by avoiding bullying behaviors such as gossiping, spreading rumors, name calling and physical aggression.
- Responsibility –  
Demonstrates responsible behavior by following school and classroom rules and by accepting consequences for his or her own actions. Students are responsible for their own learning by following through with assigned work, completing make-up work, and asking for help and clarification.

**All students will begin within the “Meets” category at the start of each quarter. Movement up or down within the Citizenship Rubric is based upon student’s behavior throughout the quarter.**

- Exceeds–  
Exhibits outstanding, exemplary behavior, citizenship behaviors are easily and frequently observed.
- Meets –  
Consistently exhibits citizenship behaviors.
- \*Approaches –  
Inconsistently exhibits citizenships; needs to focus on improving in one or more areas.
- \* Falls Far Below –  
Rarely exhibits citizenship behaviors; needs to focus on improving in one or more areas.