



Tse'bi'ndzifai
Elementary School

Student & Parent Handbook

2012-2013



Hwy. 163 10 West Medical Drive
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“Education is not the filling of a pail, but the lighting of a fire.” Wm. Butler Yeats

“Knowledge is power.” Francis Bacon

Welcome to 2012-2013!

Get ready for an exciting and wonderful year of learning and growing! As Principal, I am excited to be at Tse’bii’nidzizgai Elementary School. We have gathered an excellent group of educators – some new and some returning – to guide your children to reach their full potential. We want your children to be prepared to take advantage of every opportunity that they encounter and to be able to make responsible choices with their lives. As a school we will focus on high expectations in academics and in behavior. We expect everyone to be treated fairly and with respect. We want all students to feel safe at school and expect everyone to contribute to this atmosphere. We expect all students to strive for excellence by doing their best.

We encourage parents and community members to visit the school and to communicate with teachers and administration. It is our belief that the closer parents are to the education of their children, the greater the impact on their children’s academic, social, emotional, and physical development. Your involvement in your child’s education tells your child that education is important. Meeting your child’s teacher, visiting the school, and participating in school activities, will keep you informed of your child’s progress and give you a voice in what happens at school.

It is our intention to ensure that every child graduates from high school with all the skills needed to enable them to learn anything they want to for the rest of their lives. We look forward to partnering with you to provide the best possible experience for your child this year.

Sincerely,

Sheryl Soderstrom, Principal
The Staff of Tse’bii’nidzizgai Elementary School

TES Staff List

POSITION	NAME	ROOM	POSITION	NAME	ROOM
Principal	Sheryl Soderstrom	Office	Fifth	Melanie Whitesides	123
Secretary	Victoria Holiday	Office	Fifth	Jill Carver	122
Counselor	Sharon Cly-Stryker	Office	Sixth	Anna Mae Jim	126
Liaison	Larry Holiday	Office	Sixth	Thomas Walton	127
Librarian	Rena Lee	118	Heritage Lang.	Darlene smith	119
SPED	Colby Sharpe	130	Reading Interv.	Jolynn Tsosie	101F
PK/SPED	Charlotte Morris	103	Reading Interv.	Patricia Bigman	101F
Kindergarten	Christena Anderson	107	Reading Interv.		101F
Kindergarten	Kirsten Ewing	108	K – Aide	Martha Mose	107
First	Lavinia Holiday	114	PE/Art	Raynard Cowboy	
First	Arlene Chee	115	SPED Aide	Eleanor Mose	116
Second	Dinah Holiday	110	PK Aide	Ruth Carmona	103
Second	Angela Daily	109	Computers	Marylena Yellowman	117
Third	Arlinda Singer	112	Data	Maranie Clah	Office
Third	Darlene Valentine	113	Head Custodian	Clark Holliday	132
Fourth	Amy Kensley	128	Asst. Custodian	Kevin Tome	132
Fourth	James Frankowski	129			

Be A CUB -- School Rules

- 1) **Be Respectful**
- 2) **Be Responsible**
- 3) **Be Safe**
- 4) **Be Your Best**

Mission Statement

E³ = Educate ~ Empower ~ Enrich
Educating the Mind
+ Enriching the Spirit
= Empowering Lives

Vision

Tse'bii'nidzisgai Elementary School will create a positive, effective, and collaborative learning environment for all.

2012-2013 Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast	7:45	8:00	7:45	7:45	7:45
School Starts	8:15	8:30	8:15	8:15	8:15
K Lunch	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00
1-3 Lunch	11:30 – 12:00	11:30 – 12:00	11:30 – 12:00	11:30 – 12:00	11:30 – 12:00
4-6 Lunch	12:00 – 12:30	12:00 – 12:30	12:00 –12:30	12:00 – 12:30	12:00 – 12:30
School Ends	3:00	3:00	3:00	3:00	1:00

*Contact individual teachers about other schedules such as Library, PE, Fine Arts, etc.

2012-2013 Important Dates

August	6-7 16	Registration First Day of School
September	3 19	Labor Day (No School) SEP Day Parent/Teacher Conferences (No School)
October	19	Fall Break (No School)
November	21-23	Thanksgiving Break (No School)
December	24-31	Christmas Break (No School)
January	1-2 21	Christmas Break (No School) Martin Luther King, Jr. Day (No School)
February	6 18	SEP Day Parent /Teacher Conferences (No School) President's Day (No School)
March	11-15 29	Spring Break (No School) Good Friday Holiday or Snow Day Makeup
May	23	Last Day of School
1 st Quarter	8/16/12 – 10/18/12	
2 nd Quarter	10/22/12 – 12/21/12	
3 rd Quarter	1/3/13 – 3/8/13	
4 th Quarter	3/18/13 – 5/23/13	

Attendance

Regular attendance at school is necessary for each child to achieve maximum academic success. Utah State Code (53A-11-101.5 Compulsory education) and Navajo Tribal Law requires all children under the age of 14 to enroll in and attend school. San Juan School District policy (6140.1) requires students between the ages of 6 and 18 to attend school or have an excused absence for at least 180 days of the regular school year, unless exempted.

How to Excuse Your Child

Parents/Guardians must call or send a note no later than the day after an absence. This notification must include:

1. Name of child or children who were absent
2. Date of absence(s)
3. Reason for the absence
4. Name of caller / signature of parent/guardian

Acceptable Excused Absences**

1. Personal sickness
2. Sickness or death in the family
3. Quarantine
4. Weather or road conditions making travel dangerous
5. An unusual cause approved by the Principal

** Absences for babysitting, chores, going to town, etc. will NOT be excused.

Five (5) or more unexcused absences in a school year will result in a Notice of Compulsory Education Violation, which requires parents to meet with school administration and to ensure that the child has no additional unexcused absences.

Ten (10) or more unexcused absences in a school year will result in notification of the San Juan School District, possible notification of the County or District Attorney (Juvenile Court), Navajo Nation Social Services, or DCFS.

Make-up Work

All students are required to make-up work for days missed, whether the absence is excused or unexcused. Classroom teachers will work with the student to complete missed work. Work not made up within the quarter will be recorded as a zero in the grade book and may affect grades.

Tardies

Being late for class repeatedly is unacceptable. When a student is late for class they miss out on essential instruction and directions and provide a disruption to the teacher and other students.

All students coming late to school must report to the office. They must bring a dated and signed note from the parent explaining the reason for the tardy or the parent must come into the office. Parents may also choose to provide this information by phone call.

Excessive tardies may result in parents being required to come to a conference with the Principal.

Early Check-Out

Leaving school early is also unacceptable. Children leaving early miss out on important instruction and practice. Early Check-out will be monitored and appropriate actions will be taken if they become excessive.

Behavior

It is our duty to ensure that all students are safe at school and that the learning process is not disrupted or compromised for any student. Therefore we will hold all students accountable to follow the school rules which are:

- 1) BE RESPECTFUL – Be kind and polite to all adults and students, follow all teacher directions promptly.

- 2) BE RESPONSIBLE – Be prepared for class, turn in assignments by due dates, take care of our school, and take care of all equipment, materials, and belongings of the school, yourself, or others
- 3) BE SAFE – Avoid all actions that will harm yourself or others.
- 4) BE YOUR BEST – Work hard to reach your goals, give 100% effort, always do your best.

Individual teachers will have more specific rules, expectations, and procedures for their classrooms.

Consequences

In order to provide and maintain a safe learning environment, it is important for everyone to follow certain rules, procedures, and expectations. Students who choose to act out or who fail to control themselves or who threaten or harm others, etc., will be subject to disciplinary procedures. In other words, poor behavior choices will result in consequences.

Teachers will handle minor disruptive behaviors using at least five steps including at least two calls or other contacts to parents. Chronic disruptive behavior and/or serious behavior issues will be handled by the office.

Serious behavior issues include (but are not limited to) dress code violations, foul language, cutting class, leaving school grounds without permission, harassment, aggressive language, gang activity, bullying, vandalism, smoking, alcohol, drugs, threats, fighting, aggressive physical contact, truancy/cutting class, and weapons.

Consequences are intended to help the child think about and learn from his/her behaviors and to make better choices in the future. They are also intended to protect other students. Consequences will be assigned on a case by case basis with consideration given to the seriousness of the incident, the child's age, the child's behavior history, the child's attitude, and the situation and/or extenuating circumstances.

At the office level, one or more of the following consequences will be assigned: Think Sheet, Time Out in the Office, Meeting with Principal, Work Duty, Parent Call, Loss of Recess, Check in/check out tracking, Behavior Education Plan, Parent – Administration Conference, Restitution, Behavior Contract, Lunch Detention, In School Suspension (ISS), Out of School Suspension (OSS).

Bus

Riding the bus to and from school is a privilege, not a right. The school has the right to refuse the student access to the bus based on poor behavior and/or repeated offenses.

Transporting our children is an important job which requires focusing on the road in order to deliver our children safely. Students are expected to follow the driver's directions and behave appropriately on the bus so that the drivers can do their job. Students should engage in appropriate conduct on the bus, including:

- Remain seated until the bus comes to a complete stop at school or home;
- Do not run on the bus;
- Keep books and bags on their laps or under their seats;
- Keep the aisle clear;
- Do not disturb the driver with loud talking, yelling, or foul language;
- Ask the driver's permission to open windows;
- Put all garbage in the trash, not out the windows;
- Keep hands, arms, heads, or feet inside of the bus windows;
- Do not touch the emergency doors, exit controls, or bus safety equipment except in a drill or real emergency;
- Eat or drink at home or school, but not on the bus;
- Quickly obey the driver's instructions;
- Do not push or crowd when entering or exiting the bus; use the handrail;

- Walk in front of the bus and wait for the driver to signal that it is safe to cross.

Students are not allowed to bring the following items on the bus: Tobacco, alcohol, illegal drugs, living or dead creatures or animals, weapons or facsimiles, explosive devices, chemicals, balloons, food or drink not provided by the school, or glass containers. Students may bring their lunch, but must not eat it on the bus.

Students are expected to follow all school rules and expectations while at the bus stop and while on the bus.

Drivers can only allow assigned students on their bus and can only drop students off at the assigned stop. Drivers cannot drop students off at different locations every day even with a note. Parents who want their child to go someplace different than the assigned stop on the assigned bus, must make arrangements to pick up their child at the school at dismissal time. Non-bus students cannot ride a bus for any reason.

Complaints

Complaints should begin at the lowest possible level. Please attempt to resolve differences with staff in a positive and constructive manner before taking it to the Principal. When differences cannot be resolved at the building level, parents may take the issue to the Elementary Supervisor, RT Nielson. Parents are requested to follow this sequence. Please do not impose directly on the Superintendent or the SJSD School Board members as this may constitute a breach of "Due Process" and nullify your concern. Due process rights will be fully followed.

Dress Code

Students are expected to dress in a manner that takes into consideration the educational environment, safety, modesty, health, and welfare of self and others. The following standards are expected:

- Clothing should be neat, clean, and modest.
- No bare midriff or exposure of the midriff when arms are raised.
- No exposure of underwear, under-garments, or shorts.
- No jewelry in piercings other than the ears.
- No see-through clothing.
- No spaghetti straps.
- Skirts and shorts must reach to the fingertips.
- No "heelies" or wheeled shoes.
- No pajamas or sleep wear including slippers.
- No depictions of skulls, skeletons, or death.
- No clothing or accessories deemed dangerous or offensive. This includes, but is not limited to, dangling belts, low hanging pants, overly large clothing, or clothing promoting gangs, violence, or illegal substances.
- Exceptions to the above may be made for special dress up or costume days at the discretion of the principal.

Violations of dress code will be handled on a case by case basis and may include providing other clothes for students to change into. Dangerous items such as long belts, chains, or jewelry in piercings other than the ears may be confiscated until parents can pick them up.

Field Trips

Due to the current economic situation and the need to ensure that field trips are educational, field trips will be limited. All field trips begin and end at TES. For field trips within school hours, students will be sent home in the usual manner. For field trips concluding after school hours, students will only be released to

the parent or legal guardian. **Any variation from the above (pick-up, drop off, or release to another person) must be arranged with the principal in writing and in advance.**

Lunch will be provided for all students on field trips going through the lunch hour. Your student does NOT need to bring a lunch from home; however, your student is welcome to bring a snack or a drink from home if he/she would like to.

Parents are reminded that participation in field trips is a privilege, not a right. The Principal reserves the right to deny participation on field trips for those students whose behavior has been out of control or whose conduct is unacceptable. As an alternative, the Principal may require parents to accompany a child with behavior problems on the field trip.

Chaperones

Parents are encouraged to accompany their children as chaperones. Please contact your child's teacher to let them know you are interested. In some cases there may be a limit on how many chaperones can be included. Please understand if you are not selected for a particular trip.

When parents serve as chaperones, they are expected to assist with the entire class, not just their child. Only children enrolled in the class going on the field trip may ride the bus; therefore, younger siblings may not ride along on the bus, but may go with the parents in their own vehicle. Parents are responsible for their own meals and admission fees and those of any additional children brought along.

Gang Related Activity

It is the school's position that gang activities that threaten the safety or well-being of persons or property on school grounds, or disrupt the school environment are harmful to the educational process. For these reasons, the following activities are prohibited and shall subject any student engaging in them to disciplinary action:

- Any activity involving an initiation, hazing, intimidation, assault, or other activity related to gang affiliation;
- Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate other students, or disrupt the regular school day;
- The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attributes signifies membership or affiliation with a gang. In particular, no bandannas, baggy pants with oversized pockets, or pipes, belts, chains that hang down more than 5 inches.

Gum & Candy

Students are not allowed to chew gum or eat candy in school except under special circumstances at the direction of the teacher.

Illness

Healthy children learn better!

- 1) If your child has a fever, vomiting, diarrhea, or appears ill, please keep him or her home from school.
- 2) Please dress your children appropriately for the weather.
- 3) Doctor referrals are made with care and with your child's best interests in mind. If the nurse requests that you take your child to the doctor, please do so and then let the nurse know of the results.
- 4) Please check your child's head once a week for lice or eggs and let the nurse know if you suspect a problem.

Injury

When a student is injured, our staff will do their best on a case by case basis to either treat the injury or notify the parent so that they can treat it. (Please keep your contact information current for these instances.) In the case of an emergency or serious injury or illness, the staff will attempt to contact the parent while seeking medical assistance for the child.

Leaving School Grounds

Students are not allowed to leave the school grounds during school hours. Parents must sign students out at the office if they wish to check them out.

Lost and Found

Found items will be placed in a central location. Items unclaimed for over 1 month will be taken to the local thrift store.

Personal Belongings

Items not part of the educational program should be left at home unless permission is obtained from the teacher. TES accepts no liability for lost, damaged or stolen belongings, including cell phones, electronic games or devices, or toys.

Wheels

Skate boards, roller blades, heeies, and all other such wheeled devices will **not** be allowed in school or on school grounds during the school day.

Phone

The office phone is for school business or emergencies. Students are allowed to use the office phone only for these purposes. We strongly discourage the use of the office phone for other reasons such as finding out if a student can go to a friend's house after school. All such arrangements should be made at home before or after school.

Student Check-outs

Parents wanting to check out their child during the school day must sign them out at the office and wait for them there. The secretary will call the classroom to send the child up to the office.

Student Rights and Responsibilities

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by the laws of this country and state. Each student is expected to respect the rights of classmates, teachers, and other school personnel. The school shall maintain a climate of mutual respect for the rights of others. The learning environment will support both the educational purpose for which the school exists and the educational programs designed to facilitate academic success.

All school personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly. Students who violate the rights of others or who violate rules and regulations are subject to appropriate disciplinary measures designed to correct their own misconduct. Discipline measures taken by the staff at TES are intended to both teach and promote citizenship in school and the community.

Students have the right to:

- A meaningful education that will be of value to them for the rest of their lives;
- A well developed curriculum;
- A clean and safe environment;
- Voice their ideas;
- Discuss concerns with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal;
- See their personal files, cumulative folders, or transcripts in the presence of their legal guardian/authorized representative if under the age of 18. School authorities may determine the time and manner of presentation of this information;
- Have their academic performance judged according to their performance. Noncompliance with school rules and regulations may affect grades (i.e., missing work due to absences);
- Not to be subjected to unreasonable or excessive punishment;
- Be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations and school regulations;
- Participate fully in classroom instruction and shall not be abridged or impaired because of age, sex, color, race, religion, national origin, handicap, or any other reason not related to the student's individual capabilities.

Students have the responsibility to:

- Respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in following school rules and regulations;
- Take maximum advantage of the educational opportunities available and seek to achieve a meaningful education;
- Maintain regular attendance at school. Other members of the school community, including parents and staff members, share in this responsibility;
- Protect school property, equipment, books, and other materials issued to or used by students in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property;
- Complete all assignments (including make-up work) to the best of their ability;
- Help maintain the cleanliness and safety of the school buildings and property;
- Be on time and prepared with the necessary materials and homework to participate in class;
- Dress appropriately for school taking into consideration the weather (see the Dress Code).

Teacher Requests

TES discourages teacher requests due to the small size of our school. Students are placed in next year's class by their current teachers with an eye to making balanced classes, separating students who need to be away from each other, matching teacher styles and personalities with the children. Grade level teachers work closely with each other to provide mastery instruction in the Core Curriculum.

However, we also understand that there may be extraordinary circumstances that require a request to be made. A form must be obtained from the office, completed, and **returned before the end of May 2014** if a request is necessary.

Visitors

Parents and community members are welcome to visit the school. All visitors to the school, including parents or relatives of staff or students, must sign in at the office and obtain a visitor's pass/badge before proceeding to their destination.