Many Farms Community School, Inc.
Student-Parent Handbook
School Year
2026 - 2027

P.O Box 70, Many Farms, Arizona 86538

Phone: (928) 781-6221

Fax Number: (928) 781-6376

Website: mfcsazwarriors.org

Table of Contents

MISSION STATEMENT 6
PHILOSOPHY OF EDUCATION 6
VISION STATEMENT 6
CONFIDENTIALITY OF STUDENTS' RECORD 6
COGNIA 6
SCHOOL MOTTO 6
NON-DISCRIMINATORY POLICY 6
OTHER RESOURCE CONTACTS 7
ACADEMICS 8
A. GRADING SYSTEM 8
B. REPORT CARDS 8
C. HOMEWORK 8
D. HONOR ROLL /AWARDS 8
F. English Language Learners (ELL) STUDENT INSTRUCTION 8
G. PARENT, STUDENT, TEACHER CONFERENCES 9
H. SCHOOL ACADEMIC COUNSELING 9
I. PROMOTION REQUIREMENTS 9
K. APPROPRIATE AGE AND GRADE LEVEL STUDENTS 9
L. SUMMER SCHOOL 9
M. RETEACH AND ENRICH (RtE) 10
N. 8th GRADE PROMOTION CELEBRATION 10
O. STANDARDIZED TESTS 10
ATTENDANCE 10
A. CHECKOUTS 11
B. TYPES OF ABSENCES 11
C. TARDIES 11
D. ABSENT WITHOUT LEAVE (AWOL) 11
ENROLLMENT AND WITHDRAWAL 11
A. ENROLLMENT POLICY 11

B. RESIDENTIAL /RESIDENT STUDENTS: 12
C. NON-RESIDENTIAL STUDENTS 12
D. REJECTION OF APPLICATION FOR ENROLLMENT 12
E. WITHDRAWAL 13
F. ENTRY AGE TO KINDERGARTEN 13
G. NEW/TRANSFERRING EIGHTH GRADER 14
H. STUDENT RECORDS 14
EXTRA-CURRICULAR PROGRAMS/ATHLETICS 14
A. PROGRAMS/ACTIVITIES 14
B. GRADE CHECKS 15
C. SCHOOL ACTIVITIES AND FIELD TRIPS 15
D. STUDENT COUNCIL 15
E. LIBRARY 16
F. EXCEPTIONAL STUDENT SERVICES (ESS) 16
G. GIFTED AND TALENTED 16
GENERAL INFORMATION 16
A. PERSONAL ELECTRONIC DEVICES 16
B. PROPERTY DAMAGE 17
C. RESTROOMS 17
D. LOST AND FOUND 17
E. SCHOOL CANCELLATIONS/DELAYS/EARLY DISMISSAL 17
F. STUDENT INTERNET ACCESS 17
G. PARENT/GUARDIAN/VISITORS 17
H. STUDENT VISITORS 18
I. CLOSED CAMPUS 18
J. BREAKFAST AND LUNCH 18
STUDENT HEALTH SERVICES 18
A. HEALTH - NURSE'S OFFICE 18
B. ISOLATION/SEPARATION (RESIDENTIAL) 19
C. IMMUNIZATION REQUIREMENTS 19
D. SCHOOL HEALTH FORM 19

E. HEAD LICE 20
E. STUDENT MEDICATIONS 20
F. HYGIENE 20
STUDENT / SCHOOL SAFETY 20
A. SCHOOL SECURITY/SAFETY 20
B. PLAYGROUND 21
C. FIRE DRILLS 21
E. SHELTER-IN-PLACE PROCEDURE 21
F. LOCK DOWN PROCEDURE 22
PARENT INVOLVEMENT 22
A. PARENT INVOLVEMENT 22
B. PARENTS RIGHTS AND RESPONSIBILITIES 23
C. PARENT INVOLVEMENT COMMITTEE 23
SUPPORT SERVICES 24
MANY FARMS COMMUNITY SCHOOL, INC. RESIDENTIAL PROGRAM 25
A. RESIDENTIAL ELIGIBILITY 26
B. RESIDENTIAL STUDENT CODE OF CONDUCT 26
C. LOCKER SEARCHES/ RESIDENTIAL ROOM SEARCHES 26
D. SEIZURE OF ILLEGAL MATERIALS 27
E. RESIDENTIAL STUDENTS 27
F. RESIDENTIAL STUDENT CHECK-IN/OUT POLICY 27
G. SCHOOL BANK 27
H. RESIDENTIAL DAYS OF OPERATION 27
I. RESIDENTIAL HALL DAILY SCHEDULE 28
J. RELOCATION CENTER 28
EARLY RELEASE SCHEDULE 29
SCHOOL RESOURCE OFFICER (SRO) ..... **Error! Bookmark not defined.**
SCHOOL TRANSPORTATION 29
A. BUS RULES 29
B. BUS SAFETY PROCEDURES 29
C. TRANSPORTATION/BUS CHANGES 30

D. ACCIDENT OR OTHER EMERGENCY 30
E. PARKING LOT DROP OFFS 30
STUDENTS RIGHTS & RESPONSIBILITIES 30
STUDENT CONDUCT AND DISCIPLINE 31
A. DRESS CODE 31
B. BULLYING 34
C. HAZING 34
D. SEXUAL HARASSMENT 34
E. DISCIPLINE 35
F. STUDENT DUE PROCESS RIGHTS AND PROCEDURES 36
G. DISCIPLINE OFFENSES AND CONSEQUENCES 36
H. PARENT NOTIFICATION OF DISCIPLINE 47
I. ACTIVE PARENTING CLASSES 47
J. PARENT SHADOWING PROGRAM ..... **Error! Bookmark not defined.**
K. PROCEDURES FOR SHORT TERM SUSPENSION 47
L. PROCEDURES FOR SUSPENSION IN EXCESS OF 10 DAYS OR EXPULSION 47
M. DISCIPLINARY PROCEDURES FOR SPECIAL EDUCATION STUDENTS 48
N. LAW ENFORCEMENT OFFICERS 48
O. SUSPECTED CHILD ABUSE/NEGLECT 49
P. SEARCH AND SEIZURE PROCEDURES 49
Q. DRUG SEARCHES USING CANINE 49
MANY FARMS COMMUNITY SCHOOL, INC. STUDENT INTERNET POLICY 50
MANY FARMS COMMUNITY SCHOOL, INC. PARENT-TEACHER-STUDENT COMPACT 51
APPENDIX A – 25 CFR § 42 ET SEQ.: 53
ACKNOWLEDGMENT OF MANY FARMS COMMUNITY SCHOOL, INC. STUDENT AND PARENT HANDBOOK 57

Many Farms Community School, Inc
Calendar 2026-2027

3 Independence Day (Holiday)
27-30 Staff Orientation
31 Open House

1 Contract Day
0 Instructional Day

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 New Year's Day (Holiday)
1-3 Winter Break
4 - 3rd Quarter Begins & School Resume
13 ½ Day - Teacher Work Day
18 Martin Luther King Jr. (Holiday)
26-28 WIDA Assessment
29 - Full Day PD - No School
21 Contract Days
18 Instructional Days

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3 1st Day of School
14 Navajo Code Talker Day (Holiday)
28 Full Day PD - No School

21 Contract Days
19 Instructional Days

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1-5 WIDA Assessment
10 ½ Day PTC (4PM-6PM)
15 Presidents Day
26 Full Day PD - No School

20 Contract Days
18 Instructional Days

7 Labor Day
9 ½ Day PTC (4PM to 6PM)
13-30 Residential Count Week
18 Full Day PD - No School
20-26 Transportation Count Week
28-30 Qtr. 1 BT Benchmark
22 Contract Days
20 Instructional Days

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Qtr. 3 BT Benchmark
5 3rd Qtr. Ends (41 Days)
15-19 Spring Break
22 4th Qtr. Begins
26 Full Day PD - No School
29-30 COGNIA Science
31 ½ day PTC (4pm-6pm)
23 Contract Days
17 Instructional Days

2 1st Qrt BT Benchmark
1st Qtr. Ends (45 Days)
1-3 Residential Count Week
5–9 Fall Break
12 2nd Qtr. Begins
30 Full Day PD - No School
22 Contract Days
16 Instructional Days

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5-16 Pearson Assessment
26 NN Sovereignty Day (Holiday)

22 Contract Days
21 Instructional Days

5 ½ Day PTC (4PM-6PM)
11 Veteran's Day (Holiday)
24 ½ Day Teacher Work Day
25 Indigenous Day (Holiday)
26 Thanksgiving Day (Holiday)
27 NN Family Day (Holiday)
21 Contract Days
17 Instructional Days

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 4th Qtr. Ends (51 days)
Last Day School
½ Early Dismissal
20 Teacher Work Day
21 Teacher Check-Out
31 Memorial Day (Holiday)
15 Contract Days
13 Instructional Days

14-18 Qtr. 2 BT Benchmarks
18 ½ day-Teacher Work Day
18 2nd Qtr Ends (45 Days)
19-20 Staff Inservice
21-31 Winter Break
25 Christmas Day (Holiday)
23 Contract Days
14 Instructional Days

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

110 Contract Days
86 Instructional Days

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

101 Contract Days
87 Instructional Days

19 Juneteenth
1-25 Summer School (M-TH)
22 Contract Days

- Holiday/ No School
- Professional Dev./No School
- Breaks
- Testing
- Count Week
- ½ Day - Teacher Work Day

Principal — 6/10/2026 Date

School Board President — 6/10/2026 Date

MISSION STATEMENT

Many Farms Community School's mission is to empower and inspire students toward academic excellence through personalized, engaging, and accessible lifelong growth.

PHILOSOPHY OF EDUCATION

Many Farms Community School, Inc. strives to be an excelling tribal grant school. Academics and Diné culture are incorporated to achieve excellence by highly-effective staff who share high expectations for all students.

VISION STATEMENT

Many Farms Community School strives for academic success while preserving Diné teachings and values.

CONFIDENTIALITY OF STUDENTS' RECORD

Many Farms Community School, Inc. maintains student records in compliance with Family Education Rights and Privacy Act (FERPA). FERPA is a Federal Law that protects the privacy of student education records.

COGNIA

Many Farms Community Schools meets the standards set forth for accreditation as established by COGNIA.

Many Farms Community School, Inc.

Many Farms Community School, Inc. is a drug-free and bully-free school. Appropriate standards of conduct apply to all curricular, co-curricular, and extracurricular activities that occur at the school.

SCHOOL MOTTO

"Together We Learn & Succeed"

NON-DISCRIMINATORY POLICY

Many Farms Community School, Inc. prohibits discrimination and harassment in any program or activity, and provides equal access to its programs to all students regardless of gender, race, creed, sexual orientation, nationality, religion, and/or disability as required by applicable law.

OTHER RESOURCE CONTACTS

Kayenta IHS:
(928) 696-4000
Fax: 928-697-4145

Apache County District:
(928) 674-8398

Sage Memorial Hospital:
(928) 755-3411/4500
Fax: 928-755-4677

Program for Self-Reliance:
(928) 674-8194
Fax: 92867408465

Motor Vehicle Department:
(928) 674-5655/5910

Department of Economic Security:
(928) 674-8325

Chinle Public Safety:
(928) 674-2111/2112

Safe Ride Services:
1-800-797-7433/674-3731

Tsaile Health Center:
(928) 724-3600
Fax: 928-724-3005

Many Farms Fire Department:
(928) 781-6235

Many Farms Boys & Girls Club:
(928) 781-3302

Poison Control:
800-362-0101

IHS (Hospital):
1-800-734-0446

Chinle Hospital:
(928) 674-7001
Fax: 928-674-7372

Ft. Defiance IHS:
(928) 729-8000
Fax: 928-729-8019

**** Crisis Line (Mental Health, HELP LINE) National Suicide Prevention Lifeline:**

https://www.azahcccs.gov/BehavioralHealth/crisis.html

Arizona Poison & Drug Information Center:

1-800.222.1222

National Suicide Prevention Lifeline:

1-800.273.8255
988

(TALK) - Crisis Text Line:

Text HELLO to 741741

Emergency Mobile Response Team (Domestic Violence):

928.660.8991

NOTE: FOR OTHER EMERGENCY NUMBERS REFER TO COOP/EOP PLAN. CONTACT SCHOOL SAFETY DEPARTMENT OR SCHOOL ADMINISTRATOR

ACADEMICS

A. GRADING SYSTEM

Kindergarten: Students will receive a report card per quarter.

The grading scale is as follows:

E = Excellent S = Satisfactory NI = Needs Improvement U=Unsatisfactory

First through Eighth Grade: Students will receive a report card per quarter.

The grading scale is as follows:

A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = 0 – 59%

B. REPORT CARDS

Report cards are mailed to parents/guardians of each student after every nine-week (quarter/QTR) grading period. Parents or legal guardians are highly recommended to attend Student-Parent Teacher Conferences. Teachers should be contacted immediately if parents/guardians have questions concerning their child's progress.

C. HOMEWORK

Teachers may assign homework during school week including weekends. Homework may involve reading, writing, math, and studying.

D. HONOR ROLL /AWARDS

1. Principal's Honor Roll= GPA 4.0
2. Honor Roll= GPA 3.5-3.9
3. Quarterly Perfect Attendance = No absences or tardies
4. Perfect Attendance = No absences or tardies throughout the school year

F. English Language Learners (ELL) STUDENT INSTRUCTION

Based on student enrollment, students will be expected to take the World Class Instructional Design and Assessment (WIDA). Based on the WIDA results, some students will be identified as English Language Learners (ELL). The parent or legal guardian has the right to accept or deny Structured English Immersion (SEI) service using the school's ELL documentation. Students can exit the program by having a passing score on the WIDA. Teachers will target the English language proficiency standards and/or ELL programs for support.

G. PARENT, STUDENT, TEACHER CONFERENCES

Parent-Teacher Conference (PTC) is a great opportunity to share: academic progress, growth based on classroom observations, testing data, assessments, portfolios, assignments, attendance, students' strengths, needs, behaviors, and learning styles. Please check the school calendar for scheduled PTCs or schedule an appointment with the teacher after 3:30 pm throughout the school year. Parents are encouraged to attend all PTCs.

H. SCHOOL ACADEMIC COUNSELING

The School Academic Counselor provides academic guidance lessons to all students. The counselor instructs students on bullying prevention, peer mediation, career awareness, and appropriate social skills. In addition, the counselor does both group and individual counseling sessions and assists parents with information regarding student academics. If there are any concerns or issues that need to be addressed, please feel free to talk with the school academic counselor at telephone number 928-781-6221. The school does not provide specialized services. In such cases, students will be referred to the local health center for individualized counseling.

I. PROMOTION REQUIREMENTS

The decision of whether to promote a student to the next grade or retain them in the same grade shall be made by the combined efforts of the student teacher(s), the Principal, the parent/guardian, and any other designated personnel. Efforts will be made to ensure the appropriate grade placement for each individual student. The Principal shall attempt to make a consensual decision on promotion or retention; however, if this does not occur, the Principal shall make the decision to promote or retain the student, and the Principal's decision shall be final.

Kindergarten students with two (2) or more "U" (unsatisfactory) will be considered for retention. Grades 1-8 students with two (2) or more grades of "F" in core subjects on the final report card will be considered for retention.

K. APPROPRIATE AGE AND GRADE LEVEL STUDENTS

Elementary School: Grades K-5, typically for children aged 5-10.

Middle School (Junior High): Grades 6-8, typically for children aged 11-13.

High School: Grades 9-12, typically for teens aged 14-18.

L. SUMMER SCHOOL

MFCS will offer a Summer School Program for four weeks in the month of June. The Summer School Program will offer Reading and Mathematics instruction to students who are struggling academically in Grades 1st through 8th. Students must attend every day of the Summer School Program unless otherwise excused. Students must reside within a fifteen (15) mile radius in order to attend the Summer School Program or be responsible for their own transportation.

M. RETEACH AND ENRICH (RtE)

RtE is an assessment and intervention process for systematically monitoring student progress and making decisions about the need for instructional modifications or increasingly intensified services using progress monitoring data.

N. 8th GRADE PROMOTION CELEBRATION

MFCS may conduct an informal promotion celebration. MFCS will discuss and plan it at the beginning of the school year and approved by the Principal.

O. STANDARDIZED TESTS

The Arizona Department of Education (ADE), Bureau of Indian Education (BIE), and Department of Diné Education (DODE) have established standards for content subject areas of a score of "meets" or "exceeds" on standardized assessments, including Navajo Language. Cheating, using non-approved devices, and other forms of test irregularities, are prohibited during testing and considered invalid. Disciplinary actions will be enforced by MFCS. All standardized tests are mandatory. No checkouts are allowed during testing days.

ATTENDANCE

Students are required by Navajo Nation law to attend school.

Students who have excessive absences may be subject to disciplinary actions including parent notification; home visit; referral to tribal juvenile authorities and/or social services.

All absences (unexcused) are counted towards 10 days' overall attendance with the school year which allows 5 days per semester. Any absences reaching 5 days in a semester will require students and parents to sign an attendance contract.

When student(s) are absent they are required to:

1. Bring a note from their parent or legal guardian and/or doctor's statement explaining the reason for being absent upon return. If the absence is excused, student will be allowed to make up missing assignments. Make up work will be completed within (2) days of return from an absence. Confer with the school if the child has a serious health condition that causes excessive absenteeism.
2. Obtain an admit slip upon returning to school.
3. Keep communication open with the teacher if your child will be absent so the teacher can accommodate accordingly.
4. **The school will make contact, if your child has 3 consecutive absences.** Keep contact information updated.

If a student is absent for 10 consecutive days he/she will be dropped from school.

A. CHECKOUTS

All student checkouts must be done by authorized adults in the front office using the proper checkout form.

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the office. Student/s will not be released to any individual under the influence of any illegal substances. Proper authorities will be contacted.

A student who is checked out before 9:00 am will be deemed 'Absent All Day.' If a student is checked out before 1:30 p.m. the student will be considered PM Absent. Check out after 3:00 p.m. will be considered 'Present All Day.' This check out status applies to all students.

B. TYPES OF ABSENCES

- **Excused Absences:** The following will be considered excused absences: illness/doctor's appointment/clinic visit; death in the immediate family (siblings, parents, and grandparents); ceremony for student; school activity; inclement weather;

- **Unexcused Absences:** Examples of unexcused absences; babysitting, missing the bus, lack of transportation, going out-of-town, suspension, etc.

C. TARDIES

A student is considered tardy after 8:05 am.

Disciplinary actions for tardiness will follow the discipline outlined in Section A-1: Offenses and Consequences.

D. ABSENT WITHOUT LEAVE (AWOL)

In AWOL cases, the School will attempt to notify the student's parents. After the notification or attempted notification of the student's parents, the School will request assistance in locating the student from search and rescue teams and law enforcement agencies.

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

ENROLLMENT AND WITHDRAWAL

A. ENROLLMENT POLICY

MFCS requires prospective students to complete an enrollment packet and submit necessary documents as part of its application process. An enrollment packet is not complete until all

appropriate documentation is provided, including but not limited to evidence of the student's age, residency, and immunization records. Homeless children may be admitted pending receipt of these documents.

Additionally, MFCS may conduct student background checks as part of the application. These background checks are evaluated by the school registrar and the School Administrator.

MFCS reserves the right to reject an applicant or change a student's enrollment status for various reasons, including changes in class sizes and safety concerns for our students and staff.

For new student enrollment, the following documents are required before a student can be enrolled (Documents not submitted will delay enrollment):

1. Enrollment Packet
2. Withdrawal from previous school attended
3. Report card/transcript from previous school attended
4. Updated immunization record (must be dated June 1st of the current school year)
5. Original birth certificate
6. Certificate of Indian Blood
7. Legal Guardianship, Custody Paper, or Power of Attorney. (The Power of Attorney must cover the current school year)
8. Background Check on students from previous school before attending class.

For returning students (Documents not submitted will delay enrollment):

1. Enrollment Packet
2. Updated Immunization (must be dated June 1st of current school year)
3. Legal Guardianship, Custody Paper, or Power of Attorney. (The Power of Attorney must cover the current school year.)

B. RESIDENTIAL /RESIDENT STUDENTS:

Students who are residents of the community shall be enrolled in the appropriate grade based upon age, prior school achievement and the completion of a school enrollment packet.

C. NON-RESIDENTIAL STUDENTS

Students who are not residents of the community may be enrolled under the school's enrollment policies if the student meets all other admission requirements and there is sufficient capacity at the grade level and location where the student seeks to enroll.

D. REJECTION OF APPLICATION FOR ENROLLMENT

MFCS may deny enrollment if the application or other information, such as school or Court records, demonstrate clear evidence that:

1. The child is not eligible for enrollment under Navajo, federal, or state law (except that a child not eligible for enrollment may be enrolled pursuant to 25 C.F.R. § 31.3).

2. The child has been expelled by any educational institution or who is in the process of being expelled from another educational institution or is not in compliance with a condition of disciplinary action imposed by any other educational institution or with a condition imposed by the juvenile court shall not be admitted to MFCS. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions. MFCS is not required to review the reasons for expulsion or consider readmission.

3. Would require expulsion under Navajo, federal, or state law.

4. The child has brought a firearm to school or has possessed a firearm at school pursuant to 20 U.S.C. § 7151.

5. The child has been found guilty of a juvenile criminal offense involving weapons, drugs, or dangerous acts towards another person.

6. The child foreseeably constitutes a threat to the health, safety, or welfare of other students, or staff.

7. Enrollment of the student would create overcrowding or stress on limited resources.

An adverse decision may be appealed to the Governing Board.

E. WITHDRAWAL

To withdraw from MFCS, the student's legal parent/guardian must complete a withdrawal form. The withdrawal form is available upon request at the MFCS Attendance Office. The parent/legal guardian must obtain an administrator's signature before withdrawal is completed. All school materials such as textbooks, library books, and school equipment (electronic devices), and athletic equipment must be returned and all school debts paid in full before the withdrawal process is complete. MFCS will not forward student's records to the student's new school until items that are lost or damaged are paid in full.

F. ENTRY AGE TO KINDERGARTEN

Students entering Kindergarten must **be five (5) years old on or before December 31st.**

Kindergarten students should:

- **Be potty trained**
- Exhibit manageable behavior: follow directions
- Exhibit maturity: be respectful

G. NEW/TRANSFERRING EIGHTH GRADER

A new enrolling eighth grader at Many Farms Community School Inc. can be fourteen (14) on or before September 1st of the current school year.

H. STUDENT RECORDS

The distribution of student records is limited by the Family Education Rights and Privacy Act (FERPA). The school will only disclose personally identifiable student records in accordance with FERPA. If you do not want Many Farms Community School Inc. to disclose directory information from your child's education records without your prior written consent, you must notify the school.

MFCS Inc. has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing (Parents are responsible for updating contact information with the registrar.)
- Electronic mail (email) address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or school attended

EXTRA-CURRICULAR PROGRAMS/ATHLETICS

A. PROGRAMS/ACTIVITIES

Extracurricular programs are:

(1) Class activities that extend beyond the class or school day.
(2) Activities for which no credit is earned in meeting promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the school. Such activities will be established and designed to offer students worthwhile athletics and leisure time interests, wholesome recreational and social activity, and an opportunity to develop skills in leadership, teamwork and cooperation for these activities.

(3) School Sports are available. Students must have sports physicals before practicing or participating.

(4) Participants, parents, and faculty must adhere to the requirements stated in The Warrior's Athletic Handbook. Participant sand parents must sign an athletic contract.

(5) **MFCS Inc. is not responsible for any lost or stolen items during a field trip or sports trip.**

(6) School personnel will transport a student to the nearest ER if he/she becomes seriously ill or injured on a school trip.

Students participating in extracurricular activities must meet grade check requirements every two (2) weeks and abide by all school rules. Activities differ from year to year and qualifications are varied.

B. GRADE CHECKS

Grade checks are conducted every **two (2) weeks.** If a student receives a D or F in any class, or has attendance and/or behavioral issues, the student will be ineligible to participate in any extracurricular school activities (i.e. sports, etc.). Students will be notified by the teacher who placed the student on grade check, or by athletic director or coach. Once the student has raised the grade, he/she then is reinstated. Parents who are concerned about grades should immediately contact the teacher to find out how to help the child improve performance.

C. SCHOOL ACTIVITIES AND FIELD TRIPS

Student must have parent permission and an emergency release form which must be signed by the parent or legal guardian for each field trip prior to leaving. **Permission through phone calls and text messages is not acceptable.** Students will remain with their teacher and/or coach at the point of departure, for the duration of the trip, and return with their class/team, unless other prior arrangements have been made with approval from the Principal. Students must demonstrate good behavior, academic standing, and attendance.

The Principal may remove a student from a school sponsored activity if the student is not in compliance with the K – 8th Student Handbook.

D. STUDENT COUNCIL

Student council provides leadership and vision for the student body. The student council consists of a: President, Vice President, Secretary, Treasurer, Sergeant at Arms, and a class representative. The members are voted into office by the student body. Upon accepting the position, the student council member will review and sign an agreement outlining respective roles and responsibilities. Members are to ensure that all responsibilities are met and maintained with their grades, attendance and behavior. The student council members come together on a regular basis to

discuss a wide variety of topics. They learn the foundation of our democratic system by participating in an active student government. They vote on topics that have a direct impact on the student population.

All clubs or organizations must follow the student council handbook to fundraise during the school year. All fundraising must be approved by the student council. All students, staff, parents, and the community are welcome to attend the meetings.

E. LIBRARY

The library is an exciting, adventurous place. Students are encouraged to draw from its wealth of materials as much as possible.

1. Students who do not return books on time will not be allowed to check out additional books.
2. Students will be expected to pay for any lost or damaged books.
3. Students are expected to read, share, and return what they read with their families.

F. EXCEPTIONAL STUDENT SERVICES (ESS)

Students may qualify for Exceptional Student Services (ESS) designation. The ESS department ensures that these students receive support and guidance as they attend school. Students are assessed by the school psychologist or another certified test administrator before qualifying for the program. Meetings are conducted with parents / legal guardians to determine appropriate support and placement. For any questions or concerns, feel free to call the school at 928-781-6221.

G. GIFTED AND TALENTED

Students may qualify as "Gifted" in areas of Intellectual, creativity, artistic, leadership capacity, or Navajo culture/performing arts.

GENERAL INFORMATION

A. PERSONAL ELECTRONIC DEVICES

Personal electronic devices such as cell phones/smartphones iPods, iPads, tablets, laptops, bluetooth headsets/airpods, smart watches and any music devices or communication devices are **NOT** permitted on School premises.

School staff will not conduct any searches or investigations for lost or stolen personal electronic items regardless of value. The school is not responsible for replacing lost, stolen or damaged personal items, including electronic items.

B. PROPERTY DAMAGE

Any damage to School property by a student will be the responsibility of the student and the student's parent. The student and parent shall pay for any replacement and/or repair costs. Any such damage shall be paid within ninety (90) days of notice to the parent of the damage and amounts. If payments are not received within the above-stated ninety (90) day period, the student will not be allowed to return to school and transportation will not be provided until the debt is cleared. Disciplinary action will apply to incidents of property damage. Law enforcement will be notified.

- Remain seated at all times unless entering/exiting.
- Always walk safely and carefully to/from your seat.
- Exit bleacher by using aisles.

C. RESTROOMS

Students need to enter and exit restrooms in a timely manner. Loitering or visiting is not allowed. Keep them clean and graffiti free. No climbing of any kind in the restroom.

D. LOST AND FOUND

Lost and found items are turned in to the front office.

E. SCHOOL CANCELLATIONS/DELAYS/EARLY DISMISSAL

In some cases, school may be **CANCELED, DELAYED, or DISMISSED EARLY** due to various circumstances such as adverse weather, or utility outage). Refer to one of the following sources for school closures or delayed schedule information:

- Mass Communication text. (keep contact information updated)
- Contact the school's front office for early dismissal announcements.
- KTNN RADIO

F. STUDENT INTERNET ACCESS

All students are required to have the *Guidelines of the Acceptance Use Policy for Internet Access* form completed by their parents or legal guardians and on file with the school before they are allowed internet access. Internet access is a privilege and will be revoked if abused. Any cyber bullying on the school chrome book issued to students will be cause for confiscation of the Chromebook and appropriate disciplinary action.

G. PARENT/GUARDIAN/VISITORS

Parents or legal guardians are welcome to visit the school. All visitors must report to the front office to sign in for clearance and receive a visitor's pass.

Visitors will be escorted off the school grounds if there is a safety or security issue. Law enforcement will be notified if the situation should escalate.

H. STUDENT VISITORS

MFCS employees' child/ren may visit campus as student visitors. The student visitors must check into the front office first and obtain a visitor's pass. All student visitors must follow school rules and must be supervised at all times while on MFCS campus.

I. CLOSED CAMPUS

Many Farms Community School Inc. is a closed campus therefore; students are not allowed to leave campus unless properly checked out at the main office by parent/legal guardian. Unauthorized individuals are not allowed on school grounds before, during, or after school hours. MFCS is under 24-7 surveillance.

J. BREAKFAST AND LUNCH

MFCS Inc. provides breakfast and lunch for all students. Dinner and snacks are also provided to enrolled residential students.

MFCS does not allow outside food and drinks in the classroom. Students may bring a water bottle to class.

STUDENT HEALTH SERVICES

A. HEALTH - NURSE'S OFFICE

Comprehensive health care remains the responsibility of the student's parent(s) and/or guardian(s). Students may be referred to the Clinic. DO NOT SEND CHILDREN WHO ARE SICK TO SCHOOL OR RESIDENTIAL.

A school nurse is available in case of injuries or emergencies on school premises during school hours 7:30AM to 3:30PM. Additionally, a school nurse is present at residential in the evenings as needed between Sundays through Thursdays to address medical concerns.

Students who feel ill will receive a pass from their teacher and be sent or escorted to the Nurse's office. When a student is too sick to return to class, the parents/legal guardian will be notified to pick up their child. It is the parent's responsibility to take their child to a clinic, doctor, or other qualified medical provider, if needed.

If a student is injured on the school grounds the school nurse will be notified. If the injury is severe the parent/legal guardian will be notified.

B. ISOLATION/SEPARATION (RESIDENTIAL)

The Residential Program prioritizes the health and well-being of all students. In cases where a student becomes ill or is suspected of having a contagious condition, the following procedures will be followed:

- Designated isolation rooms are available in the dormitories for boys and girls.
- If medical personnel determine that a student should not remain in the dormitory due to illness or risk of infection:

The parent/guardian will be contacted and asked to pick up the student. If necessary, a residential staff member may transport the student home.

Supervision and Monitoring

While in isolation, the student will be:

- Monitored closely by Residential staff
- Visually checked every thirty (30) minutes at a minimum

The student will remain in the isolation room until a parent/guardian arrives or appropriate transportation arrangements are made.

C. IMMUNIZATION REQUIREMENTS

- Students must have proof of all immunizations required under Arizona law, or valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, laboratory evidence of immunity and personal beliefs. Exemption forms are available from the schools or online at www.azdhs.gov/phs/immun/idr-forms
- Homeless students are not required to provide documentary proof of immunization until the fifth calendar day after enrollment in school. If a child or youth experiencing homelessness needs to obtain immunization or other required health records, the enrolling school will immediately refer the parent, guardian, or unaccompanied youth to the local liaison.

D. SCHOOL HEALTH FORM

The school health form is in your child's school health record in the nurse's office for medical information, allergy information, medication, and for notification purposes. In case of any illness or injuries which require us to notify parents in case of an emergency, the information on this form will be used to contact the student's parent or legal guardian. These forms are renewed and updated every year by parent(s)/guardian(s).

E. HEAD LICE

The school nurse will check for lice in grades K - 8th as needed. Students who frequently have lice will be checked on a regular basis. The following procedures will be followed in the event a student is suspected or found to have lice:

- Student is sent to the nurse or designee.
- If a student is found to have live lice, the parent/guardian will be notified to pick up the child.
- The returning student must return with their parent/guardian and be re-checked by the nurse or designee before returning to the classroom and/or residential.
- If a student is continuously found to have head lice, the student may be referred to Social Services.

E. STUDENT MEDICATIONS

All currently dated medications must *immediately* be turned in by the parent/guardian to the nurse's office. All medications must be in their original pharmacy containers, and the nurse will give medications to students as indicated. **Students are not allowed to carry any type of medication, prescribed or over the counter, during school hours.**

Parents/Legal Guardians are responsible for monthly refills for students who take DAILY prescribed medications in the school health office. Should a parent/legal guardian not follow this procedure, a SCAN may be implemented for Medical Neglect.

F. HYGIENE

Hygiene of students is the responsibility of parents. Students should be sent to school clean and groomed appropriately so as to not distract the learning environment. This includes: washed, teeth brushed, hair kept, clothes cleaned, socks cleaned, etc. If poor hygiene continues after intervention(s), students will be referred to Social Services.

STUDENT / SCHOOL SAFETY

A. SCHOOL SECURITY/SAFETY

The School employs security staff who patrol and safeguard the school. A Continuity of Operation Plan (COOP) and Emergency Operation Procedures (EOP) are in place to respond to a major catastrophe situation. The emergency response plans can be obtained from the School Administration and school security (COOP - Continuity of Operation Plan/EOP - Emergency Operation Procedures).

B. PLAYGROUND

Playground rules provide safety and security for all students.

General Rules:

1. Be respectful at all times
2. Do not throw objects (i.e. sand, rubber chips, mud, rocks, weeds, bugs, etc.)
3. No running, pushing, or jumping off of the playground equipment.
4. No tag games on playground equipment.
5. Walk on sidewalk areas.
6. Stay in designated areas.
7. No food or beverages on the playground.

C. FIRE DRILLS

Fire evacuation plans are posted throughout the campus and the School will periodically conduct fire drills.

The following fire drill procedures must be followed:
• Leave all personal items in the room, shut the door(s), keep the door(s) unlocked, and turn off the lights. Teachers must have a class attendance record, first aid kit, and Safety Procedure Booklet, and wear a safety vest.
• Follow the evacuation plan in an orderly manner to the nearest exit and go to the designated area.
• If outside of the classroom, exit the nearest unblocked exit, and go to the nearest Zone. • If you are outside of the building, stay with your assigned group, and go to the nearest Zone.
• Only authorized individuals will assess the situation. All others must evacuate.

E. SHELTER-IN-PLACE PROCEDURE

SCHOOL ADMINISTRATOR WILL ANNOUNCE SHELTER-IN-PLACE

NOTE: ANNOUNCEMENT WILL BE MADE ON THE INTERCOM. TWO WAY RADIOS AND PHONES WILL BE UTILIZED TO ANNOUNCE AND NOTIFY STAFF WITH NO INTERCOM.

Shelter-in-Place Drills

WHEN THE ANNOUNCEMENT IS MADE:

1. Clear students from the halls immediately. Students should report to assigned classrooms.
2. Take attendance. Use voice mail to report missing students.
3. Do not allow anyone to leave the classroom. Allow emergency bathroom use only, using the buddy system.
4. Stay away from all doors and windows.
5. Permit classroom use of telephones in emergencies only.

Wait for further instructions.

F. LOCK DOWN PROCEDURE

THE PRINCIPAL WILL ANNOUNCE LOCK DOWN

NOTE: ANNOUNCEMENT WILL BE MADE ON THE INTERCOM. TWO WAY RADIOS AND PHONES WILL BE UTILIZED TO ANNOUNCE AND NOTIFY STAFF WITH NO INTERCOM.

Lockdown Drills

WHEN THE ANNOUNCEMENT IS MADE:

1. Students should report to the nearest classroom.
2. Close all windows, lock doors, and do not leave for any reason.
3. Cover all room and door windows.
4. Stay away from all doors and windows, and move students to interior walls and sit down.
5. Shut off lights.
6. BE QUIET!

Wait for further instructions.

PARENT INVOLVEMENT

A. PARENT INVOLVEMENT

Parent involvement is very critical to a child's education. Students tend to be more involved with their own education when parents are involved. Parents are truly their child's first and most influential teacher. The school encourages open communication between parents and school personnel to strengthen and foster this relationship. In addition to the regularly scheduled parent teacher conferences, parents are encouraged to communicate with their child and teacher(s).

Parents are encouraged to review student's homework each night and ensure that the student is well- rested and prepared for school the next day.

The School welcomes parents as volunteers for school activities. Parent volunteers must obtain a Federal Background Check and approved by the School's Administrator.

B. PARENTS RIGHTS AND RESPONSIBILITIES

Parent's Rights:

1. Parents have the right to be informed of their child's academic performance and social behavior.
2. Parents have the right to be informed of school regulations.
3. Parents have the right to visit the school.
4. Parents have the right to expect that the school will fulfill its responsibility for the educational, social, and general welfare of their child.
5. Parents have the right to expect courtesy from all school employees.
6. Parents have the right to check out their child from school when they feel it is in the best interest of their child.

Parent's Responsibilities and Duties of:

1. Encourage and help guide your child in following all school rules and regulations.
2. Cooperate and be courteous with school officials in resolving problem situations involving their child.
3. Participate in the school's Parent Teacher Conferences and school activities.
4. Schedule daily homework time, review it regularly, & discuss what your child has learned.
5. Encourage your child to read daily.
6. Keep in contact with the school by school visits, virtual meeting, emails, phone calls, letters, and attendance at parent-teacher conferences
7. Maintain high expectations with your child by praising his/her achievement at school; providing a warm, caring home; emphasizing school; and encouraging academic success.
8. Make sure your child is in school daily.
9. Encourage your child to be responsible for his/her actions.
10. Keep your child's school records up-to-date, in the NASIS portal.
11. Participate in virtual / in person with parent-teacher activities throughout the year. (as needed)

C. PARENT ENGAGEMENT COMMITTEE

While all parents are expected to be involved in their children's education, some parents may wish to volunteer their time to more structured school parent organizations. Parents may participate in fundraising and other school activities through such organizations. Furthermore, through these organizations, parents may provide formal feedback on school programs. Information about these and other organizations will be provided at the beginning of each school year, or may be available from the parent coordinator.

Open communication for parents and students shall begin with teachers as an initial contact. If further discussion or resolution is needed, please follow the lines of communication:

- Teacher & Student
- Teacher, Parent & Student
- Parent, Student, Teacher & Counselor
- Parent, Student, Teacher & Administrator

SUPPORT SERVICES

FOOD SERVICE

Under the **National School Lunch Program,** the school cafeteria serves breakfast and lunch to **all** students from Monday through Friday. Dinner is **ONLY** served to residential students. Balanced meals are prepared for students each day to meet essential nutritional building blocks for growth and sustenance. Daily meal check offs are used for student count for school reimbursement.

The school food and nutrition program strives to make a significant contribution in providing nutritious meals to maintain a healthy school environment. Program procedures assure the production and service of high-quality and safe foods to all students and the ability to learn by supporting healthy eating. All guidelines for reimbursable school meals shall be according to regulations and guidance issued by the Child Nutrition Program and USDA.

ALL STAFF AND COMMUNITY MEMBERS WILL NEED TO PURCHASE BREAKFAST, LUNCH, AND DINNER. Meal tickets can be purchased at the Business Office unless staff are on duty.

Cost of Meals: Breakfast $4.00 Lunch $4.00

CAFETERIA HOURS

Breakfast	7:00 AM -8:00 AM
Lunch	11:00 A.M.- 12:30 PM
Dinner (Residential)	5:00 PM-5:30 PM
Sunday Dinner (Residential)	5:00 PM-5:30 PM

Cafeteria Rules:

- Students will practice good social behavior.
- Walk, not run, in the cafeteria area.
- Sit on chairs only.
- Use good manners.
- Maintain all tables, seats, and walls in good condition.
- Be courteous toward fellow students, staff and visitors.

- Not engage in horseplay or roughhousing.
- Not take food or drinks out of the cafeteria.
- Use dinnerware as eating utensils only.
- Clean up and pick up trash around area before leaving cafeteria.

MANY FARMS COMMUNITY SCHOOL, INC. RESIDENTIAL PROGRAM

MISSION STATEMENT:

Many Farms Community School, Inc. Residential mission is to support the academic goals and to provide a home living atmosphere and to give students the opportunity to attain, personal, social, cultural/spiritual growth and a positive self-image.

Residential Offerings

Many Farms Community School, Inc. Residential programs and activities are planned to promote socialization, cultural awareness, safety practices and wellness.

- Academic Tutoring
    - Tutoring and homework assistance are scheduled after school, Monday through Thursday, at designated areas throughout the residential hall. Students may be kept by their tutoring teachers for tutoring. Students have access to the computers for homework and other research, providing the child has a student internet use Policy Form on file in the residential area.
    - Chromebooks with internet access are available for the benefit of both staff and students. Use of this network is a privilege, not a right and will only be permitted after both the user and parent/guardians have signed a copy of our "Acceptable Use Policy". The agreement restricts the use of the network to educational purposes, residential business, and personal, non-commercial email. Non-compliance with regulations regarding network use will result in consequences from a reprimand to more severe measures such as denial of access and suspension of internet privileges.
- Activities and Recreation
    - A monthly calendar for each month is developed by staff and students. Topics and activities are scheduled. There are outside agencies who plan activities with students. Also, field trips are scheduled (depending on availability of funding).
- Counseling Services
    - Mental and Health specialists talk with students on topics regarding; behavior, academic progress, and awareness. There are other outside agencies for example Indian and Health Services and Department of Health do presentations with students.
- Navajo Language/Culture/Tradition
    - Dine Language and Culture Committee and other individuals/groups come and do presentations with students regarding tradition, language and culture.

- Safety and Wellness
    - Discipline Procedure and Disciplinary Action: The residential personnel will follow the School Student / Parent Handbook for all situations.

Residential Personnel & Responsibilities

Residential staff roles and responsibilities are to ensure the safety and wellbeing of students who reside in the dorms. Providing support, encouragement, leadership, guidance, wellness, Diné culture/traditions and the necessary resources to help our students succeed in their future endeavors.

A. RESIDENTIAL ELIGIBILITY

Students who reside within Many Farms Community School boundaries are eligible to live in the residential hall while attending school. Students living farthest from Many Farms Community School, Inc. will be given first priority. Residential dorms will be open to students who most need assistance. Eligibility is contingent upon the screening process that requires the following:

- All new and returning students must be **officially** enrolled with Many Farms Community School, Inc.
- **Students must have good attendance (attend more than 90% of the time)** and are required to attend classes daily Monday- Friday for the school year.
- Students involved in a one-time alcohol/drug usage and/or cause physical harm to another student from the previous school year **MAY BE CONSIDERED** for enrollment if they have a pre-conference with the Support Service Supervisor and School Administrator. In this case, the student will agree to, and sign a *behavioral contract*, to be considered for residing in the residential.
- Residential students must be age-appropriate before being considered. However, special approval will be given if there are any extenuating circumstances.

B. RESIDENTIAL STUDENT CODE OF CONDUCT

The residential staff members recognize that appropriate behavior is essential to maintaining a safe and healthy environment for students and staff. Each student must conduct him/herself in a manner consistent with the rules, regulations, and policies of MFCS. The residential staff members also recognize situations where situational safety and welfare of the students are a priority and may necessitate removal of a student from the residential hall.

C. LOCKER SEARCHES/ RESIDENTIAL ROOM SEARCHES

The student lockers/residential rooms are school property, and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers/residential rooms. School authorities for any reason may conduct periodic general

inspections of lockers or residential rooms at any time without notice, without student consent, and without a search warrant.

D. SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such finds will be turned over to the proper legal authorities for proper disposal which could result in a disciplinary action or loss of privileges.

E. RESIDENTIAL STUDENTS

All students possess the right of privacy as well as freedom from unreasonable search and seizure guaranteed by the Fourth Amendment of the U.S Constitution. However, the school has the responsibility to ensure the safety and welfare of all students. A search of a student is authorized only if the administrator conducting the search has a reasonable cause to believe that the school rules have been violated or that something that jeopardizes the School, staff or students' health, safety, welfare, and mission is on School property and that the search would produce evidence of the offense. Items seized during searches may or may not be returned depending upon the nature of the item. The item shall be disposed of at the discretion of the Support Service Supervisor.

F. RESIDENTIAL STUDENT CHECK-IN/OUT POLICY

We will be limiting authorized check out listing to four people who are ***over the age of 21.*** Individuals listed on the authorized checkout listing must present a valid state issued Identification Card/Driver's License. Over the phone checks outs are not allowed. **NO EXCEPTIONS!** Individuals listed need to have a working phone number in case of an emergency.

For the safety of students and staff of MFCS, security will be notified if an individual is suspected to be under the influence of controlled substances/alcohol.

G. SCHOOL BANK

Staff members are to encourage students to use the student bank for the safe keeping of their money. Accurate and timely records of all transactions are required. Club funds must be placed in the school bank the next working day. The money in club or dorm accounts is strictly for the use of the residence hall or club and never for employee use.

H. RESIDENTIAL DAYS OF OPERATION

The MFCS Residential School is open Sunday through Thursday. Students may check in on Sunday between 4:00 P.M. – 8:00 P.M. Students cannot check in prior to 4:00 P.M. Parents are not allowed to drop off their student before 4:00 P.M. because the student will be unsupervised. Continued unauthorized early drop-off may result in revocation of residential student status.
Notes, if there is no school due to a holiday, the residential hall will open the following day (Monday).

I. RESIDENTIAL HALL DAILY SCHEDULE

MORNING – SCHEDULE/ROUTINE	
5:45 AM	Wake Up/Morning Exercise/Personal Hygiene
6:00 AM	Morning Circle [laundry pick up/attendance]
6:15 AM	Room Cleaning
6:30 AM	Get Ready for the School Day
7:00 AM	Breakfast
7:30 AM	Escort Students to Academics
8:00 Am	Academics [8:00 A.M. – 3:30 P.M. – students in class]

AFTERNOON – SCHEDULE/ROUTINE	
3:30 pm	21st Century Afterschool Program [3:30PM – 5:00PM] – Meet students at academic BLDG
3:45 PM	Roll Call/Homework Check
4:00 PM	Study Hour
5:00 PM	Supper
5:30 PM	Attendance Check/Guidance Lessons
6:00 PM	Study Hour/Leisure Time and Social Activities
7:00 PM	Snacks
8:00 PM	Winding Down
8:30 PM	Bed Time/Self Care
9:00 PM	Begin Hourly Bed Checks

J. RELOCATION CENTER

During an emergency situation, students and staff will relocate to one of the following locations and continue operations until an "ALL CLEAR" directive is given by MFCS administration. The secondary site is located further away from school (in case of Community wide emergency).

Contingent to COOP Plan

Primary Location Center: Under Construction 2025
Many Farms High School
Many Farms, AZ 86538
Phone #: (928)781-6226/6227

Secondary Relocation Center
Rough Rock Community School
Rough Rock, AZ 86503
Phone: (928) 728-3521

Many Farms Emergency Contacts:

MFCS Security	(928)349 - 5330 - K. Billie Ext. 601
MFCS	(928)781-6221
Many Farms High School	928/781-6226/6227

EARLY RELEASE SCHEDULE

Students load bus at Academic Building 1:30 p.m.

Dorm closed on Friday

SCHOOL TRANSPORTATION

A. BUS RULES

Many Farms Community School Inc. provides bus transportation for students. The bus will **ONLY** pick up students on the **MAIN BUS ROUTE (Designated Stops).** Riding the school bus is a privilege. **BE EARLY AND ON TIME FOR THE BUS.** The primary responsibility of the school bus driver is to make sure students arrive and depart safely. Students must follow the directions of the school bus driver. The rule also applies to residential students.

B. BUS SAFETY PROCEDURES

The following are bus safety procedures that all students are expected to follow:

1. The bus will not move until all passengers are seated.
2. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
3. Keep your books and belongings on your lap or put them under the seat.
4. Keep the aisle clear.
5. Only speak to the driver in cases of emergency.
6. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud talking or yelling.
7. Do not stick hands, arms, head, or feet out of the windows of the bus.
8. Keep the windows closed.
9. Do not throw anything within the bus or out of the window.

10. Use the emergency door or exit controls only in case of emergency.
11. Prohibit video recording (using any electronic device such as cell phones, smart phones, iPads, tablets)

C. TRANSPORTATION/BUS CHANGES

A written note or email signed by the parent or legal guardian can change a student's assigned bus. Bus changes must be made **BY 1:00 PM.** The Front Office staff will communicate a bus change to the bus drivers. Parents or legal guardians who would like to pick up their children will have to pick them up before 3:30 pm or before bus departure. **Due to liability and safety issues, students will not be allowed to wait at the front office after 3:30 p.m.** Bus Changes can be emailed to buschanges@mfcsaz.org verified by the front office (if needed) phone calls and/or text messages cannot be accepted to authorize bus changes, no exceptions.

D. ACCIDENT OR OTHER EMERGENCY

The following are procedures to follow in case of an accident or other emergency:

1. In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
2. Students must stay in the bus unless otherwise directed by the driver.
3. If you have to leave the bus, stay in a group and obey the driver's instructions.
4. Do not expose yourself or others to needless hazards.
5. The bus will only pick up students from the main highway on inclement weather, parents will need to transport their child to the main road for pickup.

E. PARKING LOT DROP OFFS

Students must be dropped off in the designated area. Observe all posted signs and speed limits. Do not drop students off in the bus loading and unloading zones.

STUDENTS RIGHTS & RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
Students at the School have and shall be accorded the following rights: • The right to an education. • The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment. • The right to freely express their spirituality and culture in a manner that does not infringe on the rights of others. • The right of freedom of speech and expression so long as the speech and expression does not unreasonably disrupt the educational process or endanger the health and safety of the student and others. • The right to freedom of the press, except where material in student publications is libelous, slanderous, obscene or harmful to other students, staff or the School's mission. • The right to freedom from discrimination.	General student responsibilities are as follows: • To attend all classes each day except when ill or properly excused. • Allow others the freedom to learn without upsetting the classroom or dorm environment. • To not bring anything to school that is forbidden by law such as alcoholic beverages, drugs, weapons or stolen property. • To fully comply with all of the School's policies, procedures and rules. • To express their own religion and culture in a manner that is not prohibited by law or violative of other individual's rights. • To express opinions and ideas respectfully so as to slander or offend others, and to understand that others should be allowed to express their ideas. • To not discriminate against other's.

STUDENT CONDUCT AND DISCIPLINE

A. DRESS CODE

Many Farms Community School encourages students to take pride in their attire as it relates to the school setting. Appropriate dress instills a sense of unity and belonging while promoting a positive work attitude. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others as well as modesty for all students.

Shoes:

- Must be worn at all times
- Slippers, open-toed shoes (flip flops) and high heels will not be worn to school

Shorts/Skirts:

- Shorts/skirts will be no shorter than one inch above the knee

Tops/Skirts/Sweatshirts:

- No midriffs, half shirts, fishnet, see-through, strapless, halter tops, crop tops, low cut shirts/blouses, backless outfits or bare midriff outfits.
- Jerseys must be worn with a T-shirt underneath.

Headwear:

- Hats, hoods, and beanies may not be worn indoors and must be worn appropriately (brim facing forward)
- No Mohawk, spikes, coloring of hair that is a distraction for clothes, inappropriate messages cut into hair.
- Student hair should be groomed in a way that does NOT impair or interfere with their vision or learning, and does not cover the face
- No neck gaiters may be worn within the buildings. If a student is sick, they should wear a disposable surgical face mask

Jeans:

- No holes in jeans.

All Clothing:

- May not have vulgar and/or violent messages or pictures, gang oriented insignias, sexual orientated or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design.
- Undergarments may not be visible
- No excessive bagging, sagging or ill fitting (must be size appropriate)
- No pajamas allowed, except on spirit days
- Clothing/attire shall not reveal bare skin
- No nose studs, lip rings, gauges and chains
- No Spandex (tights); but, leggings may be worn with dresses.
- Sunglasses are not allowed inside school building

Compliance for Dress Code:

- Change into clothing that may be provided by the school
- Change into other clothing which has been brought to school
- Remove the jewelry or other accessories

Students attire should not present health or safety hazards and should not disrupt the educational process. We rely upon your good judgment and discretion as in what your child should wear to school. However, faculty and administration of Many Farms Community School, Inc., reserve the right to make the final decision as to the suitability of any attire and to decide when attire violates the school code. If any parent has a situation that makes it impossible to adhere to any portion of the dress code, please set up an appointment with the Principal.

INSIGNIAS/SYMBOLS Insignias emphasizing or relating to sex, nudity, or culturally offensive images/language (including but not limited to dragons, serpents, snakes, fanged beasts/creatures, skulls, skeletons, owls) will NOT be allowed in printed or visual form including patches (jewelry, backpacks, T-shirts, etc.).
GANG RELATED DRESS Dress or markings, which could be interpreted as gang related, will NOT be tolerated including, but not limited to: bandanas, tattoos, hats, chains, mesh gloves, hair nets, baggy clothes, long solid color belts that hang out, or other wearing of two or more t-shirts showing gang related colors. No shaved heads with symbols, designs, or messages. Clothing carried as an accessory will NOT be allowed.
GOTHIC RELATED DRESS Dress or markings, which could be interpreted as gothic related, will NOT be tolerated including, but not limited to: gothic related attire, high spiked hair or unusual punk hairstyles such as horns, metal studs or spikes on clothing and backpacks, black makeup on the face with black painted fingernails.
HEAD COVERINGS The wearing of head coverings, including hoods of sweatshirts and beanies, is not permitted in the building during the school day. Hats and beanies will be confiscated if worn in the building during the school day. A parent/guardian may have to bring sufficient clothing for the remainder of the school day. Discretion will be used by staff on hats/hoods/beanie use outdoors during cold weather. Exceptions to this policy include medical reasons with approval from the School Administrator.

The school dress code will be enforced at all school events. Any exceptions to the dress code for special activities or health considerations must be pre-approved by the administration. A student will be considered in violation of this code if their appearance or dress has an impact on the discipline or educational functions of the school or offends others. The Principal will determine if the clothing in question is appropriate. If a student is found to be wearing inappropriate clothing, they will be asked to change or will be sent home. Repeated violations of the dress code will be considered insubordination and will result in disciplinary action.

B. BULLYING

Definition: Bullying means any intentional written, verbal, electronic, or physical act, or a pattern of acts, by one or more students that causes or is likely to cause harm, create a hostile educational environment, or substantially interfere with a student's education.
Bullying may include conduct that occurs:

1. On school grounds
2. At school-sponsored activities
3. On school transportation
4. Through electronic communication (cyber-bullying), including off-campus conduct that substantially disrupts the school environment.

Bullying is prohibited. Students should immediately report any incidents to a teacher or a staff member. Participation, instigation, or attempting to get others to instigate or participate in this type of conduct may subject a student to disciplinary action according to the MFCS discipline policy and procedures.

C. HAZING

Hazing definition: Any intentional, knowing, or careless act committed by a student against another student that is directed against another student and is done for the purpose of initiating, admitting, affiliating with, or maintaining membership in any group, team or organization, and that: 1. Causes or creates risk of physical injury; 2. Causes or creates a risk of mental or emotional harm; or 3. Involves coercion to engage in illegal, unsafe, or inappropriate conduct. Included are any written threats, any student-produced story or theme glorifying hazing, or any drawing shadowing a violent intent.

*This does not apply to the normal risks associated with athletics, P.E., or playground activities.

Hazing is prohibited. It is the responsibility of students to report hazing to a teacher, staff member, coach, or administrator. Participation, instigation, or attempting to get others to instigate or participate in this type of conduct will subject a student to disciplinary action according to the MFCS discipline policy and procedures.

D. SEXUAL HARASSMENT

MFCS is committed to creating and maintaining a learning environment for students that is free of harassment. MFCS prohibits the unlawful sexual harassment of any student by any student, teacher, or other person at school or at any school-related activity. In maintaining and enforcing this Policy, MFCS complies with Title IX as applicable.

The Principal or Principal's Designee shall ensure that students receive age-appropriate information related to sexual harassment. The Principal is MFCS's Title IX Officer and Sexual Harassment Officer. Students shall be assured that they need not endure any form of sexual behavior or communication. They shall further be assured that they need not endure, for any reason, any harassment which impairs the school's educational environment or a student's emotional well-being at school.

Students should immediately report any incidents to either a teacher, the Principal, or the Principal's Designee if they feel they are being harassed. Any student, or parent on behalf of the student, who feels that he/she is being sexually harassed may pursue the complaint in an informal process or may file a formal complaint with MFCS. Within 24 hours, teachers who have received reports of sexual harassment are required to report the complaints to the Principal or Principal's Designee, who will immediately log the complaint. MFCS staff shall similarly report any such incidents they may observe even if the student being harassed has not complained.

The Principal or Principal's Designee shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment occurred, the Principal or Principal's Designee shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment. A report of sexual harassment or intimidation and the investigation are to be kept in strictest confidence, where practical, and to the degree permitted by law and MFCS's policies, for the protection of all parties involved.

Any student who engages in the sexual harassment of anyone at MFCS or a school-related activity shall be subject to age-appropriate disciplinary action consistent with MFCS's disciplinary procedures as set forth in MFCS's "Harassment, Intimidation, or Bullying Policy." For students in grades K through 3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension and/or expulsion.

A substantiated charge against an employee of MFCS shall subject the employee to disciplinary action in accordance with any appropriate employee contract, up to and including discharge.

E. DISCIPLINE

MFCS implements the following infraction consequences and procedures to provide consistency across disciplinary actions. Infractions consequences are categorized as either minor offense (A and B) or as a major offense (C). Disciplinary action is determined by categorization as set forth in the

disciplinary matrix. When a student has violated an MFCS rule, regulation, or policy, the following shall occur:

1) The student will review the violated rule, regulation, or policy with the teacher and understand the consequence for not complying with the rule, regulation, or policy.
2) If the student commits either a Minor A or Minor B Offense, such as disruption, disobedience, and disrespect, MFCS will issue consequences aligned with MFCS policy.
3) If the student commits a Major C Offense, a staff member will complete a disciplinary referral form and the School Administrator or designated MFCS personnel will investigation and issue consequences aligned with MFCS policy.

F. STUDENT DUE PROCESS RIGHTS AND PROCEDURES

Every student enrolled at MFCS Inc. has **due process** rights. This means that you have the right to be treated fairly before the School takes disciplinary action. If you feel you have not been given due process, or you were not treated fairly, report it to an adult. You have the right to file a complaint regarding your constitutional rights, discrimination, harassment, or personal safety.

Discipline process and procedures will apply to ALL students, according to the school and federal protocols.

G. DISCIPLINE OFFENSES AND CONSEQUENCES

The offenses listed below are based on level of seriousness - Group "A" and "B" offenses are the least serious and Group "C" offenses are the most serious. However, there may be times when school administrators and parents modify consequences to best fit a student's unique circumstances. The following guidelines will provide a basis for dealing with most disciplinary problems.

	GROUP A CONSEQUENCES - Minimal

GROUP A OFFENSES	Multiple Offenses (3 or more offenses) A-1 to A-10 One to ten days internal suspension, required parent conference, counseling is recommended. Long term suspension or expulsion may be recommended.		
	First offense	**Second Offense**	**Third Offense**
A-1 Unexcused Tardies - Arriving at school after the scheduled start time	Conference with teacher, student. Parent will be notified by letter and email	Conference with teacher, student, parent, Instructional Coach and administrator. Student will be placed on an attendance contract. Saturday Rejuvenation program.	Required conference, counseling recommendation.
A-2 Excessive Absences - An excessive amount of absences greater than 10 days.			
A-3 Electronics Devices – (e.g. Use of cell phones, Air pods, tablets and any Bluetooth devices during instruction hours).	Items will be confiscated. Conference with the student and teacher.	Items will be confiscated, and only be released to the parent after a parent conference occurs with the teacher and Instructional Coach.	Items will be confiscated, and only be released to the parent after a parent conference with the teacher and Administrator.
A-4 Computer devices and Internet misbehavior – See Computer and Internet policies.	Conference with student, parents and teacher.	Required parent conference with the teacher and administrator. External suspension may be implemented depending on the severity of the violation.	A required parent conference with the teacher and administrator. A contract, counseling referral will be implemented. External suspension will be implemented depending on the severity of the violation.
A-5 Drawing, writing, or making inappropriate or offensive **symbols, pictures, words, notes or objects.**			

A-6 Dress Code Violation - See section on Dress Code.	Conference with teacher and student. Students will be sent to the Nurse office to receive available clothing or Parents will be notified to bring in proper clothing.	Required Parent conference with the administrator.	Required parent conference, and behavior contract will be implemented by the Administrator.
A-7 Dishonesty, which includes, but is not limited to, cheating, lying, plagiarizing.	Conference with teacher.	Parent will be notified. Conference with student, teacher, and parent.	Parents will be notified. Required conference with student, parent, teacher and Administrator. Behavior contract will be implemented.
A-8 Public Display of Affection - There will be no hand-holding, kissing, or intimate touching.	Mandatory parent conference with administrator. Behavior contract will be implemented.	Mandatory parent conference with administrator. Internal suspension will be implemented by Administrator.	Mandatory parent conference with administrator. External suspension will be implemented by the Administrator.
A-9 Inappropriate Language - Verbal messages that include swearing, name calling, or use of words in an inappropriate way. As determined by school officials.			
A-10 Vandalism of school property that can be cleaned with cleaning products or repairable items. **Example:** writing on walls or desks with pencils or writing instruments that are removable with cleaning products. Other examples are: Instigating or participating in food fights where property damage can be cleaned with cleaning products or repairable items.			

GROUP B OFFENSES	GROUP B CONSEQUENCES - Minor		
	Multiple Offenses (3 or more offenses)		
	First Offense	Second Offense	Third Offense
B-1 "Ditching" or Being in an unauthorized area - Example: Choosing not to ride assigned bus to and from school: riding the school bus when not in attendance at school; or walkers riding the bus without permission; roaming or loitering on campus; trespassing on campus during suspension, leaving school grounds without permission (truancy) such as or improper check-out from school and bus.	Required conference with student, teacher and administrator. Parents will be notified.	Internal suspension, a required parent conference with administrator, required counseling and a behavior contract will be implemented.	External suspension, required parent conference with administrator, required counseling. Expulsion may be recommended.
B-2 Contraband - Possession of objects which can cause damage, personal harm, disturbance, ~~of~~ disruption and/or not used in an appropriate manner. The list of contraband items includes but is not limited to: energy drinks, water balloons, trading cards, heavy chains, shaving cream, bandannas, toys, toxic glue, Kool-Aid, lemon salts, cinnamon, breath strips, liquid paper / white out, felt tip markers, dice, stink bombs, rubber bands, permanent markers, darts, wire, paperclips, safety / button pins, needles, BB's or other projectiles which can be shot with a rubber band, slingshot, pea shooter.			
B-3 Defiance, Disrespect towards Authority, and Non-Compliance - Engaging in refusal to follow directions, talking back, or delivering socially rude interactions; failing to comply with violations and sleeping in class with verbal or written rules given by school personnel OR with school rules, policies, and regulations			
B-4 Disruption - Engaging in behavior causing an interruption in a class activity, or during lunch period (food fighting). This includes sustained loud			

talking, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out of seat behavior			
B-5 Gambling - Playing games of chance for money or other items			
B-6 Minor Aggression Act - Student engages in non-seriousness but inappropriate physical contact, i.e., hitting, poking, pulling or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair from underneath another person, or other behaviors that demonstrate low-level hostile behaviors. Other examples: Pencil fighting, slap fighting, arm wrestling, shooting rubber bands, throwing objects / projectile items with a slingshot or other item like a slingshot; and unwanted touching (non-sexual).			
B-7 Stealing/theft or forgery (Petty Theft) or the attempt to do either, or serious acts of dishonesty – The theft of school property is under $100; for example, shoplifting while off campus on a school related activity or taking school property items without permission			
B-8 Possession of Combustible - Substance or object that readily causes bodily harm or property damage, i.e., matches, lighters, snappers/firecrackers, gasoline, alcohol-based products, and lighter fluid			
B-9 Vandalism of school or personal property with damages value is $50.00 or less - Includes school building, school grounds, school buses, or attempting to. (This includes break-ins). Some examples are school computers accessories, writing with permanent / non removable initials / words on a desktop, writing on walls, or minor damaging school vehicles. Other_			

examples are instigating or participating in food fights when property damage values are $50.00 or less. Parents are responsible for replacing stolen or damaged property			
B-10 Bus Safety Violation - Any behavior on the bus in violation of bus safety procedures or any school violations. This offense results in loss of bus riding privileges as determined by the school administrator; and in addition with any other consequences.			

GROUP C OFFENSES	***GROUP C CONSEQUENCES - Major***		
	Other Consequences: 1. Student loss of privileges (athletics, student council, field trips, school activities, School Royalty etc..) 2. Students will be required to write a research and present to the student body.		
	First Offense	**Second Offense**	**Third Offense**
C-1 Bullying	• Mandatory parent conference • Required behavior contract • Required counseling with School Counselor and/or possible referral to IHS Behavioral Health • External suspension depending on the severity of the violation. • Notification of law enforcement depending on the severity of the violation	• Mandatory parent conference • Expulsion • Notification of law enforcement depending on the severity of the violation	

C-2 Harassment, Nonsexual -			
C-3 Threat or Intimidation - When a student indicates by words or conducts the intent to cause physical injury or serious damage to a person or their property			
C-4 Hazing			

GROUP C OFFENSES	*GROUP C CONSEQUENCES*		
	First Offense	Second Offense	Third Offense
C-5 Fighting - Mutual participation in an incident involving physical violence, where there is no major injury. the action of fighting; violence or conflict displaying or engaging in violence, combat, or aggression.			
C-6 Verbal Provocation (Instigating), whether or not that student participated in the fight. Verbal Provocation (Instigating) is anything which, in the opinion of school administrators, uses language or gestures that may incite another person(s) to fight			

C-7 Assault - A fight and major injury occurred or No fighting occurred, person attacked another. A person commits assault by: 1. Intentionally, knowing or recklessly causing any harm or physical injury to another person. 2. Intentionally placing another person in reasonable apprehension of imminent physical injury 3. Knowingly touching another person with the intent to injure, insult or provoke such person,			
C-8 Alcohol Violation - Possession, use, distribution or being under the influence of any alcoholic beverage or substance represented as alcohol. This includes any alcohol-based mouthwash and hand sanitizer.			
C-9 Tobacco Violation - The possession, use, distribution or sale of tobacco products. A person who knowingly sells, gives or furnish cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind			
C-10 Drug Violation - The unlawful possession, use, distribution or			

being under the influence of any controlled drug, narcotic substances, Illicit drugs, vaping/electronic devices that contains drug, or drug paraphernalia. Category includes over the counter medications if abused by the student. **Drug** means any narcotic drug, dangerous drug, and marijuana. **Drug paraphernalia** means all equipment, products and materials of any kind which are used, intended for use or designed for use in preparing, storing, containing, concealing, introducing into the human body, **Illicit Drugs** includes marijuana, meth, etc. or "look alike" substances.			
C-11 Possession or handling of a weapon/other dangerous instrument that can be used as a weapon, including but not limited to firearms.			
C-13 Aggravated Assault A person commits aggravated assault if the person commits assault under any of the following circumstances: 1. If the person causes serious physical injury to another. 2. If the person uses a deadly weapon or dangerous instrument. 3. If the person commits the assault against a school employee			
C-14 School Threat or Interference with or Disruption of Education Institution - Any threat (verbal, written, or electronic) by a person to cause property damage or to harm students and staff includes bomb threat, Fire Alarm misuse, intentionally ringing fire alarm when there is no fire. This could include threats with note/letter writing and cyber bullying and false reporting			
C-15 Stealing/theft or their attempt, or serious acts of dishonesty - Theft of school or ***personal property*** of value over $100			

C-16 Engaging in or instigating others to engage in any activity forbidden by law while on campus or at a school related activity.			
C-17 Vandalism of school property with damages valued greater than $50.00, which includes school building, school grounds, school buses, or attempting to break-in. Some examples are school computers, carving initials/words on the desktop, spraying paint on walls, or damaging school vehicles. Parents are responsible for replacing stolen or damaged property. Other examples are: instigating or participating in food fights when property damage with value greater than $50.00			
C-18 Repeated or multiple violations of any school regulation.			

H. PARENT NOTIFICATION OF DISCIPLINE

Parents will be notified of disciplinary action against their student through phone call, email, home visit, or Parent-Teacher Conference. In some cases, a student may be taken home by a School Resource Officer (SRO)/School Security with the notification of discipline.

I. ACTIVE PARENTING CLASSES

Six module sessions on parenting, success skills, responsibility, cooperation, communication, building courage & self-esteem, and discipline will be provided by School Parent Liaison for all that are interested or required based on behavior contract.

J. PROCEDURES FOR SHORT TERM SUSPENSION

- No suspension will be made without giving the student an informal hearing by the Principal. This will include a review of the charges and an opportunity for the student to be heard.

- After the student has had an informal opportunity to discuss the matter with the Principal, the Principal will decide whether the discipline will be imposed. The decision of the Principal or his/her designee is final.

- The parent/guardians of the student are to be notified by mail of the suspension, with the notice being mailed within 24 hours of the suspension. The Principal will also attempt to notify the parent/guardian by telephone.

- The discipline shall be recorded in the student's file.

- The intention of this section is to allow the accused student an informal opportunity to be heard before discipline is actually imposed on the student. Where appropriate, necessary or due to urgent circumstances, discipline may be imposed prior to an informal opportunity to be heard or reviewed by the Principal. In such urgent situations, the student will, shortly after the imposition of the penalty, be given an opportunity for an informal hearing with the Principal and an opportunity to be heard.

K. PROCEDURES FOR SUSPENSION IN EXCESS OF 10 DAYS OR EXPULSION

The following procedures will be followed:

1. If the Principal determines that the student should be suspended for more than 10 school days, the parent will be notified and the student will be sent home with a written notification of a suspension for over 10 days. If unable to locate the parent, the student may be isolated until regular dismissal time and then given the written notification to be delivered by the suspended student to the parent. Notice of the charges includes:
    a. A copy of the school policy allegedly violated;
    b. The facts related to the alleged violation;

c. Information about any statements that the school has received relating to the charge and instructions on how to obtain copies of those statements; and\Information regarding those parts of the student's record that the school will consider in rendering a disciplinary decision.

2. If written notification is given to the student to be delivered, a follow-up copy will be hand-delivered by a school representative, or sent by mail or by email, the following school day.
3. A formal hearing will be arranged and conducted by the Principal. A formal letter will be sent by certified mail or hand delivered five (5) school days prior to the hearing. The letter must contain the following:
    - The right to have present at the hearing the student's parents or guardians (or their designee);
    - The right to be represented by counsel
    - The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses;
    - The right to the record of the disciplinary action, including written findings of fact and conclusions;
    - The right to administrative review and appeal under school policy;
    - The right not to be compelled to testify against himself or herself; and
    - The right to have an allegation of misconduct and related information expunged from the student's school record if the student is found not guilty of the charges.
4. The decision and appeal procedure upon the conclusion of the hearing is as follows:
    - The decision may be appealed to the Board.
    - The parent(s) of the suspended student must deliver a letter directed to the Board within 5 school days after receiving written notification of the decision.
    - The letter must describe in detail any objections to the hearing or the decision rendered.
    - The Board may give the student another hearing; the Board may modify the punishment.
    - The decision of the Board is final.

L. DISCIPLINARY PROCEDURES FOR SPECIAL EDUCATION STUDENTS

Procedures for short-term (10 school days or less) suspension are the same as listed above for all students. An external suspension of more than ten consecutive school days, a series of suspensions totaling ten or more school days, or expulsion of a special education student requires a manifestation determination meeting. Such a meeting shall be for the purpose of determining whether or not the offense is due to the student's disability condition, and whether or not the offense is due to the educational placement. If the offense is due to the student's disability condition or the educational placement, the student may not be unilaterally suspended or expelled, and other educational placements shall be considered.

If the behaviors are related to the disability condition or the educational placement, the school must convene an IEP and 504 team meeting to revise the student's IEP or determine a change in the learning environment. Alternative education services must be initiated within ten (10) school days after the date of the student's exclusion from school.

M. LAW ENFORCEMENT OFFICERS

While the student is within the care or custody of the School, it is the responsibility of the School to make an effort to act on behalf of the parents with respect to interrogation by law enforcement officials. A parent may and a school staff person will be present during these interrogations, except when interviews are conducted by a child protective service worker pursuant to A.R.S. § 8-224(B) or similar Navajo or federal statute. The school will notify the parents/guardians when the arrest is made or a student is taken into temporary custody.

If a student is arrested the school, no longer has jurisdiction over the student. Any action taken by a law enforcement officer will be separate from disciplinary action by the school.

N. SUSPECTED CHILD ABUSE/NEGLECT

All MFCS staff are considered "Mandated Reporters." Mandated reports who learn of facts that give reason to suspect that a child has suffered an incident of child abuse; know or have a reasonable suspicion that a child was abused in Indian country; OR know that actions are being taken OR will be taken that would reasonably be expected to result in the abuse of a child in Indian country, MUST immediately report the same. All suspected cases, by law, have to be reported to proper authorities. The Bureau of Indian Education Suspected Child Abuse/Neglect ("SCAN") protocols and documents must be used and completed within the SCAN timelines. The SCAN Protocol can be accessed by Googling "BIE SCAN Report." All SCAN cases will be reported to the Principal/Designee. The Principal/Designee will notify the appropriate parties as required by the SCAN protocol.

O. SEARCH AND SEIZURE PROCEDURES

The Fourth Amendment of the US Constitution protects students against unreasonable search and seizure of property. However, this individual's right must be balanced by the school's responsibility to protect the health, safety, and welfare of all of its students. The following guidelines will be used when making a search:

- Searches of school property (including personal items found on school property) may be done at any time if there is reasonable cause to believe the health, safety, or welfare of students may be in danger. Illegal or contraband items may be seized, if found, during the search.
- A student may be searched by an administrator or designated school representative if there is reasonable cause to believe the student has illegal items or items that may adversely affect the health, welfare, or safety of students. If possible, one or more witnesses will be present during the search.

In cases of imminent danger or emergency (for example, a weapon possession) any school employee will immediately report to the School Security personnel to perform a search with consent of the School Administrator or designee.

P. DRUG SEARCHES USING CANINE

All students, staff, and parents are notified that Many Farms Community School Inc., in conjunction with law enforcement agencies, can conduct unannounced searches on storage areas (lockers) on the school's property, classrooms when students have exited, and searches of vehicles parked on school property. These searches may include the use of drug-sniffing dogs. Multiple searches can be conducted throughout the year.

Many Farms Community School, Inc. Student Internet Policy

Student agrees to:

- Handle all MFCS electronic devices and software with care.
- Agree to and sign the Acceptable Use Policy/Student Internet Policy.
- Not provide personal information over the internet.
- Report any questionable messages he/she receives (email accounts). No chatting allowed.
- Only access MFCS account and abide by password restrictions set by the administrator.
- Use and distribute information properly.
- Avoid tasks that clog the system and network (e.g., games, mailing lists, chain letters, etc.)
- Report antisocial behaviors and activities such as hate mail, harassment, discriminatory remarks, and pornography to teachers or network administrators.
- Cyber bullying is prohibited. Such actions will be grounds for serious disciplinary action up to and including expulsion.
- NO CELL PHONES IN THE CLASSROOMS.

Be aware that Many Farms Community School, Inc. reserves the right to access any information stored or transmitted over the network or on any computer on school grounds or at a school related activity. Noncompliance with regulation regarding network use will result in disciplinary actions from warning to more severe measures such as denial of access and suspension of internet privileges and disciplinary actions. Teachers / staff will be monitoring the students during School hours. Be advised, the device is under school privilege and/or under school surveillance.

I understand that when I am using the INTERNET or any other telecommunication equipment I must adhere to the internet policy; the rules of common courtesy and etiquette, and all laws regarding access and copying of information as prescribed by Federal, State and Local laws. My signature and parent(s) /guardian(s) signature means that I agree to the guidelines of the Acceptable Use Policy for internet access at Many Farms Community School, Inc.

Students Name: _____ Date _____

Parent Name: _____ Date _____

Many Farms Community School Inc.
Parent-Teacher-Student Compact

We, The Many Farms Community School, Inc. established this compact to foster the success of our students. We believe this is accomplished through the planned partnership of parents, families, students, teachers, and administrators. Goals that ensure academic achievement of the state standards; help every student develop a sense of responsibility and respect of self and others; and, provide guidelines for meaningful two-way communication between home and school are guaranteed through the following responsibilities in this agreement. By signing this compact all individuals have read, discussed, and understand the K-8th Parent/Student Handbook.

As a student at Many Farms Community School Inc. I will:

- Come to school on time and ready to learn by attending school regularly
- work to the best of my ability in classes and at home and always try my best
- Help make the school a safe place
- Listen to my family, teachers, and others who help me learn, and ask questions when I need help
- Respect myself and the right of others and cooperate with other students and adults
- Have high expectations of my classmates and myself
- Ask my family to read with me or to me 30 minutes each day
- Deliver messages from school to home and home to school to help inform my parents and teachers of events and activities that help support my learning experience.
- Encourage my family to participate in events and programs sponsored by my school community, (e.g., Open House, Family Nights, Parents Presentation, Parent Teacher Conferences).
- Follow all school rules and health guidelines.

Print Full Student Name: _____ Grade: _____ Date: _____

Student's Signature: _____

As a parent or legal guardian of a student at Many Farms Community School Inc., I understand that involvement in my child's education is the number one determining factor in my child's academic success. To make education a top priority in our home, I will:

- Schedule a daily routine homework time, review it regularly, and discuss what my child has learned
- Read to or with my child(ren) 30 minutes per day 5 days a week
- Keep in contact with the school through school visits, phone calls, e-mails, letters and attendance at parent-teacher conferences.
- Maintain high expectations of my child by praising his/her achievement at school; providing a warm caring home, emphasizing school and encouraging academic success.
- Make sure my child is in school every day, is on time, and is prepared to learn
- Encourage my child to be responsible for his/her actions by stressing the importance of school and classroom behavior expectations in family conversations.
- Encourage my child to demonstrate respect for school personnel, classmates, and school property
- Keep my child's school records up to date
- Report any and all changes (e.g., phone numbers, mailing addresses, home locations, e-mail addresses).
- Respond promptly to my child's teacher or the school regarding requests or information

- Attend/participate in parent-teacher activities and other parent functions throughout the year. (e.g., Open House Parent Presentation & Training, Parent Involvement Committee, Family Nights, School Committees.)

Print Full Student Name: _____ **Grade:** _____ **Date:** _____

Student's Signature: _____

As a teacher at Many Farms Community School Inc. I will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables our students to meet Arizona academic standards. In addition, I will:

- Keep parents informed of the reading and math skills their children are learning, and how they can reinforce these skills at home
- Provide homework assignments relevant to daily instruction in accordance with the school homework guidelines.
- Maintain appropriate student behavior in the classroom so that all students can learn and be safe
- Show that I care about all students
- Have high expectations of all students and myself
- Communicate frequently with parents about their children's progress throughout quarterly report cards, and by notes, phone calls, and e-mails.
- Provide a safe and stimulating environment focused on student growth and development
- Encourage families to participate in school community programs and events
- Respect the cultural differences of students and their families
- Support the components of this parent-student-teacher compact
- Participate in student-parent activities throughout the school year.

Print Full Student Name: _____ **Grade:** _____ **Date:** _____

Student's Signature: _____

School: Many Farms Community School, Inc.

This compact must be returned to the teacher and the school secretary in the front office. Thank you!

APPENDIX A – 25 CFR § 42 ET SEQ.:

§ 42.1 - What general principles apply to this part?

(a) This part applies to every Bureau-funded school. The regulations in this part govern student rights and due process procedures in disciplinary proceedings in all Bureau-funded schools. To comply with this part, each school must:

(1) Respect the constitutional, statutory, civil and human rights of individual students; and

(2) Respect the role of Tribal judicial systems where appropriate.

(b) All student rights, due process procedures, and educational practices should, where appropriate or possible, afford students consideration of and rights equal to the student's traditional Native customs and practices.

§ 42.2 - What rights do individual students have?

Individual students at Bureau-funded schools have, and must be accorded, at least the following rights:

(a) The right to an education that may take into consideration Native American or Alaska Native values;

(b) The right to an education that incorporates applicable Federal and Tribal constitutional and statutory protections for individuals; and

(c) The right to due process in instances of disciplinary actions.

§ 42.3 - How should a school address alleged violations of school policies?

(a) In addressing alleged violations of school policies, each school must consider, to the extent appropriate, the reintegration of the student into the school community.

(b) The school may address a student violation using alternative dispute resolution (ADR) processes or the formal disciplinary process.

(1) When appropriate, the school should first attempt to use the ADR processes described in § 42.4 that may allow resolution of the alleged violation without recourse to punitive action.

(2) Where ADR processes do not resolve matters or cannot be used, the school must address the alleged violation through a formal disciplinary proceeding under § 42.7 consistent with the due process rights described in § 42.7.

§ 42.4 - What are alternative dispute resolution processes?

Alternative dispute resolution (ADR) processes are formal or informal processes that may allow resolution of the violation without recourse to punitive action.

(a) ADR processes may:

(1) Include peer adjudication, mediation, and conciliation; and

(2) Involve appropriate customs and practices of the Indian Tribes or Alaska Native Villages to the extent that these practices are readily identifiable.

(b) For further information on ADR processes and how to use them, contact the Office of Collaborative Action and Dispute Resolution by:

(1) Sending an email to: cadr@ios.doi.gov; or

(2) Writing to: Office of Collaborative Action and Dispute Resolution, Department of the Interior, 1849 C Street NW., MS 5258, Washington, DC 20240.

§ 42.5 - When can a school use ADR processes to address an alleged violation?

(a) The school may address an alleged violation through the ADR processes described in § 42.4, unless one of the conditions in paragraph (b) of this section applies.

(b) The school must not use ADR processes in any of the following circumstances:

(1) Where the Act requires immediate expulsion ("zero tolerance" laws);

(2) For a special education disciplinary proceeding where use of ADR would not be compatible with the Individuals with Disabilities Education Act (Pub. L. 105-17); or

(3) When all parties do not agree to using alternative dispute resolution processes.

(c) If ADR processes do not resolve matters or cannot be used, the school must address alleged violations through the formal disciplinary proceeding described in § 42.8.

§ 42.6 - When does due process require a formal disciplinary hearing?

Unless local school policies and procedures provide for less, a formal disciplinary hearing is required before a suspension in excess of 10 days or expulsion.

§ 42.7 - What does due process in a formal disciplinary proceeding include?

Due process must include written notice of the charges and a fair and impartial hearing as required by this section.

(a) The school must give the student written notice of charges within a reasonable time before the hearing required by paragraph (b) of this section. Notice of the charges includes:

(1) A copy of the school policy allegedly violated;

(2) The facts related to the alleged violation;

(3) Information about any statements that the school has received relating to the charge and instructions on how to obtain copies of those statements; and

(4) Information regarding those parts of the student's record that the school will consider in rendering a disciplinary decision.

(b) The school must hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:

(1) If the Act requires immediate removal (such as, if the student brought a firearm to school) or if there is some other statutory basis for removal;

(2) In an emergency situation that seriously and immediately endangers the health or safety of the student or others; or

(3) If the student (or the student's parent or guardian if the student is less than 18 years old) chooses to waive entitlement to a hearing.

(c) In an emergency situation under paragraph (b)(2) of this section, the school:

(1) May temporarily remove the student;

(2) Must immediately document for the record the facts giving rise to the emergency; and

(3) Must afford the student a hearing that follows due process, as set forth in this part, within ten days.

§ 42.8 - What are a student's due process rights in a formal disciplinary proceeding? A student has the

following due process rights in a formal disciplinary proceeding:

(a) The right to have present at the hearing the student's parents or guardians (or their designee);

(b) The right to be represented by counsel (legal counsel will not be paid for by the Bureau-funded school or the Secretary);

(c) The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses;

(d) The right to the record of the disciplinary action, including written findings of fact and conclusions;

(e) The right to administrative review and appeal under school policy;

(f) The right not to be compelled to testify against himself or herself; and

(g) The right to have an allegation of misconduct and related information expunged from the student's school record if the student is found not guilty of the charges.

§ 42.9 - What are victims' rights in formal disciplinary proceedings?

In formal disciplinary proceedings, each school must consider victims' rights when appropriate.

(a) The victim's rights may include a right to:

(1) Participate in disciplinary proceedings either in writing or in person;

(2) Provide a statement concerning the impact of the incident on the victim; and

(3) Have the outcome explained to the victim and to his or her parents or guardian by a school official, consistent with confidentiality.

(b) For the purposes of this part, the victim is the actual victim, not his or her parents or guardians.

§ 42.10 - How must the school communicate individual student rights to students, parents or guardians,

and staff? Each school must:

(a) Develop a student handbook that includes local school policies, definitions of suspension, expulsion, zero tolerance, and other appropriate terms, and a copy of the regulations in this part;

(b) Provide all school staff a current and updated copy of student rights and responsibilities before the first day of each school year;

(c) Provide all students and their parents or guardians a current and updated copy of student rights and responsibilities every school year upon enrollment; and

(d) Require students, school staff, and to the extent possible, parents and guardians, to confirm in writing that they have received a copy and understand the student rights and responsibilities.

§ 42.11 - Information collection.

Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information, subject to the requirements of the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.) (PRA), unless that collection of information displays a currently valid Office of Management and Budget (OMB) Control Number. This part in §§ 42.6, 42.7, and 42.9 contains collections of information subject to the PRA. These collections have been approved by OMB under control number 1076-0163.

Acknowledgement of Many Farms Community School, Inc. Student and Parent Handbook

The Student and Parent Handbook was presented at a Regular Board Meeting at Many Farms Community School, Inc. Which a quorum was presented on the month of July, dated 16th, 2026 and passed in a vote of 1 in favor 0 opposed 0 abstained.

School Board President	Date
School Board Vice President	Date
School Board Secretary	Date
School Board Member	Date
Lavinia B. Nicolas DODE Representative	07/16/2026