

POLICY LOG – Student

8000 - Registration

At the start of the school year, Casa Blanca Community School requires parents or guardians enrolling a child for the first time to submit the following mandatory documents:

1. Birth Certificate - An original or certified copy must be presented.
2. Certificate of Indian Blood (CDIB) - This must be the original document indicating the blood quantum. For students not registered as members but eligible for enrollment in a Federally recognized Indian Tribe, parents must provide the original document showing blood quantum. Students not eligible for tribal enrollment can still be enrolled in the school but will not qualify for specific school funding.
3. Current Immunization Records - These must be obtained through the Gila River Health Care (GRHC) with a nurse consent form or from a personal healthcare provider.
4. Court Orders - If applicable, any legal documents must be provided.
5. Exceptional Student Services Information - If applicable, documentation such as an Individualized Education Plan (IEP) or 504 Plan must be submitted.

Failure to provide these documents as specified will delay the enrollment process.

This policy ensures that all necessary legal and health requirements are met to protect the welfare of the student and comply with regulatory standards.

8001 - Kindergarten Eligibility

Children must be five (5) years of age by August 31 of the current school year to be eligible for enrollment at Casa Blanca Community School.

Late Birthdays:

- Children who have birthdays falling between September 1 and September 30 may be considered for enrollment based on the following criteria:
 - Readiness: The child's readiness for school, assessed through predetermined criteria.
 - Space Availability: Availability of space in the appropriate class.
 - Administrative Review and Approval: A thorough review and approval by Casa Blanca Community School administrative staff.

8002 - Custody

Casa Blanca Community School (CBCS) recognizes that in cases where parents live apart, both parents generally retain equal rights to their children. However, when a court order exists that limits the rights of one parent in matters such as custody or visitation:

- Court Order Requirement: The affected parent or guardian must submit a current copy of the custodial papers to the Casa Blanca Community School office. This documentation is necessary to ensure that the school adheres to the legal stipulations and respects the rights of both parents as governed by the court order.

Temporary Custody:

- Legal Documentation Requirement: In situations where a parent or Tribal Social Services (TSS) has granted temporary custody of a child to a family member, Casa Blanca Community School requires a copy of the legal document that specifies the custodianship.

This document must outline the terms and conditions of the custody arrangement, including the effective dates. It is imperative that this document is on file at the Casa Blanca Community School office to ensure the child's safety and compliance with legal guidelines.

8003 - Late Enrollment

For the enrollment of students at Casa Blanca Community School (CBCS) after _____, the following documents are required to ensure a comprehensive understanding of the student's educational background and needs:

A. Required Documents:

- All previously stipulated documents must be provided for each student seeking enrollment.

B. Student Record Request:

- Previous Semester Report Card: To assess academic progress.
- Attendance Information: From the previous school to evaluate punctuality and regularity.
- Behavior Information: From the previous school, if applicable, to understand the student's conduct in a school environment.

C. Additional Requirements for Mid-Year Registration (after the first quarter):

- Interview with Administration: To discuss the student's needs and suitability for Casa Blanca Community School.
- Assessment of Current Academic Level: To appropriately place the student within the school's academic programs.
- Review of Student Attendance and Behavior: To ensure that there are no outstanding issues that need to be addressed.
- Individualized Education Plan (IEP) or 504 Plan: If applicable, to accommodate any special educational needs.
- Enrollment Consideration: Once the above process is complete, enrollment may be granted if space is available.

8004 - Transfers and Withdrawals

It is the responsibility of the Parent(s)/ Guardian(s) to complete a "Student Withdrawal" form with the Casa Blanca Community School office if a student is transferring to a new school.

Additionally, student(s) are required to return all library books, schoolbooks, technology, and other materials prior to their departure. Casa Blanca Community School will release the student(s) records to the new school once an official request for these records has been received.

8005 - Confidentiality

Casa Blanca Community School (CBCS) is committed to the protection of student educational records, as required by the Family Educational Rights and Privacy Act of 1974 (FERPA) which protects the privacy of student education records and grant specific rights to parents and eligible students. Family Educational Rights and Privacy Act generally prevents Casa Blanca Community School from disclosing personally identifiable information from student records without the prior consent of the student's parent or guardian, subject to the exceptions to the parental consent requirement provided for in Family Educational Rights and Privacy Act and its implementing regulations. Parents will be notified annually of their rights under Family

Educational Rights and Privacy Act.

8006 - Toilet Training

Casa Blanca Community School (CBCS) requires that all children entering the school must be independent in managing their bathroom needs, except as specified under an Individualized Educational Plan (IEP) or 504 Plan.

Requirements for Bathroom Independence:

- **Underwear Requirement:** Children must wear standard underwear to school. The use of pull-ups or other absorbent undergarments is not permitted unless necessitated by a diagnosed medical condition, supported by appropriate documentation.
- **Recognition and Response to Bathroom Needs:** Children must be able to independently recognize the need to use the toilet and respond by reaching the toilet in a timely manner without routine accidents.
- **Use of Standard Toilets:** Children must be capable of using the toilets provided by Casa Blanca Community School without the aid of a potty chair or training seat.
- **Self-Management:** Children must be able to independently manage their clothing during bathroom use, specifically being able to pull their pants up and down.

Enforcement and Support Procedures:

- **Initial Response to Accidents:** If a student has an accident at school, they will be sent to the School Nurse or Nurse designee, who will assist the student, as necessary. Parents/Guardians will be notified to pick up their child and will be informed of the incident.
- **Subsequent Accidents:** After a second accident, the same procedure will be followed. Upon a third accident, a meeting will be scheduled with the parents, teachers, School Nurse, and administration to discuss the establishment of a consistent routine.
- **Collaborative Support:** The school nurse, administrator, teacher, or representatives from an outside agency involved with the child may collaborate with the parent to develop a plan for toilet training both at home and at school.
- **Clothing Provision:** Parents/guardians are required to supply clean clothes to the school nurse or teacher.

This policy ensures that all students at Casa Blanca Community School are adequately prepared for a successful school experience, promoting independence, and maintaining a hygienic environment while providing necessary supports for those with specific needs as outlined in their Individual Education Plan (IEP) or 504 Plan.

8007 - Emergency Information

Casa Blanca Community School (CBCS) requires that each family complete an "Emergency Card" for every student enrolled at the school. This card is essential for ensuring that the school can quickly contact the appropriate individuals in case of an emergency. The following information must be accurately provided for each student on their respective Emergency Card:

- **Student's Name:** The full legal name of the student.
- **Parent(s)/Guardian(s) Name(s):** The full names of the student's parent(s) or legal guardian(s).
- **Current Physical Address:** The current home address where the student resides.
- **Date of Birth:** The student's date of birth.
- **Current and Working Telephone Numbers:** Telephone numbers where the student's

parent(s) or guardian(s) can be reached during any time of the day.

- **Emergency Contacts:** Names and current working telephone numbers of two (2) individuals who can be contacted in case of an emergency if the parent(s)/guardian(s) are unavailable.
- **Telephone Message Contact:** If the family does not have a phone, a name and number where messages can be left.
- **Authorized Checkout Individuals:** Names of persons who are authorized to check out the student from school. These individuals must be at least 18 years old.
- **Other Important Information:** Any additional information that the school should be aware of in an emergency, such as medical conditions, allergies, or specific needs.

Implementation:

- This form must be updated annually or whenever there is a change in any of the information provided.
- It is the responsibility of the parent(s)/guardian(s) to ensure that all information on the Emergency Card is current and accurate to facilitate effective and timely communication in case of emergencies.

8008 - Updating Emergency Contacts

All parent(s)/guardian(s) are required to update their emergency contact information and the list of authorized persons quarterly. This regular updating ensures that the school has the most current information to effectively manage emergencies or other situations requiring contact with a student's family or authorized individuals.

Incentive Program:

- To encourage timely compliance with this policy, CBCS will provide incentives to students whose emergency contact information is updated as required within the stipulated time frame. Details of the incentives will be communicated at the beginning of each academic year and prior to each quarterly update period.

Implementation:

- The school will notify parent(s)/guardian(s) at the start of each quarter, reminding them of the requirement to update their information.
- Updates can be submitted through the designated forms provided by the school, either in digital or paper format, depending on the school's administrative processes.

8009 - Fire Drill Procedures

Fire drills will be conducted monthly throughout the school year to ensure preparedness. Parents or visitors on campus during a fire drill are required to participate.

8010 - Lockdown Drill Procedures

Lock-down drills are conducted once per quarter at Casa Blanca community School to instruct students and staff on the appropriate procedures to follow in the event of an emergency that necessitates a lock-down, ensuring everyone remains within the classroom or building.

Guidelines:

- **Visitor Restrictions:** During a lock-down drill, no visitors will be permitted to enter the campus. This measure is to maintain the integrity of the drill and ensure that all protocols are followed without external interruptions.
- **Student Release:** Students will not be released from their current location during a lock-down drill. This policy is crucial to teach and reinforce the importance of staying secure

and following instructions during emergency situations.

- **On-Campus Parent/Visitor Participation:** Parents or visitors who are present on campus at the time of a lock-down drill will be required to participate in the drill. This includes adhering to all protocols and instructions given during the drill to ensure a comprehensive understanding and implementation of safety measures.

8011 - Bus Evacuation Drill Procedures

School bus safety drills are mandated by the Casa Blanca Community School Transportation Department to occur biannually, with one drill scheduled each semester.

These drills are critical for educating students on the appropriate safety protocols and evacuation procedures in the event of an emergency on a school bus.

8012 - Mass Evacuation and Relocation Procedures

Mass evacuation and relocation drills are scheduled annually at Casa Blanca Community School (CBCS) to instruct students and staff on the procedures to follow in the event of an emergency that necessitates an immediate evacuation of the campus.

During these drills, students and staff will be required to promptly board designated buses, which will transport them to a predetermined relocation site. Following the completion of the drill, all individuals will be transported back to the Casa Blanca Community School campus.

8013 - Auto Dialer

It is the policy of Casa Blanca Community School (CBCS) that all parents and guardians ensure their contact information is kept up to date with the school's front office.

Casa Blanca Community School utilizes an auto-dialer, an electronic automated system, which relies on the phone numbers on file to notify parents and guardians of student absences, special events, and emergencies.

Maintaining current contact information is crucial for the effectiveness of this communication system.

Parents and guardians are required to promptly inform the front office of any changes to their contact details to guarantee that all communications are received without delay.

This policy is essential for ensuring timely and accurate communication between the school and families.

8014 - Attendance Information

In alignment with the Gila River Indian Community (GRIC) Truancy Ordinance, Casa Blanca Community School (CBCS) mandates that all children between the ages of five (5) and eighteen (18) must attend school unless they are officially excused. The responsibility for ensuring compliance with this attendance requirement rests solely with the parent(s) or guardian(s).

This policy is enforced to uphold educational standards and to support the academic success and development of all students within the community.

8015 - Absences

Casa Blanca Community School (CBCS) requires that parent(s) or guardian(s) notify the school of a student's absence within forty-eight (48) hours. Notification must be made either by phone call or written note, explaining the reason for the absence. If the provided reason is not deemed valid according to school guidelines, the absence will be recorded as unexcused.

In instances where a student is absent and CBCS has not been notified by the parent(s) or guardian(s) regarding the reason, the school's auto-dialer system will automatically generate calls to inform the families of the absence.

This policy is designed to maintain accurate attendance records and ensure that all absences are accounted for in a timely manner.

8016 - Ten (10) Consecutive Days of Absence

Casa Blanca Community School (CBCS) has established a policy regarding unexcused absences. A student who accumulates ten (10) consecutive unexcused absences will be subject to disenrollment from the school, except in cases where a valid medical reason is provided.

Acceptable documentation must include written confirmation from a health care provider detailing the medical reason for the absences.

Should such medical documentation be provided by the parent(s) or guardian(s), CBCS will waive the disenrollment action, allowing the student to maintain their enrollment status.

This policy ensures adherence to attendance requirements while accommodating legitimate health-related absences.

8017 - Excused Absences

Casa Blanca Community School (CBCS) recognizes the importance of regular school attendance for educational success. However, certain circumstances warrant an excused absence when the school is properly notified. The following are valid reasons for excused absences at Casa Blanca Community School:

- **Short-Term Illness or Injury:** Absences due to illness or injury are excused for up to three days without a doctor's note. After three days, a doctor's note is required to excuse the absence.
- **Chronic Illness:** For students with chronic illnesses, an excused absence can be granted when a Chronic Health Problem Form/Agreement and/or Section 504 Plan is on file in the front office.
- **Medical or Dental Appointments:** Absences for medical or dental appointments are excused with the submission of a note from the healthcare provider.
- **Bereavement:** Absences for bereavement are excused for up to five days for services of immediate family members.
- **Family Emergency:** Absences due to family emergencies may be excused upon approval by the administration.
- **Traditional/Spiritual/Cultural Ceremonies:** Students actively participating in traditional, spiritual, or cultural ceremonies will have such absences excused.

- Lice: If a student is sent home by the school nurse due to an active case of lice, the absence is excused for one day. The student may return to class after receiving clearance from the school nurse.
- Bed Bugs: Cases of bed bugs are referred to Public Health, and related absences are handled as per their guidelines.

Casa Blanca Community School advises that non-emergency medical appointments be scheduled after school hours or during vacation days to minimize disruptions to academic progress.

8018 - Unexcused Absences

Casa Blanca Community School (CBCS) defines unexcused absences as any absence from school without valid justification or prior approval from school authorities. The following are examples of circumstances that will be classified as unexcused absences:

- Missed the Bus: Failing to catch the school bus does not constitute a valid excuse for absence.
- Woke Up Late: Oversleeping and not waking up in time for school is considered an unexcused absence.
- No Clean Clothes: Not having clean clothes ready, including waiting for clothes to wash or dry, is not a valid excuse.
- Out of Town: Being out of town and therefore missing school, without prior approval, will be recorded as an unexcused absence.
- Lack of Communication: Not providing a phone call or a note from a guardian within 24- hours of the absence will result in an unexcused absence.
- Improper Hygiene: Missing school due to improper hygiene is not considered a valid reason for an absence.

8019 - Consequences for Excessive Unexcused Absences

Casa Blanca Community School (CBCS) enforces the following procedures to address unexcused absences,

- Notification of Absences: Automated and/or personal calls will be made daily to inform guardians of all students with unexcused absences.
- Letters of Concern: After the third unexcused absence, a letter expressing concern regarding the student's attendance will be sent to the family.
- Personal Follow-Up Calls: Following five unexcused absences, personal calls will be made to the family to discuss the importance of attendance and potential next steps.
- Home Visits: If contact with a parent or guardian cannot be established via phone after the fifth unexcused absence, a school representative will conduct a home visit to directly address the attendance issue.
- Attendance Agreement: After the fifth unexcused absence, the guardian will be required to sign an attendance agreement with the school to commit to improving the student's attendance.
- Truancy Petition: Should a student accumulate more than six unexcused absences in a semester, a truancy petition will be filed with the Gila River Indian Community Children's Court in accordance with the Gila River Indian Community Truancy Ordinance of 2011.

8020 - Tardies

At Casa Blanca Community School (CBCS), a student is deemed tardy if they arrive five minutes past their scheduled start time. Tardiness disrupts not only the student's learning but also the educational process of others.

- Excused Tardies: Tardies may be excused in cases such as medical or dental appointments, provided that a doctor's note is submitted to verify the appointment. This documentation must be presented to the school office upon the student's arrival.
- Chronic Tardies: Tardies are chronic if five (5) tardies accumulate per quarter. The tardies do not have to be consecutive. A meeting with administration may be deemed necessary.

8021 - Arrival and Dismissal

Casa Blanca Community School (CBCS) emphasizes the importance of students arriving on time and being prepared for school each day. To ensure accountability and safety, the following procedures must be followed:

Late Arrivals:

- If a student arrives late to school, it is required that the parent or guardian sign the student in at the school office. This ensures that the school has an accurate record of the student's attendance and the time of arrival.

Early Departures:

- Should a student need to leave school before the scheduled dismissal time, the parent or guardian must sign the student out at the school office. A valid photo ID must be presented at the time of sign-out to verify the identity of the individual picking up the student. This procedure is mandatory to ensure the safety and security of all students.

Implementation:

- The school administration will monitor compliance with these sign-in and sign-out procedures.
- Failure to comply with these procedures may result in a review of the student's attendance record and possible communication with the parent or guardian to address any concerns.

8022 - Morning Arrival

Casa Blanca Community School (CBCS) establishes the following standards for student arrival times to promote punctuality and minimize disruptions to the educational process:

Arrival Time:

- Students are expected to arrive at school by 7:35 AM each day. This ensures that they have ample time to prepare for the day's activities before classes begin.

Tardiness:

- Students arriving after 7:40 AM are considered tardy. It is imperative that students adhere to the arrival time to avoid missing important instructional time and to maintain the orderly conduct of school operations.

Implementation:

- The school will monitor student arrivals and record tardiness accordingly. Parents and guardians of students who are frequently tardy may be contacted to discuss the importance of punctuality and potential strategies to improve timely arrivals.

8023 - Late Arrival

Parents or guardians must accompany their student to the office if the student arrives after 7:40 a.m. This ensures that the student's late arrival is properly recorded and that they receive the

necessary support for a smooth transition into the school day.

8024 - Early and/or Afternoon Dismissal

Should a student need to leave school before the scheduled dismissal time, the parent or guardian must sign the student out at the school office. A valid photo ID must be presented at the time of sign-out to verify the identity of the individual picking up the student. This procedure is mandatory to ensure the safety and security of all students.

Implementation:

- The school administration will monitor compliance with these sign-in and sign-out procedures.
- Failure to comply with these procedures may result in a review of the student's attendance record and possible communication with the parent or guardian to address any concerns.

8025 - Student Check-out

Student Checkout Procedure:

- At Casa Blanca Community School (CBCS), it is mandatory for teachers to receive official notification from the Casa Blanca Community School office staff when a parent/guardian or an authorized person has arrived to pick up a student. Parents/guardians must first report to the Casa Blanca Community School office to sign out the student.
- Valid identification must be presented by the parent or guardian at the time of checkout.
- Students are required to remain in class until officially notified by office staff and must stay in class until 12:30 p.m. to be counted as present for the day. Upon notification, the teacher will send the student to the office to meet their parent/guardian or other authorized adult.

Student Checkout Authorization:

- Students will only be released to individuals who are authorized on the student's "Enrollment Application" and have been verified by the Casa Blanca Community School office.
- To release a student to someone not listed on the "Enrollment Application," Casa Blanca Community School requires specific written authorization from the parent/guardian along with Photo Identification from the person picking up the student. Parents/guardians may update the authorization list at any time.

Attendance at Events:

- If a parent/guardian wishes for their child to attend an event with them, the child must be properly checked out at the Casa Blanca Community School office as per the standard checkout procedure.

Chronic Early Checkout:

- In cases of chronic early checkout, a meeting with the school administration will be required to address and resolve the issue, ensuring that the student's educational experience is not adversely affected.

8026 - Special Event Check-Out

During special events (such as _____) at Casa Blanca Community School (CBCS), the following procedures must be adhered to for student check-out:

- Office Sign-Out: Parents or guardians wishing to check out their student during special events must first report to the Casa Blanca Community School office. Upon arrival, they are required to sign out the student.
- Checkout Form: The front office staff will issue a checkout form to the parent or

guardian. This form must be presented to the student's teacher to facilitate the check-out process.

- **Teacher Documentation:** The teacher will verify that the student has been checked out by marking the provided checkout form. This form will then be retained by the teacher for documentation purposes.
- **Class Attendance:** Students who are not being checked out must remain with their class at all times during the event to ensure their safety and proper supervision.

8027 - Bus Transportation

Casa Blanca Community School's Transportation Office can be reached at (520) 315-3489 ext. 9894 for any transportation-related inquiries or concerns.

Student Drop-Off Protocol:

- Students will be dropped off at their home if a parent or guardian is present. If no parent or guardian is present at the home, the student will be transported back to school, and the parent(s)/guardian(s) will be contacted to arrange for pickup.

Bus Vandalism:

- Students found to be responsible for vandalizing the bus may be held accountable for the cost of damages.

Field Trip Bus Conduct:

- Students must adhere to all established school bus rules during field trips to ensure safety and proper conduct.

Bus Changes:

- Any changes to bus arrangements must be coordinated through the Casa Blanca Community School Front Office. Parents/guardians must not attempt to make bus changes directly with drivers or students.

Boarding Restrictions:

- Parents/guardians are strictly prohibited from boarding the school bus to remove a student. Any necessary student removal from a bus must be conducted according to school protocols and through proper channels.

Bus Delays:

- Casa Blanca Community School endeavors to prevent or minimize bus delays. However, in the event of a delay, notifications will be sent via phone blasts to the contact numbers provided by parents/guardians. It is essential that the Front Office has up-to-date contact information to ensure timely communication.
- For updates on bus delays, parents/guardians are advised to check the school's website or Social Media page.

8028 - Withdrawn Students

At Casa Blanca Community School (CBCS), it is the responsibility of the parent(s) or guardian(s) to ensure that a student who is withdrawn or disenrolled from Casa Blanca Community School, whether due to attendance, tardiness, or behavioral issues, is immediately enrolled in another educational institution.

- **Record Transfer:** Upon the withdrawal or disenrollment of a student, it is expected that the new school where the student has enrolled will request the student's school records from Casa Blanca Community School. This request must be received by Casa Blanca Community School within ten (10) business days of the student's withdrawal or disenrollment.

- **Notification of Non-Compliance:** If Casa Blanca Community School does not receive a request for records within the specified ten (10) business days, the Casa Blanca Community School School Resource Officer (SRO) and/or Tribal Social Services (TSS) will be notified about the student's lack of enrollment.
- **Re-enrollment Limitations:** Students who have been disenrolled or withdrawn from Casa Blanca Community School will be granted only one opportunity to re-enroll in the school after their initial disenrollment or withdrawal.

8029 - Re-Enrollment

Casa Blanca Community School (CBCS) stipulates that if a student is withdrawn or disenrolled from Casa Blanca Community School, they may be allowed one opportunity to re-enroll during the same academic year. Upon re-enrollment, the student will be placed on probationary status for the remainder of the school year.

Probationary Conditions:

- **Attendance:** While on probationary status, any accumulation of more than five (5) unexcused absences will result in automatic disenrollment from Casa Blanca Community School.

This policy is intended to support students in maintaining consistent attendance and upholding school standards, while also providing a structured framework for managing re-enrollment within the academic year.

8030 - Health and Wellness Information

8030.1 - Wellness Program Goals

Nutritional Standards:

- The Wellness Program aims to improve the nutritional quality of foods consumed at school by reducing the availability of fried and high-carbohydrate foods.

School Celebrations:

- A maximum of four parties are allowed per academic year, specifically for Halloween, Christmas, Valentine's Day, and an End-of-Year Celebration.
- Student birthday celebrations are permitted after the student lunch period. Only store-bought cupcakes with whipped frosting may be brought in. Prohibited items include punch, sports drinks, energy drinks, soda, juice, other sweetened drinks, ice cream, candy, and similar products. Parents are encouraged to opt for healthy alternatives, such as fruits or vegetables.

Snack Policy:

- Only healthy snacks and treats, such as pretzels, baked chips, crackers, cheese, and 100% fruit drinks, are allowed during school or class parties.

Prohibited Items:

- The consumption of gum, soda, candy, highly sweetened drinks, sports drinks, and fast food is strictly prohibited within school premises.

Physical Activity:

- All students will engage in physical activity daily, including a mandatory twenty-minute recess break.

Physical Education:

- Students will receive sixty minutes of physical education (PE) classes, structured in

forty- five-minute sessions weekly.

Food Quality Standards:

- To promote healthful eating habits, all food served during the school day must meet stringent quality standards that limit less healthy food choices.

Free Meal Program:

Casa Blanca Community School provides all students with access to free, nutritious breakfast and lunch every school day.

Accommodations for Food Allergies:

- Special meals and snacks will be available for students with documented food allergies. Accommodations will also be made during class parties to cater to these dietary requirements.

8030.2 - Contagious Illnesses

Casa Blanca Community School (CBCS) mandates that parent(s)/guardian(s) are required to notify the Casa Blanca Community School office immediately if their child is diagnosed with a contagious illness. This prompt notification is crucial to prevent the spread of illness within the school community.

Procedure for Exposure Notification:

- In the event that students are exposed to a contagious illness at school, Casa Blanca Community School will issue notices to inform the families of the affected students. This communication is part of Casa Blanca Community School's commitment to maintaining a healthy school environment and ensuring that all necessary precautions are taken to manage and contain potential outbreaks.

This policy ensures that Casa Blanca Community School can take timely and effective action to safeguard the health of all students and staff.

8030.3 - Other Illnesses/ Injury

Assessment and Initial Care:

- Should a student become ill or sustain an injury while at school, the Casa Blanca Community School nurse or another qualified school staff member will evaluate the student to determine the necessary care.

Notification and Action:

- Parent/Guardian Notification: If it is determined that the student needs to be sent home or requires medical attention from a health provider, the parent/guardian will be contacted immediately.
- In-School Assistance: If the student does not require being sent home, Casa Blanca Community School staff will provide the necessary assistance to ensure the student is comfortable and can safely return to class.
- Communication of Incident: A written note will be sent home with the student to inform the parent/guardian of the incident and to suggest that follow-up care may be necessary, depending on the nature of the illness or injury.

8030.4 - Students May Not Remain at School

In accordance with health guidelines, students exhibiting any of the following symptoms are not permitted to remain at school and must be sent home:

- Headache
- Rash

- Earache
- Vomiting
- Stomachache
- Diarrhea
- Sore throat
- Cold or flu symptoms
- Conjunctivitis (Pink Eye)
- Presence of lice or bed bugs
- Red eyes with yellow drainage
- Open sores with drainage

Requirement for Returning to School:

- Students who display any of these symptoms must remain at home and may only return to school when they have been symptom-free for 24 hours without the aid of medication. Guardians must contact the Casa Blanca Community School Office to report the student's symptoms and the expected duration of absence.

8030.5 - Medications

Prescription Medications:

- The school nurse will administer prescription medications ordered by a physician if they must be given during school hours.
- A separate medication consent form must be completed and signed by the parent/guardian before the school nurse can administer prescription medication at school.
- In the absence of the school nurse, designated school personnel trained by the nurse will administer the medication to the student.
- Parents/guardians must provide any necessary supplies or equipment required for administering the medication.

Over-the-Counter Medications:

- Over-the-counter medications will be administered if ordered by a doctor or at the discretion of the school nurse.
- Consent for these medications is included in the school health care consent form completed by parents/guardians at the beginning of the school year.
- The pediatric medical director of Gila River Healthcare approves the over-the-counter medications stocked in the nurse's office. For questions about these medications, parents/guardians should contact the school nurse.

Transportation of Medications:

- All medications must be brought to the office by a parent/guardian or other authorized adult in the original container with pharmacy or manufacturer instructions.
- Medications in baggies, envelopes, foil, or other unlabeled containers will be confiscated for the safety of the student and others and will not be administered at Casa Blanca Community School.

Acetaminophen (Tylenol):

- If a student is fever-free and it is appropriate to do so, the school nurse or authorized staff may administer an appropriate dose of Acetaminophen (generic Tylenol) to students who are at least eight (8) years old.
- This will only be provided with parental/guardian permission.

This policy ensures safe and responsible medication administration at CBCS, prioritizing the well-being of all students.

8030.6 - Immunizations

Casa Blanca Community School (CBCS) enforces the immunization requirements of Arizona's school immunization statute, A.R.S. § 15-872, and its implementing regulations.

Requirements:

- All students must have current immunizations as mandated by state law to enroll and continue attending school.

Notification and Compliance Procedure:

- Notification of Missing Immunizations: If a student requires additional immunizations after starting school, the parent/guardian will be notified by Casa Blanca Community School regarding the specific inoculations that are missing.
- Compliance Period: Parent(s)/Guardian(s) will have a 30-day period from the date of notification to provide Casa Blanca Community School with evidence that the required immunization has been administered.
- Enforcement of Policy: Should evidence of the immunization is not provided within the 30- day period, the student will be prohibited from attending school until such proof is submitted.
- Absence Policy: Any absences accrued due to non-compliance with the immunization requirement will be recorded as unexcused.

8030.7 - Required Immunizations

Casa Blanca Community School requires that parents or guardians provide an original copy of their child's immunization record from a healthcare provider.

Required Immunizations:

- DPT (Diphtheria, Pertussis, Tetanus): Five doses required if the fourth dose was administered before the child's fourth birthday.
- OPV (Oral Polio Vaccine): Four doses required if the third dose was administered before the child's fourth birthday.
- MMR (Measles, Mumps, Rubella): Two doses required, with the first dose given on or after the child's first birthday.
- Varicella (Chicken Pox): One dose required.
- Hepatitis B: A three-shot series.

8030.8 - Head Lice/ Bed Bugs

Casa Blanca Community School (CBCS) adheres to the following guidelines regarding head lice and bed bugs.

- Immediate Action: Students identified with an active case of head lice or bed bugs will be sent home immediately to help prevent the spread within the school.
- Absence Policy: Absences due to head lice or bed bugs are considered unexcused, except for the day or partial day when a student is initially sent home with an active infestation.

Return to School Requirements: Before a student can return to school after being treated for head lice or bed bugs, they must be examined by the school nurse. The nurse must confirm that the student no longer has an active case of lice or bed bugs.

8030.9 -Other Health Screenings

Annual Screening:

- The school nurse at Casa Blanca Community School (CBCS) conducts annual vision

and hearing screenings for all students.

- Parents/guardians will be notified if a child fails the screening twice, prompting follow-up with the appropriate medical provider.

Vision Assistance:

- Parents/guardians who require assistance with eyeglasses for their child should contact the school social worker for support.

Additional Health Screenings:

- Additional health screenings may include dental exams, height, and weight measurements.

8030.10 - Child Abuse Reporting

In compliance with Tribal and federal laws, all personnel at Casa Blanca Community School (CBCS) are required to report any suspected abuse or neglect of minors. The obligation to report is triggered under the following circumstances:

- Observation: When signs of abuse or neglect are observed by Casa Blanca Community School personnel.
- Reports: When abuse or neglect is reported by someone believed to have credible knowledge of the situation.
- Disclosure: When a child directly discloses information that provides reasonable grounds to believe they are a victim of child abuse, non-accidental injuries, physical neglect, or sexual abuse.

Procedure for Reporting:

- Casa Blanca Community School staff should initially consult with the school's Social Worker or School Counselor when they suspect child abuse or neglect.
- The Social Worker or School Counselor will aid in making the necessary referral to the Community's Social Services Division through the Tribal Social Services (TSS).
- All referrals must be kept confidential and only disclosed to school personnel who need to know the information in the performance of their job duties, to Tribal Social Services and/or to Gila River Indian Community law enforcement.

In the Absence of Social Worker or School Counselor:

- If the Social Worker or School Counselor is not available, staff members should immediately seek assistance from the school administration.

Post-Referral Protocol:

Once a referral is made, the handling and further investigation of the case will be the responsibility of Tribal Social Services and/or law enforcement.

8030.11 - Dress Code

All students at Casa Blanca Community School (CBCS) are expected to wear appropriate clothing during the school day and at all school-sponsored activities. Adherence to the school uniform policy is mandatory:

- Bottoms: Students are required to wear pants, shorts, or skirts in either navy or tan colors.
- Tops: Students must wear a polo shirt in black, maroon, or navy. Alternatively, they can wear t-shirts that have been officially created by Casa Blanca Community School.
- Shoes: Students must wear only solid black or solid white shoes. Shoes of any other color are not permitted.
- Jewelry: Students are not permitted to wear jewelry to school.

8030.12 - Dress Code Guidelines

Casa Blanca Community School (CBCS) enforces the following standards for clothing, accessories, and personal items to maintain a safe and respectful learning environment:

- **Inappropriate Images and Statements:** Pictures and/or words on any garments, or personal items must not display any obscene, vulgar images or statements, nor promote any type of illegal activity.
- **Media Promotion Restrictions:** Any display of music groups, movies, or media shows that advocate gangs, violence, mistreatment of people, or contain sexually explicit content is strictly prohibited.
- **Jewelry Guidelines:** Jewelry shall not be worn if it presents a safety hazard to oneself or others, and excessive jewelry is also not permitted.
- **Gang-Related Colors and Personalization:** No gang-related colors or personalized items that indicate negative group or gang affiliation are allowed. This includes clothing, and personal drawings on oneself. Gang-related personalization is not allowed on any items.
- **Headwear:** Hats, caps, or hoods are not permitted during the school day unless specified for special school-sponsored events.
- **Footwear:** Shoes must be worn at all times. Open-toed, platform shoes, or shoes with heels or soles exceeding one (1) inch are not appropriate or safe. Heelys (shoes with wheels) are prohibited. Regular tennis shoes are recommended.
- **Tank Tops and Straps:** Spaghetti-strapped shirts or tank tops are not allowed.
- **Backpacks:** Backpacks are not permitted on campus.
- **Other Prohibited Items:** Makeup, memorial t-shirts, body drawings, cut clothing, or hairstyles covering the face or eyes are not allowed.

8030.13 - School Visitation

Classroom Visits:

- Parents and legal guardians may visit classrooms, teachers, or their children, as permitted by the Gila River Indian Community Executive Order. They must check in at the front office before the visit.
- Parents or legal guardians visiting a classroom, or their student may not have regular contact with or exercise control over any "Indian child," as defined by 25 U.S.C. §§ 1903(4) and 3202, other than their own student. See generally, 25 U.S.C. § 3201, et seq., and 25 C.F.R. Pt. 63.
- Parents and legal guardians are encouraged to schedule an appointment with any teacher they wish to visit.
- Students from other schools may not visit Casa Blanca Community School students during school hours unless they are participating in a Casa Blanca Community School program, such as a mentoring program.

Background Check and Fingerprinting Requirements:

- Any parent or legal guardian who will have regular contact with or exercise control over any "Indian child" other than their own must undergo a background check and obtain a fingerprint clearance card in accordance with the Indian Child Protection and Family Violence Prevention Act before having contact with other students.
- Examples include acting as a field trip chaperone or volunteering for classroom activities where regular contact or control over other students may occur.
- For questions about the background check and fingerprinting requirements, parents and legal guardians should contact the administration before their anticipated volunteering date.

8030.14 - Individuals Prohibited from Coming on Campus

The following individuals are prohibited from being on campus at any time, and will be immediately escorted off the premises by the Gila River Police Department if they are found on or attempt to enter school grounds:

- **Registered Sex Offenders:** Any individual who is listed as a registered sex offender within the Gila River Indian Community (GRIC), regardless of the level of offense or any specific restrictions, is barred from entering Casa Blanca Community School premises.
- **Individuals with Orders of Protection:** Any individual who is the subject of a current order of protection issued in favor of a Casa Blanca Community School parent, guardian, or employee is also prohibited from accessing the school grounds.

8031 - CBCS Parents/Guardians or Guests that Exhibit Inappropriate/ Concerning Behavior

The following behaviors are deemed inappropriate and concerning, and are not permitted on school grounds:

- **Signs of Intoxication:** Being under the influence of narcotics or displaying signs of intoxication.
- **Aggressive Behavior:** Exhibiting belligerence or aggression.
- **Threatening Behavior:** Engaging in threatening or intimidating actions.
- **Gang-Related Behavior:** Displaying gang affiliations through appearance, speech, or signage.
- **Lewd Behavior:** Engaging in sexually inappropriate behavior, wearing revealing clothing, or exhibiting lewd conduct.
- **Offensive Language:** Using inappropriate or offensive language.
- **Inappropriate Clothing:** Wearing clothing that promotes drug use, contains offensive language, or displays inappropriate images.
- **Possession of Prohibited Items:** Carrying weapons, narcotics, or alcohol.

Individuals found exhibiting any of these behaviors may receive a verbal warning or be asked to leave the campus immediately. Refusal to comply with these directives will result in the Gila River Police Department being summoned to escort the individual off the premises.

Furthermore, Casa Blanca Community School will not release students to any individual who appears to be under the influence of alcohol or narcotics or who has been escorted off campus for any reason listed above.

8032 - Reportable Offenses

Casa Blanca Community School (CBCS) enforces a strict policy regarding the presence of individuals under the influence of substances on school premises. If a parent or guardian is suspected of being under the influence of any substance while on school grounds, including during the drop-off and pick-up of students, Casa Blanca Community School is required to report the occurrence to the Gila River Indian Community (GRIC) Police Department immediately.

8033 - Bus Transportation

Casa Blanca Community School (CBCS) expects all students to adhere to the established bus rules. Student behavior that endangers the health or safety of any passenger or driver will not be tolerated.

Bus Rules Review and Behavior Consequences:

- Bus rules will be reviewed by teachers and transportation staff to ensure the safety of all bus occupants.
- First Offense: Students violating a rule will receive a verbal warning, unless the first offense is severe enough in nature to warrant proceeding directly to parent notification or suspension.
- Second Offense: A written referral will be issued, and parents will be notified unless the second offense is severe enough in nature to warrant proceeding directly to suspension.
- Third Offense: Suspension from transportation services will occur.

Suspension Procedure:

- A written suspension notice will be issued to the parent or legal guardian, along with a request for an intervention plan involving the transportation department and necessary parties.
- The student will not be allowed to use bus services until a parent conference has taken place.

Accommodations for Students with Disabilities:

- The Transportation Department complies with the Individuals with Disabilities Education Act (IDEA) 2004 and Section 504 under the Rehabilitation Act of 1973 to provide appropriate accommodations and support for individuals with disabilities.

8034 - Bus Expectations

Casa Blanca Community School Transportation Office can be reached at (520) 315-3489 ext. 9894 for any transportation-related inquiries or concerns.

Student Drop-Off Protocol:

- Students will be dropped off at their home if a parent or guardian is present. If no parent or guardian is present at the home, the student will be transported back to school, and the Parent(s)/Guardian(s) will be contacted to arrange for pickup.
- If a bus stop is deemed unsafe by the bus driver, students will not be dropped off and will remain on the bus. The students will be transported back to Casa Blanca Community School (CBCS), and arrangements will be made for the student to be picked up by an approved family member or transported to an alternate drop-off location.

Bus Vandalism:

- Students found to be responsible for vandalizing the bus may be held accountable for the cost of damages.

Field Trip Bus Conduct:

- Students must adhere to all established school bus rules during field trips to ensure safety and proper conduct.

Bus Changes:

- Any changes to bus arrangements must be coordinated through the Casa Blanca Community School (CBCS) Front Office. Parents/guardians must not attempt to make bus changes directly with drivers or students.

Boarding Restrictions:

- Parent(s)/Guardian(s) are strictly prohibited from boarding the school bus to remove a student. Any necessary student removal from a bus must be conducted according to school protocols and through proper channels.

Bus Delays:

- Casa Blanca Community School (CBCS) endeavors to prevent or minimize bus delays. However, in the event of a delay, notifications will be sent via phone blasts to the contact numbers provided by parents/guardians. It is essential that the Front Office has up-to-date

contact information to ensure timely communication.

- For updates on bus delays, parents/guardians are advised to check the school's website or Facebook page.

8035 - Student Programs

Casa Blanca Community School (CBCS) provides a variety of student programs designed to support the unique needs of all students.

This policy reflects Casa Blanca Community School's commitment to offering inclusive and comprehensive educational opportunities that cater to the diverse learning requirements of its student body.

8036 - Child Study Team (CST)

Casa Blanca Community School (CBCS) has established a Child Study Team (CST) consisting of staff members from various grade levels and departments. The purpose of this team is to assist students who are identified by classroom teachers, other staff, or parent(s)/guardian(s) as struggling with behavior and/or academic instruction within the general education classroom.

Objectives of the Child Study Team:

- Individualized Interventions: The Child Study Team works to develop and implement intervention strategies tailored to the student's specific strengths and needs, supporting their success in the general education setting.
- Collaborative Approach: The team's efforts are aimed at providing comprehensive support, addressing both behavioral and academic challenges to ensure that the student can thrive within their educational environment.

8037 - Gifted and Talented Education (GATE)

Casa Blanca Community School (CBCS) offers a Gifted and Talented Education (GATE) program designed to provide a continuum of services to meet the educational needs of students identified as gifted and talented.

Placement Process:

The GATE program has an extensive placement process, triggered by several factors including:

- High Test Scores: Academic achievements and standardized test scores that reflect advanced capabilities.
- Teacher/Parent Referrals: Recommendations from educators or parents recognizing exceptional skills or potential.
- Exceptional Leadership Skills: Demonstrated leadership qualities that set the student apart.
- Artistic Talents: Outstanding talents exhibited in the arts, indicating potential for further development.

Specific Education Plan (SEP):

- If a student qualifies for the GATE program, a Specific Education Plan (SEP) is developed to guide the student's learning experience.
- The SEP outlines individualized educational goals, strategies, and resources to nurture the student's talents and ensure their continued growth.

8038 - Section 504

Casa Blanca Community School (CBCS) adheres to Section 504 of the Rehabilitation Act of 1973,

which prohibits discrimination against individuals with disabilities, long-term illnesses, or other disorders that may limit access to the educational setting.

Section 504 Protections:

Section 504 protects all students defined as having:

- A physical or mental impairment that substantially limits one or more major life activities.
- A record of such impairment.
- Or is regarded as having such an impairment, even if they may not require specialized instruction as defined by the Individuals with Disabilities Education Act (IDEA) of 2004.

Intent of the 504 Plan:

- The 504 plan is designed to prevent discrimination by providing eligible individuals with equal access to the general education curriculum through accommodations or the removal of barriers.
- These accommodations do not alter the content being taught but suggest modifications to teaching or testing procedures to give students access to information and an equal opportunity to demonstrate their knowledge and skills.

504 Evaluation Procedure:

- The 504 evaluation involves reviewing school-based data and gathering information from parents, medical professionals, and other outside sources.
- This comprehensive assessment determines if the impairment results in substantial limitations of one or more major life activities or major bodily functions, thereby qualifying the student for a 504 plan.

8039 - Counselor and Social Worker

Casa Blanca Community School (CBCS) offers counseling services to all students through the school guidance counselor and social worker, utilizing a three-tiered approach:

- Tier 1: Universal counseling support and intervention are available to all students through Social and Emotional Learning (SEL) lessons, facilitated by the school counselors. These lessons aim to build foundational emotional and social skills across the student body.
- Tier 2: Students identified as needing additional counseling support and intervention may meet with a school counselor on a weekly basis in a small group setting. This support helps address specific challenges in a collaborative and supportive environment.
- Tier 3: Individualized counseling support and intervention are provided to students facing intensive and persistent behavioral challenges or experiencing significant loss or stressful life situations. This tier offers personalized support to address complex issues.

Referral for External Support:

- If a higher level of support is needed beyond the school's counseling services, Gila River Behavioral Health services may be considered for additional assistance. The school counselors will assist families with the referral process to ensure that the student receives the necessary support.

8040 - Food Service

Casa Blanca Community School (CBCS) offers a e Food Service Program that provides meals and related services to all students at no cost.

Program Offerings:

- Daily Meals: Breakfast and lunch are provided each day, and students are encouraged to

partake in these meals.

- Monthly Menu: The menu for each month is sent home with students and posted on the Casa Blanca Community School website.

Food Allergy Notification:

- Parents/Guardians are responsible for notifying the school nurse or the food service supervisor of any food allergies their child has. Written documentation of these allergies must be submitted to the Casa Blanca Community School office to ensure appropriate accommodations.

8041 - Family and Child Education (FACE)

- Program Description
- The Family and Child Education (FACE) program is designed to implement a family literacy program for American Indian families in Bureau of Indian Education (BIE)-funded schools. Program services integrate language and culture across three settings: home, school, and community.

Home-Based Setting:

- Services are provided through a four-component model:
- Personal Visits: Direct support for families.
- Family and Child Education (FACE) Family Circles (Group Connections): Community-building activities.
- Screenings: Developmental and health assessments.
- Resource Networks: Participation in a Community Advisory Committee.

Center-Based Setting:

- Services are provided through the following components:
- Adult Education: Programs for parents to improve their literacy and skills.
- Preschool: Early childhood education.
- Parent Time: Parental education and support.
- Parent and Child Together (PACT) Time®: Joint activities for parents and children, also conducted in kindergarten through third-grade classrooms.

Additional Services:

- Unite for Literacy: Families receive age-appropriate books each month from birth to age five.
- Imagination Library (Dollywood Foundation): Additional books are provided monthly to children under five.

School classroom services are expected to continue or extend the child-centered active learning approach using school funds.

8042 - Curriculum

Casa Blanca Community School (CBCS) offers a comprehensive curriculum designed to meet the educational and cultural needs of its students. The curriculum includes the following subject areas:

- O’otham Language: Instruction in the native language of the Gila River Indian Community.
- Civics and History of Gila River Indian Community: Enhanced focus on local governance and community history.
- Reading Great Minds: Wit and Wisdom, Geodes: Advanced reading materials aimed at developing comprehension and analytical skills.
- Language & Culture: A curriculum that integrates language learning with cultural studies.
- Art/Music: Programs designed to foster creativity and musical skills.

- Physical Education and Health Education: Courses aimed at promoting physical health and well-being.
- Science (PhD Science): A science curriculum that encourages inquiry-based learning.
- Technology: Courses designed to enhance digital literacy and technological skills.
- Social/Emotional Learning: Programs that support the development of emotional intelligence and interpersonal skills.
- Social Studies: Comprehensive coverage of historical, societal, and cultural topics.
- Mathematics (Eureka Math): A rigorous mathematics program that emphasizes problem-solving and conceptual understanding.

Curriculum Review and Adaptation:

- The curriculum is reviewed annually to ensure alignment with the standards set by the Gila River Indian Community. This process includes evaluating the relevance and effectiveness of the teaching materials and methodologies.
- Parents, guardians, and community members are invited to participate in the review of educational materials to ensure they meet the community's standards and values.
- Please note that book selections may vary from those listed on the publishers' websites. Casa Blanca Community School reserves the right to substitute books and materials as deemed necessary by the review committee to ensure cultural appropriateness and relevance.

8042.1 - Culture and Language

Casa Blanca Community School (CBCS), located within the Gila River Indian Community (GRIC), stands on the ancestral lands of the Akimel O'otham and Peeposh tribes. In alignment with its mission and vision statements, Casa Blanca Community School emphasizes the importance of culture and language as foundational elements of education.

Curriculum Integration:

- Direct Instruction: Students at Casa Blanca Community School receive forty-five (45) minutes of direct culture and language instruction per week.
- Integrated Learning: Beyond direct instruction, culture and language are integrated into all aspects of the educational curriculum, influencing daily lessons across all subjects. This integration supports the development of each student's self-identity in relation to their culture, language, tribe, and role within the community.
- Culturally Appropriate Materials: Reading materials and educational content are carefully selected or adapted to ensure cultural appropriateness, reflecting the traditions and values of the Gila River Indian Community.
- Community Partnership and Curriculum Development: Casa Blanca Community School collaborates closely with various departments within the Gila River Indian School to utilize curricula that have been specially developed to meet the needs of its students. Unique programs designed by Casa Blanca Community School instructional staff include the MORE project, the specials journals, and culturally significant school holidays such as O'otham Heroes Week.

8042.2 - Mathematics

Casa Blanca Community School (CBCS) utilizes the Eureka Mathematics Curriculum, which aligns with Arizona State standards. Students receive sixty (60) minutes of mathematics instruction daily. This program is designed to be rigorous and challenging.

Parents and guardians are encouraged to contact the teacher with any questions regarding the curriculum or their child's progress.

8042.3 - Reading

Casa Blanca Community School (CBCS) implements the Wit and Wisdom Curriculum, which is aligned with Arizona state standards. Students receive sixty (60) minutes of classroom instruction in reading and written language daily. The program is both engaging and challenging.

Parents and guardians are encouraged to contact the teacher with any questions regarding the curriculum or their child's progress.

8042.4 - Science

Casa Blanca Community School (CBCS) will implement PhD Science, an inquiry-based program aligned with Arizona State standards.

Parents and guardians are encouraged to contact the teacher with any questions regarding the curriculum or their child's progress.

8042.5 - Textbooks and Materials

Textbook Selection:

- Textbooks, like all instructional materials at Casa Blanca Community School (CBCS), are chosen based on their alignment with the Casa Blanca Community School curriculum and the Common Core Curriculum.

Supplies Furnished by the School:

- All necessary supplies and materials, including workbooks and other consumable items, will be provided to students at no cost.

8042.6 - Walk/Run

Casa Blanca Community School (CBCS) integrates a Walk/Run fitness component into its Physical Education Program, which is endorsed by the Board of Trustees. This program ensures that:

- **Daily Fitness Opportunity:** Every child at Casa Blanca Community School is given the opportunity to engage in a walk or run for twenty-five (25) minutes each day. This activity promotes physical health, well-being, and overall fitness, contributing to the holistic development of all students.

8042.7 - Instructional Time

Casa Blanca Community School (CBCS) emphasizes the importance of maintaining uninterrupted instructional time across all grade levels. To preserve the integrity of the learning environment:

Instructional Time Protection:

- Casa Blanca Community School instructional periods are expected to be free from unnecessary interruptions, including unnecessary announcements or messages from home.

Parental Messages Procedure:

- Should parents or guardians need to deliver messages, materials, or other items to their child during school hours, these must be brought to the Casa Blanca Community School office. A designated staff member will be responsible for relaying these items to the classroom at an appropriate time to minimize disruption.

Appointment Scheduling:

- Parents and guardians are encouraged to schedule medical and other appointments outside of school hours to avoid impinging on the student's instructional time.

Educational Commitment:

- Casa Blanca Community School is committed to offering a range of educational programs that enhance and enrich student achievement. The school takes pride in the collaborative efforts among parents, teachers, and the community, contributing significantly to the achievements and successes of its students.

8042.8 - Homework Requests

When parents or guardians request homework, they must provide adequate notice to allow time for preparation of the materials. Homework or schoolwork can be picked up after the normal dismissal time or on the next school day.

8042.9 - Progress Reports

Purpose of Progress Reports:

- The primary purpose of a progress report is to provide parents and guardians with information about their child's current achievement status in relation to specific learning objectives for each curriculum area.

Schedule for Progress Reports:

- Progress reports are sent home at the end of the fifth (5th) week of each quarter, ensuring that parents and guardians are consistently informed about their child's progress. Each student's progress is reported to parents/guardians four (4) times per year.

Interpretation of Progress Reports:

- Progress indicators reflect the student's advancement toward learning objectives rather than comparing their achievements to those of other students.
- Progress reports indicate the student's progress from one quarter to the next.

8042.10 - Report Cards

Report Card Schedule:

- Report cards will be issued to each student four (4) times per year, or every nine (9) weeks.

Report Card Interpretation:

- The report cards will document the student's grade-level ability, academic achievement, and effort grades.

8043 - Parent/ Teacher Conferences

At Casa Blanca Community School (CBCS), Parent/Teacher conferences are integral to fostering collaborative relationships between educators and families. These conferences are dedicated times designed to discuss both the strengths and areas of improvement for students, providing a strategic platform for parents/guardians and educators to plan and work together effectively.

Conference Scheduling:

- Conferences are scheduled twice during the Casa Blanca Community School academic year.
- Additional conferences may be scheduled for retention considerations, which will take place immediately following the winter break.

Parental Responsibility:

- Parents/guardians are encouraged to come to conferences prepared with a list of questions,

comments, and concerns about their child's progress. This preparation enables the teacher to address specific areas of interest or concern effectively, thus maximizing the benefit of the conference.

Teacher Appointments:

- Outside of the scheduled conference times, parents/guardians who wish to discuss their child's progress or any other school-related matters with their child's teacher are required to contact Casa Blanca Community School to arrange an appointment. This ensures that discussions are conducted at a time that is convenient for both the teacher and the parent/guardian, thereby facilitating thoughtful and productive communication.

8044 - Behavioral Expectations for Success

Casa Blanca Community School (CBCS) has established the following behavioral expectations and guidelines to maintain an appropriate academic environment and ensure the success of all students.

8044.1 - Abuse of Assault of Teacher or Casa Blanca Community School Employee During School

Abuse or Assault of Staff:

- It is unlawful for any person to knowingly verbally or physically abuse a teacher or any Casa Blanca Community School (CBCS) employee on school grounds or while they are engaged in any school-related activity.
- Any assault against school personnel involved in an authorized and organized classroom or activity outside of school grounds will also be considered aggravated assault.

Assumption of Intent:

- If a student threatens harm to another student or a staff member, Casa Blanca Community School will assume that the student intends to act on the threat.
- Threats include extortion, which involves obtaining something by force or threat, and carry consequences that will be enforced.

Consequences of Abuse or Assault:

- Punishment may include immediate short/long-term suspension or expulsion.
- Authorities will be notified immediately of any such incident.

8044.2 - Battery, Assault, and Sexual Assault

Battery Defined:

- Battery is defined as the offensive touching of another person or engaging in offensive behaviors that violate the dignity of another.
- Offensive touching does not need to cause physical harm to be considered battery.

Sexual Assault Defined:

- Sexual assault involves the offensive touching of another person's sex organs, breasts, or buttocks without their consent.
- Students are expected to conduct themselves with respect for others at all times, including on the school bus.

Consequences of Sexual Assault:

- Punishments for sexual assault may include immediate short- or long-term suspension or expulsion.
- Authorities will be notified immediately of any such incident.

Reporting Sexual Assault:

- Casa Blanca Community School (CBCS) takes sexual assault very seriously and

recognizes the profound impact on the victim's dignity.

- Students who have been victims or know of a victim of offensive physical contact should report it to the appropriate authorities so the school can address and prevent threats to the school community.

8044.3 - Fighting

Casa Blanca Community School (CBCS) strictly prohibits fighting on campus, on the school bus, and at or near bus stops.

Definition of Fighting:

- Fighting is defined as engaging in a conflict with another person with the intention of causing physical harm rather than merely humiliating them.

Consequences for Fighting:

- All students involved in a fight may be subject to disciplinary action.
- Punishments may vary based on the individual circumstances of the fight, such as who initiated the conflict and other relevant factors.
- Consequences may include short-term suspension, long-term suspension, or expulsion.
- All incidents of fighting will be reported to the parents or guardians of the students involved.
- Authorities may be notified after the first incident or in cases of repeat offenses.

Self-Defense:

- This policy is not intended to penalize students who use reasonable means to protect themselves from an assault or battery.
- However, students who perceive a threat must attempt to escape using all available means. Physical self-defense should be used only as a last resort.

8044.4 - Bullying

The following policy is derived from the Education Code, Chapter 15 - Student Violence, Bullying, Harassment, and Intimidation, also known as the "Anti-Bullying Code" of the Gila River Indian Community.

Findings and Policy:

A. Community Council Findings:

1. Every student has the right to learn in a positive, safe, caring, and respectful environment.
2. Such an environment maximizes student achievement, fosters growth, and builds a sense of community promoting positive participation in society.

B. Community Policy:

1. Student violence, bullying, cyberbullying, harassment, and intimidation are prohibited, regardless of location, and will not be tolerated.
2. Schools will implement age-appropriate character education and best-practice programs to promote positive relationships, mutual respect, and conflict resolution.
3. Schools, in partnership with stakeholders including students, families, teachers, and law enforcement, will create and maintain a positive school environment based on the values in this chapter.
4. Schools will regularly involve stakeholders in developing and reviewing policies and programs related to student violence, bullying, harassment, and intimidation.
5. Schools will provide the Tribal Education Department (TED) with annual reports outlining programs, plans, and processes for preventing and addressing these

issues.

Definitions:

1. **Bullying:** Intentional actions or threats that create power imbalances, causing fear, physical harm, or property damage.
2. **Cyberbullying:** Bullying using electronic devices, including phones, computers, social networks, and school property.
3. **Harassment:** Repeated or unconsented acts that disturb, threaten, or humiliate, including social exclusion, stalking, and name-calling.
4. **Intimidation:** Intentional actions that create fear of harm to oneself or property, directly or indirectly.

Prohibitions and Discipline:

- A. Students may face disciplinary action for prohibited conduct:
 1. On school grounds, buses, or school-sponsored events.
 2. Using electronic equipment owned by the school.
 3. Outside school, if it negatively affects students' well-being or disrupts the school environment.
- B. Law enforcement will be notified if an incident is believed to violate the law.
- C. False reports may result in suspension, expulsion, or termination of employment.

Reporting Incidents:

- A. Students should report suspected incidents to the principal or school staff, who will then notify the school administrator.
- B. Incidents must be documented and submitted to the principal within one school day of the initial report.
- C. Retaliation against those reporting incidents will not be tolerated.
- D. Parents/guardians will be informed of their child's rights and available support services after credible allegations.
- E. School officials will investigate and provide findings to parents/guardians.
- F. Procedures for contacting emergency medical and law enforcement services will be established.
- G. Documentation will be maintained for at least six years.

Training:

- A. Schools will disseminate information and provide training on preventing, identifying, and responding to student violence, bullying, harassment, and intimidation to students, families, staff, and volunteers. This training will occur:
 1. In the first month of each school year.
 2. For new students during registration.
 3. For new staff on their first day of employment.
 4. In each classroom and common area.
 5. In student handbooks and on the school website.

This policy ensures a safe, respectful, and inclusive learning environment, protecting students from violence, harassment, and intimidation while fostering positive relationships and personal growth.

8044.5 - Bomb Threats

Safety Measures:

- Due to the potential for explosive devices to cause significant harm to people and property, all bomb threat reports are treated with credibility.
- Decisions to evacuate will be made on a case-by-case basis.

False Threats:

- Emergency measures for bomb detonation or neutralization are highly disruptive to school operations.
- Therefore, students making false bomb threats will face serious consequences even on the first offense.
- All offenses will be reported to the student's parent/guardian and the Tribal police or BIA authorities.

Consequences:

- All offenses will be reported to the student's parent/guardian and the Gila River Indian Community (GRIC) police.
- Consequences may include immediate short/long-term suspension or expulsion.

This policy emphasizes the importance of taking all bomb threats seriously while ensuring appropriate disciplinary action and law enforcement involvement for false threats.

8044.6 - Firearms and Other Weapons in School

Casa Blanca Community School (CBCS) enforces a zero-tolerance policy regarding firearms and other deadly weapons. The following rules apply:

Weapons Possession and Use:

- No student may carry or possess a weapon or simulated weapon on school premises.
- No student may use or threaten to use a weapon or simulated weapon to disrupt any school activity.

Reporting Procedures:

- Any employee who sees a person in possession of a weapon or simulated weapon on school premises must immediately report the incident to the Principal.
- If the Principal observes or is notified of a student with a weapon on school premises, the Principal must immediately take appropriate safety and disciplinary actions according to school policies and report the violation to law enforcement if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

Consequences:

- A student who violates this policy by carrying or possessing a firearm may be placed in an alternative education program, suspended for no less than one year, or expelled and not readmitted for at least one year. The Board may modify this disciplinary action on a case-by-case basis.
- A student who violates this policy in any other manner will face disciplinary action, potentially including expulsion.
- Disciplinary actions for students with disabilities will follow federal special education laws and school policies on a case-by-case basis.
- All offenses will be reported to the student's parent/guardian. Punishments may include immediate suspension or expulsion. Authorities will be notified of any violations.

Definitions:

- **Weapon:** Any instrument that causes serious injury or death by design or incidentally. Examples include knives, bats, brass knuckles, or any item resembling a weapon. It also includes:
 - Firearms
 - Knives other than folding pocketknives with a blade length of not more than 2.5 inches that cannot be locked in the open position.
 - Destructive devices

- Dangerous instruments
- Firearm: Any weapon designed to shoot a projectile by the action of an explosive, including any gun (loaded or unloaded), firearm silencer, or any explosive, incendiary, poison gas, or other device capable of launching a projectile.
- Destructive Device: Any device other than a firearm that expels a projectile, such as a BB gun, slingshot, bow, or crossbow. Also includes any collection of parts that can form a destructive device.
- Dangerous Instrument: Any item other than a firearm, knife, or destructive device that is carried or possessed for the purpose of causing death or serious injury.
- Deadly Weapon: Any weapon designed for lethal use, including firearms.
- School Premises: Refers to the school, school grounds, buses, and any location where school-sponsored events occur, such as athletic games, competitions, and field trips.

8044.7 - Gambling

Definition of Gambling:

- Casa Blanca Community School (CBCS) defines gambling as any activity involving a prior agreement that one party will receive money, goods, or services from another party based on the occurrence of an event unrelated to the exchange of money, goods, or services. Examples include card games like poker and blackjack, dice games, and sports betting.

Consequences of Gambling:

- Students found participating in gambling activities may face consequences such as restitution, community service, or short/long-term suspensions for repeated offenses. These disciplinary actions aim to reinforce the prohibition of gambling on campus and maintain a responsible and safe school environment.

Prohibition Against Gang-Related Conduct:

- Casa Blanca Community School (CBCS) enforces a strict prohibition against any demonstration of gang affiliation, including misconduct, appearance, speech, or signage. Such behavior is not tolerated on or near school property, at school-related events, or in school vehicles.
- Misconduct linked to gang membership includes violence, threats, intimidation, bullying, fighting, and disrespect.

Prohibition Against Gang-Related Appearance:

- A student's appearance may indicate gang affiliation (see also "Dress Code"). Visible signs include bandanas, sagging pants, hats marked with gang tags, hair nets, shoelaces in gang colors, jewelry, visible tattoos, belts, and any clothing or personal effects marked with gang insignia.
- Casa Blanca Community School personnel will confiscate any gang-affiliated clothing or require the student to remove it. Wearing or displaying gang-affiliated items is strictly prohibited and will be reported to law enforcement.

Consequences of Gang-Related Violations:

- Casa Blanca Community School considers gang-related activities serious violations and will impose disciplinary actions accordingly.
- Students violating this policy may be disciplined with short- or long-term suspension or other appropriate consequences.

8044.8 - Harassment/ Sexual Harassment

Definition of Harassment:

Casa Blanca Community School (CBCS) defines harassment as actions that include name-calling, using slurs, making inappropriate jokes, and creating offensive caricatures. Casa Blanca Community School strictly prohibits individuals from verbally threatening others. Threats include, but are not limited to, communicating the intent to cause physical harm to another person or their family through any form of communication, such as text messages, emails, voice mails, or drawings.

Consequences of Harassment Violations:

- If a student commits a serious or repeated violation of this policy, the student will meet with the school counselor.
- The student may also face one or more in-school detentions or a long-term suspension of up to one year.
- Parents/guardians of the student may be required to attend a parent-teacher conference to address the situation.
- The student's parents/guardians will be notified of any violations of this policy.

8044.9 - Hate Crimes

Definition of Hate Crimes:

- Casa Blanca Community School (CBCS) defines hate crimes as any actions prohibited by state, federal, tribal, or municipal law that are motivated by hostility towards a person's gender, sexual orientation, disability, religion, race, or nationality, whether actual or perceived.
- Hate crimes do not include bullying.
- Evidence of a student's motivation for a hate crime may be established through their statements made before, during, or after the incident.

Consequences of Hate Crimes:

- Casa Blanca Community School treats hate crimes with greater severity than similar acts committed without hateful motivation, enforcing stricter consequences for these offenses.

8044.10 - Hazing

Definition of Hazing:

- Casa Blanca Community School (CBCS) defines hazing as an act or series of acts where an individual or group subjects another person to humiliation or injury for amusement. Such activities may include:
 - Forced consumption of alcohol or other substances.
 - Initiation rituals required for joining athletic teams, gangs, school clubs, or classes.
 - Physical violence such as hitting, paddling, punching, stomping, or "jumping in."

Consequences of Hazing:

- Hazing is considered a serious offense at Casa Blanca Community School and can result in criminal prosecution for the offender.

8044.11 - Interviews

Casa Blanca Community School (CBCS) administration has the responsibility to make every effort to act on behalf of parents/guardians in their absence during interrogations of students by law enforcement officials, except in cases of suspected child abuse or neglect.

Child Protective Services (CPS) and Tribal Social Services (TSS) Interviews:

- Interrogations conducted at Casa Blanca Community School by Child Protective Services, Tribal Social Services social workers, or law enforcement authorities concerning suspected child abuse or neglect do not require parent/guardian notification prior to the questioning.
- A Casa Blanca Community School official may be present during these interrogations only if such presence is necessary for the investigation.
- Child Protective Services/Tribal Social Services social workers or law enforcement authorities may notify the parent(s)/guardian(s) of the student being interviewed if they deem it necessary.

8044.12 - Personal Items

Casa Blanca Community School (CBCS) staff may confiscate personal items brought to school by students. Parents or guardians may be required to return to the school to retrieve these items.

Personal Items Include (but are not limited to):

- Electronics such as games, toys, players, devices, cell phones, tablets/iPads, recording devices, or any other electronic devices.

Prohibited Inappropriate Personal Items Include (but are not limited to):

- Perfume
- Makeup
- Toys and games
- Excessive jewelry

8044.13 - Search and Seizure

Designated personnel at Casa Blanca Community School (CBCS) are authorized to conduct searches of student belongings if they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity.

Guidelines for Searches:

- Searches conducted by Casa Blanca Community School personnel must be reasonably related to the objective of the search and performed in a manner that aligns with the nature of the suspected violation or unlawful activity.

8044.14 - Search of a Student's Person and Searches of Casa Blanca Community School Property Used by Students

Search of a Student's Person:

- A search of a student's person may only be conducted if the Principal, Assistant Principal, Counselor, or other Administrator has reasonable grounds to believe that the student is in possession of a dangerous, prohibited, or illegal substance or object and/or poses a threat to other students.
- The search will be limited to outer clothing, backpacks, book bags, equipment bags, and similar personal items. Any other type of body search is deemed inappropriate in the school setting.

Searches on School Property:

- Furnishings provided by Casa Blanca Community School (CBCS), such as desks, are for the convenience of students but remain the property of the school and are subject to Casa Blanca Community School's control and supervision.
- Students should have no reasonable expectation of privacy regarding school property.

School personnel may inspect school property at any time, with or without notice or specific reason.

8044.15 - Theft

Definition of Theft:

- At Casa Blanca Community School (CBCS), theft is defined as the act of taking someone else's property without their permission. "Taking" refers to any attempt to exert ownership, possession, or control over an item and includes efforts to sell or give away another person's property.
- The deliberate and knowing destruction of another person's property will also be treated as theft.

Consequences of Theft:

- These consequences apply to the property of other students, school personnel, school property, and any items used for off-campus events.
- Casa Blanca Community School will not be held liable for any personal property that is stolen or damaged.

8044.16 - Vandalism and Liability

Vandalism Responsibility:

- Students who damage Casa Blanca Community School (CBCS) property, including school buses, may be held liable for those damages in accordance with tribal law. For minor children, parents or guardians are generally responsible for the damages and restitution sought through the Gila River Tribal Courts.

8044.17 - School Related Criminal and Civil Laws

A person is considered to be interfering with the peaceful conduct of educational institutions if they are knowingly:

- Enter or remain on the property of Casa Blanca Community School (CBCS) in violation of school rules, with the intent to interfere with the lawful use of the property by others, or in a manner that denies or disrupts the lawful use of the property.
- Refuse to obey a lawful order issued by a Casa Blanca Community School official.

8044.18 - Notification of Tribal Police

Casa Blanca Community School (CBCS) will report crimes to the tribal police or other authorities. Crimes are actions prohibited by public law, including tribal, municipal, state, or federal law. The following acts are considered crimes in this jurisdiction and will be reported to the tribal police and authorities:

- Possession or use of drugs
- Possession or use of alcohol by a minor
- Possession of a firearm on school property
- Battery/Assault/Sexual Assault
- Theft
- Hazing
- Gambling by a minor
- Vandalism
- Arson

8044.19 - Prohibited Substances Defined

Drugs:

- Drugs include any controlled substances such as narcotics, stimulants, depressants, hallucinogens, marijuana, prescription drugs not intended for the individual possessing or using them, and substances known as "designer drugs."
- Medications taken according to a doctor's prescription are not prohibited.

Alcohol:

- Alcohol is defined as any drink that acts as a depressant, including beer, wine, hard liquor, and other fermented beverages.

Tobacco Products:

- Tobacco products include cigarettes, e-cigarettes, vapes, nicotine pouches, nicotine gum, cigars, pipe tobacco, snuff, chewing or dipping tobacco, and any other products containing nicotine.
- Cloves or any other product packaged for smoking are also prohibited.

Inhalants:

- Inhalants are breathable chemicals that emit mind-altering vapors and are used to cause intoxication. Several household products can cause intoxication.
- Students may not possess these products (e.g., fingernail polish remover, rubber cement, glue, sharpies, liquid white-out, aerosols like hairspray, hand sanitizer, or deodorant) unless directly supervised by an adult.

8044.20 - Computers and Network Usage

Provision of Electronic Information Services (EIS):

- Casa Blanca Community School (CBCS) will provide Electronic Information Services (EIS) and devices to students enrolled in virtual education. Electronic Information Services includes networks (e.g., LAN, WAN, Internet, Wi-Fi), databases, and any computer-accessible sources of information.
- The use of these services must support education, research, and the educational goals of Casa Blanca Community School.

Guidelines for Use:

- Students using the Electronic Information Services must follow Casa Blanca Community School guidelines and procedures for appropriate use.
- Anyone who misuses, abuses, or fails to adhere to these guidelines will lose access to Electronic Information Services and may face disciplinary and/or legal action.

Improper Use Defined:

- Downloading executable applications or programs without the express written permission of a teacher or school official.
- Downloading files not explicitly designated for course purposes by a teacher.
- Viewing, searching for, attaching to email, or posting any material unrelated to coursework or school activities, such as:
 - Pornography, video games, gambling sites, or fantasy sports sites.
 - Accessing social networking sites (e.g., Facebook, Twitter, Snapchat, TikTok, Instagram).
 - Impersonating others.
 - Posting material intended to bully or harm another student.

Device Use and Reporting:

- Casa Blanca Community School students may receive a Casa Blanca Community School - owned device with accessories (e.g., power supply, protective cover, hotspot).

This equipment is a privilege, and usage may be revoked for violations of school policies or procedures.

- Students and parents/guardians must immediately report any damage, loss, or theft of equipment to the child's teacher and the school office. In cases of theft, parents must also file a report with the school's Information Technology (IT) department.
- Students and parents/guardians are fully responsible for the device's replacement cost if it is damaged, lost, stolen, or unusable, except in specific cases of system failure or device defects. Waivers will be considered only if the school has been notified.

8045 - Student Discipline

The Casa Blanca Community School Board of Trustees emphasizes the importance of maintaining an orderly environment within the school. Students are responsible for their own actions and must respect the rights of others.

Definition of Disruptive Behavior:

- Disruption of the learning environment is defined as any student action or behavior that negatively affects the learning environment or violates the rights of others.

Disciplinary Action Criteria:

A student is subject to disciplinary action if they:

1. Disrupt the Learning Environment by engaging in behavior that negatively impacts others.
2. Engage in Disorderly Conduct by:
 - Fighting or behaving violently.
 - Making unreasonable noise.
 - Using abusive or obscene language or gestures.
 - Obstructing vehicular or pedestrian traffic.
 - Creating hazardous or offensive conditions that serve no legitimate purpose.
3. Exhibit Insubordination by failing to comply with the lawful directions of teachers, administrators, or other school employees in charge.
4. Endanger Safety, Morals, Health, or Welfare through acts such as:
 - Selling, using, or possessing alcohol, drugs, controlled substances, or drug paraphernalia.
 - Selling, using, or possessing weapons, fireworks, or obscene materials.
 - Using profane, vulgar, or abusive language, including ethnic slurs.
 - Gambling, hazing, or engaging in lewd behavior.
5. Commit Academic Misconduct such as:
 - Arriving late, missing, or leaving school or class without permission or excuse.
 - Cheating, including copying, unauthorized use of help sheets, test tampering, test substitution, or unauthorized collusion.
6. Violate School or Board Policies:
 - Any behavior that contravenes the policies outlined in the student handbook or the Board of Trustees' rules for maintaining public order on school property.
7. Commit or Are Believed to Have Committed a Crime:
 - Any action that is believed to or actually constitutes a criminal offense.

8046 - Disciplinary Penalties

Casa Blanca Community School (CBCS) recognizes a range of penalties that may be imposed for violations of student discipline rules. These include, but are not limited to:

- Verbal warning

- Written warning
- Lunch detention
- Written notification to parents
- Assembly of an intervention team
- Probation
- Detention
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Exclusion from a particular class
- In-school suspension
- Empowering Student Choices (ESC) program
- Involuntary transfer
- Out-of-school suspension
- Expulsion

Progressive Discipline Approach:

- Student discipline will generally follow a progressive approach, meaning a student's first violation should usually result in a lighter penalty than subsequent violations.
- A school employee or agent will consider all relevant factors when determining an appropriate penalty.
- Penalties may be imposed individually or in combination, depending on the nature of the violation.

8047 - Student Suspension/ Expulsion/ Due Process

Temporary Removal:

- A student may be temporarily removed from contact with other students if necessary.

Authority to Suspend:

- The authority to suspend a student lies with the Principal. If a danger to students or staff is evident, the Principal may immediately remove the student from school after notifying the parents and providing notice and a hearing as soon as practicable.
- Suspensions lasting three (3) days or more must be reported by the Principal to the Board President within five (5) working days.

Due Process:

- Except in cases where a clear and present danger exists, the student shall remain in school until applicable due process procedures are followed.
- Students will not be released early unless the parents have been notified.

Authority to Expel:

- Recommendations for expulsion must be made through the Principal, but the authority to expel rests solely with the Board.
- All requested expulsions must be supported by data that indicate due process procedures were followed.

8048 - Disciplining Regular Education Students

Short-Term Suspension (10 Days or Less):

1. Notice and Explanation:

- The student will receive verbal or written notice of the reason for suspension and the

evidence that the school has of the alleged misconduct.

- The student will then be asked to explain the situation, and school personnel will make reasonable efforts to verify facts before making a judgment.

2. Action Taken:

- After providing notice and keeping a written record of the action, authorized school personnel may:
 - Suspend the student for up to ten (10) days.
 - Implement other disciplinary measures.
 - Exonerate the student.
 - Suspend the student for ten (10) days while recommending long-term suspension or expulsion.
- A parent must be notified before the student is allowed to leave campus. If no contact can be made, the student will be isolated until dismissal and given a written message to deliver to the parents.
- A letter will be sent to the parents within a reasonable timeframe explaining the suspension terms and reasons, including any recommendations for long-term suspension or expulsion.
- No appeal is available for short-term suspensions.

Long-Term Suspension or Expulsion (More than 10 Days):

3. Formal Hearing:

- In cases warranting suspension of over ten (10) days or expulsion, the Principal will conduct a formal hearing or appoint a hearing officer.
- The responsible parent/guardian will receive a formal letter at least five (5) working days before the hearing via certified mail or hand-delivery (with an adult witness present). The letter will include:
 - A statement of the charges and rules/regulations violated.
 - The extent of potential punishment.
 - The hearing's date, time, and location.
 - A list of the school's witnesses.
 - The student's right to present witnesses and have counsel.
 - The name and contact information of the hearing officer (if applicable).
 - Parents/guardians' right to object to the hearing being held in a closed session.

4. Hearing Rights and Procedures:

- The student has the right to:
 - Be informed of the charges and rules/regulations violated.
 - Be represented by counsel (at their own expense).
 - Present witnesses.
 - Cross-examine school witnesses.
 - Have a voice-recorded or officially recorded hearing.
- Parents/guardians may record the hearing at their own expense.
- The school may cross-examine the student's witnesses and have its own legal representation.

5. Decision and Appeal Procedures:

Long-Term Suspension:

- Parents/guardians can appeal the suspension to the Board of Trustees by delivering a letter to the Board and Principal within five (5) working days of receiving notice. The appeal should describe objections to the hearing or decision.
- The appeal will be reviewed based on the original hearing record. If due process rights

were violated, or if policies were not followed, the student will receive a new hearing.

- The Board may modify the punishment if it finds the decision unreasonable. The Board's decision is final.

Expulsion:

- After the hearing, if expulsion is recommended, a formal letter will be sent to the parent/guardian via certified mail or hand-delivery (with an adult witness present) to inform them of the recommendation and the upcoming Board meeting.
- The letter will explain:
 - The date, time, and location of the Board meeting where the recommendation will be considered.
 - The right to appeal to the Board at the meeting.
 - The requirement to designate a spokesperson to speak on the student's behalf.
 - The Board's decision will be final.

8049 - Disciplining Special Education Students

In general, students with disabilities receive behavior consequences that align with school-wide policies. However, a removal is considered a change of placement if it meets the following conditions:

1. Exceeds ten (10) consecutive days within a school year, or
2. Constitutes a pattern based on:
 - a. More than ten (10) cumulative days of removals,
 - b. Similar behavior in previous incidents, and
 - c. Consistent length and timing of removals.

Interim Placement and Alternative Settings:

- School administration may remove a student with a disability to an appropriate interim placement, alternative setting, or suspension for up to ten (10) consecutive days, as long as the same consequence would apply to a student without disabilities.
- Separate incidents resulting in removal do not constitute a change of placement if the cumulative removals do not exceed ten (10) days within a school year.

Change of Placement Procedures:

- If a student with a disability is removed from their current placement for more than ten (10) days in a school year, they must receive educational services to:
 1. Allow continued participation in an educational setting, even if in a different location, to progress toward IEP goals, or
 2. Conduct a functional behavioral assessment (FBA) and create or modify a behavior intervention plan (BIP).
- Within ten (10) school days of a change in placement, a manifestation determination meeting will be held to assess if the behavior was related to the student's disability or the school's failure to implement the IEP. If the behavior was:
 - Related to Disability: Conduct an FBA and implement a BIP or change the placement.
 - Due to IEP Implementation Failure: Identify and remedy the issue immediately.
 - Unrelated to Disability or IEP Failure: Discipline the student consistently with non-disabled students while ensuring they continue to receive a Free and Appropriate Public Education (FAPE).

Special Circumstances:

- The school may remove a student to an interim alternative educational setting for up to 45

school days, regardless of the manifestation determination, if the student:

- Brings or possesses a weapon on school premises or at a school function.
- Knowingly possesses or uses illegal drugs or sells/solicits controlled substances at school or during a school function.
- Causes serious bodily injury to another person at school or a school function.

Appeals:

- Parents may file an appeal if they disagree with a placement decision or manifestation determination, in accordance with 34 CFR § 300.532.

8050 - Prohibited Behavior and Consequences

The following section outlines behaviors that disrupt the educational environment and are strictly prohibited at Casa Blanca Community School (CBCS). The corresponding consequences serve as guidelines, and disciplinary actions may be adjusted based on individual circumstances.

Class A Behaviors:

Description:

- Mild disruptions: excessive talking, refusal to remain seated, refusal to complete work, making rude noises, throwing objects, inappropriate language, prohibited items, inappropriate websites, horseplay, minor physical altercations like pushing.

Consequences:

- Nonverbal prompts, verbal redirection, offering choices, contacting parent/guardian, loss of privileges, Critical-Thinking Center, and reflection page.

Responsible Staff:

- Classroom teachers, instructional assistants, bus drivers, cafeteria staff, recess monitors, and other certified staff.

Class B Behaviors:

Description:

- Vandalism, theft, insubordination, fighting, bullying, lying/cheating, skipping/leaving class without permission, harassment/sexual harassment, sexually inappropriate materials/websites, profanity, physical altercation, repeated disorderly conduct.

Consequences:

- Reprimand, warning, written/verbal apology, privilege restriction, restitution, community service, lunch/recess detention, in-school suspension, out-of-school suspension, off-bus suspension, or termination of bus privileges.

Responsible Staff:

- Principal, Assistant Principal, other administrators, counselors, and social workers.

Class B Referrals (Three or More):

Description:

- Three or more Class B referrals for the same behavior.

Consequences:

- Mandatory parent meeting with an Action Plan or Behavior Intervention Plan.

Responsible Staff:

- Principal, Assistant Principal, other administrators, classroom teacher, counselor, and social worker.

Class C Behaviors:

Description:

- Drugs, alcohol, distributing medication, fire, arson, battery, assault, sexual assault, serious bodily injury, weapons, activating fire alarms, possession of combustible materials,

gang activity, repeated bullying behavior.

Consequences:

- Parent/Guardian, long-term (6-10 days) out-of-school suspension, expulsion, or Board of Trustees action.

Responsible Staff:

- Principal, Assistant Principal, other administrators, law enforcement officers, school resource officers, and potentially the Board of Trustees.

8051 - Promotion and Retention

Casa Blanca Community School (CBCS) bases student promotion from one grade to the next in grades K-5 on the student's ability to succeed at the next grade level. The recommendation to promote or retain a student is determined by the following criteria:

- Class Assessments: Evaluation of the student's performance on in-class assessments.
- Mastery of Subject Objectives: The student's ability to meet or exceed the objectives for each subject.
- Attendance: Consideration of the student's attendance record and its impact on academic progress.
- IEP Goals: For students with an Individual Education Plan (IEP), progress toward meeting specified goals.
- Lights Retention Scale Results: An assessment tool that provides additional insight into the student's readiness for promotion.

Retention Collaboration:

- If the evaluation indicates that retention is in the student's best interest for academic progress, a collaborative process will involve the student's parents and all relevant Casa Blanca Community School personnel, including the Child Study Team (CST). Each student's unique needs are considered, and retention decisions are made only after careful study of all aspects of the student's growth and development, ensuring that all parties understand the rationale behind the decision.

Note:

- While parent(s)/guardian(s) do not need to agree to the retention decision, they must be involved in the decision-making process, recognizing that the final decision is a professional staff determination.

8052 - Lost and Found

Casa Blanca Community School (CBCS) and its personnel are not responsible for personal items, including clothing, which are lost on school premises.

Parental Responsibility:

- Parents are strongly advised to label their child's clothing and personal items with their names before bringing them to school. This simple step can significantly decrease the likelihood of items being lost and reduce the necessity of purchasing replacements.

Lost and Found Inquiries:

- If a personal item is lost at Casa Blanca Community School, parents or guardians should contact the CBCS office or their child's teacher as soon as possible to report and inquire about the lost item.