

# Noli Indian School Policy and Procedures

## **WELCOME AND INTRODUCTION**

Noli Indian School would like to welcome all of you new and returning students and parents. As a citizen of Noli School you will be expected to contribute to the welfare of the entire student body. Following the rules will show pride in your school and respect for others. Be proud of your school and please take good care of it. Feel free to make suggestions for improving it. As a school citizen, you are expected to act and conduct yourself as a young adult. You will learn the necessary and useful skills for the future. As a new student you may find some things unfamiliar at first, but you will soon become accustomed to them. Throughout your life you will be looking toward the future, and Noli is proud to be part of that path.

## **MISSION STATEMENT**

**Noli means “envision”. The Soboba Band of Luiseno Indians envisions a future through educational opportunities provided by Noli Indian School.**

**Noli Indian School will provide a rigorous curriculum, which fosters academic, cultural, and social awareness.**

**Noli Indian School will prepare students to meet societal challenges in the new millennium.**

**Noli Indian School will adjust and modify its’ instructional programs to meet the highest standards for the educational needs of all its’ students.**

## **EDUCATION**

Every resident between the ages of six and eighteen has a right to a free public education. The attendance at Noli Indian School is a privilege and is offered to those Native American students within our boundaries that are registered with a federally recognized tribe or are at least BIA approved Native American Indian.

Any student assigned to the regular education program is eligible to attend Noli providing that student does not reach age 19 prior to August 19.

Any student assigned to the Individual Educational Program is eligible to attend Noli providing that student does not reach age 22 prior to August 19.

A student may forfeit his/her privilege to attend Noli when his/her conduct is such that it markedly disrupts the education process and, thereby, deprives others of their rights to a conducive and educational environment.

## SCHOOL SPIRIT

*School spirit is divided into three categories:*

1. **Respect:** Towards teachers, fellow students and school staff and officials.
2. **Pride:** In everything our school strives to do and has accomplished.
3. **Sportsmanship:** The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports the school and does his/her utmost to keep scholastic and activity standards at the highest possible level.

## ESLR'S

**Respect:** Students and staff should demonstrate respect to one another.

**Responsibility:** Students and staff should share the responsibility of education.

**Reflection:** Students and staff should reflect upon their actions.

## SERVICES/ACTIVITIES/CLUBS/COUNSELING AND GUIDANCE

Noli uses counseling resources available through Indian Health Service.

A credentialed teacher or a qualified staff member will supervise all school activities.

## NOLI MATERIALS

All materials checked out by a student are the responsibility of that student. If lost, stolen, or damaged the students' parents will be financially responsible for its replacement. The Library is one of the most important laboratories in the school and is filled with valuable material. In order to handle this material properly and for the greatest good of all concerned, certain rules and regulations must be put into effect. The Library will be open during school hours and after school for thirty-minute student use. Books may be checked out for one week.

When a student checks out a text book, that student is accepting the responsibility for that book. If the student loses the book or loans it to a friend and it gets lost, or the book is damaged in any way, the student is expected to pay the cost of replacing that book.

*Library rules are as follows:*

1. Maintain the silence of the Library permitting everyone to work undisturbed.
2. Keep the room and books clean and neat.
3. Keep all books in their proper place. A book out of place is a book lost.
4. Check out all materials you remove from the Library. The Library lends books; you borrow them. They are not your property to keep.
5. Return books promptly. Others may be waiting for the book you are holding.

## ASB

ASB is for you! If you want dances, fund-raisers, parties, assemblies and other activities, participate in the student leadership class.

## AVID

If you have a 2.0 or higher you can apply for avid. AVID students reflect and question while mastering content rather than just repeating and memorizing. Our students work together to problem solve and to change the level of discourse in the classroom as they prepare for success. Students would rather talk, move around, and ask questions than sit still and be quiet. AVID classrooms promote motion, communication, and teambuilding through activities such as Socratic Seminars, Collaborative Study Groups, peer tutoring, and Philosophical Chairs. These activities honor the way students learn best.

**ALL SCHOOL RULES APPLY TO ANY SCHOOL ACTIVITY INCLUDING TUTORING, DETENTION, SATURDAY SCHOOL AND ALL OFF CAMPUS SCHOOL ACTIVITYS**

## AFTER SCHOOL ACTIVITIES

We encourage our students to be involved in a variety of after school activities including sports, clubs, peer tutoring and dances. Students must meet eligibility requirements to participate in sports and activities. Only those students who participate in official student business at school will be eligible to receive bus transportation home.

## TELEPHONE

The office telephone is for business purposes only and is not available for personal calls by student. *Emergency phone calls* are the only calls accepted for a student. Telephone calls can be made at the discretion of the office staff.

## OFFICE PROCEDURES

Important business is taking place in our office, and office personnel need time and privacy to do their work. Therefore, as you enter the office, you must be quiet and behave maturely. Please be courteous while in the office, and be patient until we can attend to your business. Loud talking or vulgarity will not be tolerated in the office.

## **CLOSED CAMPUS**

Noli Indian School is a closed campus. All students are required to eat lunch at school and are not permitted to leave campus without permission *under any circumstances*.

## **EARLY RELEASE FROM CAMPUS PROCEDURE**

The parent or guardian must contact Noli Indian School before a student can be released from school before the end of the school day. Parents or guardians coming on campus must sign in at the office and sign out the student before removing them from campus.

## **HOMEWORK**

Homework is an integral part of the school program. Students should have (weekly homework assignments) homework each night in all major subjects. Those subjects include language arts, math, social studies and science. Many elective classes will also have homework. Homework will be 10% of the student's grade.

It should be remembered that homework could be in many forms. Reading a book for a book report is homework. Working on questions for social studies or math is homework. Watching a TV program and writing a critique is homework. Homework is designed to supplement class work and give students the opportunity to practice skills learned in class. Failure to do homework will result in mandatory after school homework club. Homework club will be held on Thursdays. Students assigned to homework club can avoid serving if all homework is completed before Thursday. The Administration will be required to sign off on the homework. Homework missed due to an unexcused absence cannot be accepted for credit.

## **CREDIT RECOVERY**

Credit Recovery is offered by Noli. Students can use credit recovery to make up classes but need prior authorization by administration. Credit Recovery will be conducted only by authorized credentialed teachers. Credit Recovery is not offered when credentialed teacher for that subject is not available. Noli will offer Credit Recovery and Home School for short term medical issues. Students may request the Administration for individual Credit Recovery classes. These classes are general reserved for 11<sup>th</sup> and 12<sup>th</sup> graders who are behind in credits. The Credit Recovery work must be done here on campus during the 2:48 – 4:00 pm tutoring hours.

## **EMERGENCY PROCEDURES**

**Emergency cards are a MUST!** You will be given one upon registration and it must be filled out and signed by your parent or guardian. List at least two emergency contacts and update the emergency card any time your

family situation changes. (Phone number, address, etc.). **Parents are responsible for keeping information updated.**

### **LOCKDOWN PROCEDURE**

All doors and gates will be locked during Lockdown. The front office will be closed during a lockdown. Parents will not be allowed to remove students from campus during lockdown. Students are not to use cell phones during a lockdown.

### **BIKE POLICY**

Bikes are permitted to be parked on campus during school hours. Noli does not take the responsibility for stolen bikes.

### **BUS POLICY**

Riding the bus is a privilege provided by Noli Indian School. Bus riders are expected to comply with bus rules at all times. Students are expected to:

1. Follow the directions of the bus driver.
2. Stay seated at all times and wear safety belts where provided.
3. Observe the same conduct as in the classroom.
4. Be courteous; use no profane language.
5. Do not eat, drink, chew gum, or smoke on the bus.
6. Keep all body parts inside the bus.
7. Keep hands and feet to themselves.
8. Do not damage the school bus or other student property.
9. Respect other students: no cursing, loud talk, or fighting
10. No pupil shall get off or on the bus anywhere other than his/her established bus stop without 24 hr. advance notice to transportation or designee.
11. Parents are responsible for their students transportation should the student choose not to use the transportation provided by the school.
12. The driver shall be responsible for the orderly conduct of pupils while they are on the bus or being escorted across a street, highway or road.
13. Under no circumstances shall animals, intoxicating liquors, illegal substances, or weapons be carried on the bus.
14. Bus/Van drivers are authorized to assign seats.
15. After 3 warnings the driver may suspend a student from riding the bus/van for a day.
16. Drivers will wait 3 minutes at each designated bus stop.

\*Due to the increase in requests for changes to pick up and drop off locations Noli Transportation has instituted the following policy:

- Each Parent/Guardian must provide only **ONE** address for pick up/drop off. This means that students will only be picked up and dropped off at that **ONE** address. Transportation will not be able to provide additional pickups or drop offs.
- If a family has moved, and is requesting a new pick up/drop off location, please contact transportation director.

Any exceptions to this policy need to be addressed with transportation and will be approved at the discretion of the administration or its designee.

Students transported in a school bus or in a school activity vehicle shall be under the authority of and responsible directly, to the driver of the bus and the driver will be responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus in-route between home and school or other destinations.

- If any student is caught destroying school property his /her parents/guardians will be financially responsible for repairs or replacement
- Failure to abide by these rules may lead to suspension from the bus, detention, or suspension from school

### **PERSONAL ITEMS**

Students assume the responsibility for loss or damage to their clothing, equipment, books or personal items. The school does not provide lockers; therefore, students must carry their “personal items.” The school endeavors to protect all personal property but is not responsible for them. **LARGE SUMS OF MONEY AND VALUABLE ARTICLES SHOULD NOT BE BROUGHT TO SCHOOL.**

### **ACCIDENTS**

Students are required to report all accidents to their teacher, the nearest teacher or staff member immediately.

### **TRANSFERRING OUT OF NOLI**

Students transferring to another school must first return all books and materials to Noli. If the materials or books are damaged or lost, the student will be required to pay for their replacement before checking out or Noli will hold any transcripts or records until items are returned.

The School Board will recommend a rehabilitation plan for any student who is withdrawn after a suspension that initiates the expulsion process. The student will be notified of the rehabilitation plan and the School

Board's assessment as to the students meeting the requirements of that plan before the School Board will consider the students re-enrollment at Noli School.

### TRANSFERRING INTO NOLI

All seniors who transfer into Noli must do so before December 19th of the school year and must be enrolled for 30 credits during the spring semester. **December 19 is the closed enrollment date for seniors.**

*All new students must follow the appropriate enrollment procedures to be enrolled at Noli:*

1. Fill out and return completed enrollment packet and copies of Birth Certificate, Social Security Card, Immunization Records, and a Tribal Id./C.I.B.D.
2. Students must take the math and reading assessments.
3. Students will be required to have either an Administrative or School Board interview.
4. Academic counselor must receive either the cum. file or the unofficial transcripts.
5. All students who do not have their cum. files at Noli Indian School are considered temporarily enrolled at Noli and can have their enrollment revoked if their cum files show that the student was not in good standing with the previous school.
6. Immunization records must be turned into the front office.
7. Emergency cards must be accurately completed and updated as often as needed.

### Academic Policies

1. Students must maintain a 2.0 GPA each grading period to remain at Noli.
2. Students will be placed on academic probation if the student's GPA falls below a 2.0. The student will be placed on probation for the following quarter. Probation can carry over to the following year. Successful summer school grades may bring an end to the probationary period. Academic probation means that a student's grades and/or GPA are not high enough to continue in school if their grades or GPA doesn't improve.
3. The student will be dropped from Noli if the student fails to improve his/her GPA to a 2.0 during the probationary period. Probationary period is 1 grading period equal to 1 quarter.
4. A grading period is defined as the period of time between the issuance of the quarter report card.
5. Parents of students that receive a "D" or "Inc" on a progress report must immediately attend a mandatory parent conference with the appropriate teacher(s).
6. The School Board will require parents who fail to come to the mandatory parent conference to appear before the School Board.
7. Credits cannot be earned by splitting attendance time between two classes. Ex: a student cannot attend computer class 3 times a week and PE twice a week and receive credit for both classes.
8. Early Graduates are not allowed to participate in school activities. Early Graduates may walk with their class if they so choose.

## DRESS CODE

While at school or at any school sponsored event, students and guests shall be dressed and groomed in a manner which reflects good taste and decency, and will not extract from or interfere with, the educational environment.

Dress will be modest, neat and clean. Any clothing that is inappropriate, causes disruption, or leads to unsatisfactory behavior is prohibited. Noli will not transport students home to acquire proper clothing. The administration or its designated employee, will be the sole determiner on what is and is not appropriate school apparel.

## GENERAL

1. Shoes must be worn at all times. Slippers or flip-flops that have heel straps are allowed on campus but strapless slippers or flip –flops are not allowed on campus.
2. Clothing and jewelry shall be free of writing, pictures or other insignia which is crude, vulgar, profane, sexually suggestive or endorses the use of drugs or alcohol. Clothing that endorses racism, violence, or inappropriate display of weapons or alcohol is also prohibited.
3. Jewelry or adornments, which may cause physical harm, such as dog collars, spiked bracelets, bicycle chain necklaces, and wallets chains, are prohibited
4. Sunglasses are not to be worn during class time.
5. Clothes shall be sufficient to conceal under garments at all times.
6. Clothes with Reservation affiliation are not allowed. Event shirts are acceptable.
7. Clothes must be tasteful in accordance with the discretion of the administration or its designated staff members.
8. No pajamas may be worn to school (except when allowed during sprit week)

## BOYS

1. Appropriate tank tops are allowed on campus.
2. Saggy pants are not allowed.
3. Pants must be worn at the hip.

## GIRLS

1. No halter-tops, spaghetti straps, tube tops, low tops, daisy dukes, or mid-drifts allowed on campus. Tops must have a minimum of 1 inch on the shoulder straps.
2. Skirts and dresses must come to the fingers of arms leisurely hanging by the side
3. Shorts must be long enough to reach the fingers of arms leisurely hanging by the side.

## ATHLETIC DRESS CODE

All students who participate in PE or after school sports are required to wear Noli PE clothing. Noli provides the acceptable PE clothing at a cost. Appropriate shoes are also required. **Students will be charged for PE shirt and shorts. It will be \$7.50 for a shirt and \$7.50 for the shorts.**

- Non-Suits (students who refuse to change into and wear PE clothes) will be given referrals and a call will be made to a parent/guardian.
- After 6 non-dress referrals the student will go before the school board and be put on contract if directed.

- PE Students will be placed on a daily 5 point system. The point values are as following:
  - 2 points participation
  - 1 Point for wearing Noli PE Shirt
  - 1 Point for wearing Noli PE Shorts
  - 1 Point for being on time and staying with the teacher when going to and from PE

### **AFTER SCHOOL SPORTS**

We have no-pass, no-play policy. Student must have a minimum 2.0 GPA to participate in sports. This is calculated on a grading period to grading period basis. **Students must be in attendance the minimum of four periods the day of the contest to participate**, unless administrative approval is granted.

### **STUDENT DUTIES**

It is the duty of every student to attend school punctually and regularly; conform to the regulations of the school; obey promptly all directions of his/her teacher and those in authority; observe good order; be diligent in study; respectful to teachers and others in authority; be kind and courteous to schoolmates; and refrain from the use of vulgar and profane language.

### **DISCIPLINE POLICY**

The purpose of this policy is to ensure continued effective discipline in an organized approach that will provide teachers, parents and students with a sound basis for maintaining desired behavior. It is in the student's best interest that we work together. Students violating rules outlined in this policy will be subject to progressive discipline including but not limited to parent notification, counseling, detention, Saturday detention, suspension, and or referral to Noli School Board for alternative placement. Students are expected to adhere to the following:

- a. Students will not be out of class without a valid pass
- b. Students may drive automobiles to school with a valid driver's license, proof of insurance and current vehicle registration.
- c. Students will not leave campus without permission. Students must be signed out by a parent or guardian. 18 year old seniors must have a parent note on file to be allowed to sign themselves out during school hours. This privilege may be revoked if seniors grades drop, or at the discretion of administration.
- d. Students may park along the fence by the river bed.
- e. Students will remain on campus during school hours within the permitted areas.
- f. Students will not be permitted to use **cellular phones, headphones, radios, tape players, I-Pods, or CD players during class.**
  - Policy states that teachers and staff will be expected to confiscate any electronic device immediately. Students will be expected turn their device over to the teacher/staff member upon their request. Failure to do so can include detention or suspension. Students must keep all their electronic devices out of sight and in their backpacks. Cell phones should be turned off.
  - Students are welcome to check their phones during lunch and nutrition.

- **First Offense** - Device is confiscated student may pick up at end of day.
  - **Second Offense** – Device is confiscated parent must come to the school to pick up device.
  - **Third Offense** - Device is confiscated parent must come to the school to pick up device from Mr. Post.
  - **Fourth Offense** - Device is confiscated student will result in a 1 day suspension. Each following offense will result in suspension that will double each time.
- g. **Speakers (Boom boxes, etc.) are not allowed on campus.**
- h. Students will be suspended and brought to the Board for an expulsion hearing if the student is found under the influence or with drug paraphernalia.
- i. Police will be notified if drugs are found in the possession of a student.
- j. **There will be no public displays of affection (PDA) allowed on campus or at school events.**
- k. Students sent out of class will wait in the Security Office until Administration reviews the situation.
- l. No sunglasses in class. Transition lenses are acceptable.
- m. No Selling food items (candy, soda, snacks etc.) to make a profit without the prior consent of the administration.

### STUDENT SEARCHES

Noli Indian School reserves the right to search students if the Administration or the Administrative Representative has reasonable suspicion that contraband items are in the possession of the student. Contraband items may include, but not be limited to, weapons, drugs, drug paraphernalia or alcohol. Failure to allow Administration to search the student will result in suspension and an expulsion hearing by the School Board.

General Guidelines of a search:

- a. **Searches will only be done if there is a reasonable suspicion that the student has items that are prohibited from being on campus or at school events.**
- b. **Staff members will never request students to remove articles of clothing during a search. The exceptions will be shoes, hats, and jackets.**
- c. **Backpacks and other hand held items will be searched.**
- d. **Automobiles can be searched if there is reasonable suspicion that contraband is in the vehicle.**
- e. **There will always be two adults present during the search.**
- f. **Searches will be according to gender. Male staff members will never search female students.**
- g. **Students may be “patted down” by a Security Member, Administrator, or Administrative representative of the same gender as the student in question.**
- h. **An attempt will be made to notify a parent by a phone call that a search of a student has taken place.**
- i. **A parent or guardian does not have the right to be present during a search of his or her student.**
- j. **Students who refuse to be searched will be detained until parent contact. When the parent arrives at school the student will then be searched. If the parent or student does not cooperate with the search then the student will be released to the parent, suspended, and placed on the School Board agenda for an expulsion hearing.**
- k. **Students who refuse to be searched and then refuse to be detained until parent arrival for the search will be suspended and placed on the School Board agenda for an expulsion hearing.**
- l. **Periodically we contract with a company who brings drug sniffing dogs on campus to search cars, lockers and student’s belongings (i.e.: backpacks, sports bags, purses) Students wait outside during the search being required to leave personal belongs in the classrooms.**

**The goal of the student search policy is never to invade someone's person; the goal is to insure that the students on the campus of Noli Indian School are safe and secure.**

## **REFERRAL SYSTEM**

### **Referrals**

- a. Referrals are to be written for Danger or Disruption of Class. Disruption is defined as “impeding the teacher from educating students”. Disruption of class will also include a student’s refusal to immediately turn in any inappropriate electronic devices to requesting staff.
- b. Detentions are for students who won’t do their work, one-time incidents (pencil in the ceiling, non-habitual speaking out in class, etc.)
- c. Students may be expelled for what the school deems as serious offenses.
- d. Unexcused absence from serving a detention will be a referral
- e. If deemed necessary the school Administration can place a student on behavioral contract for behavior. There will be a review of the contract and, if broken, the School Board can authorize disciplinary action up to and including expulsion.
- f. Upon receiving 15 referrals a student will receive a Behavior Intervention Plan which will include a school board member and Administration.
- g. Upon receiving 20 referrals there will be a School Board Meeting to review the student’s behavior record. The parent/guardian and student may be required to attend the meeting.

## **BULLYING**

Bullying is defined as the verbal or physical abuse of another person when the perception, by the bully or others, is that there is an “imbalance of social or physical power” over the victim (Wikipedia). Bullying will not be tolerated at Noli Indian School and when the Administration determines that a student is bullying another student the offending student **will be brought to the School Board** for an expulsion hearing.

## **SATURDAY SCHOOL**

Students must attend the assigned Saturday school. Students will also be expected to provide their own transportation to and from Saturday school. Saturday school will be from 8:00 am until 12:00 noon. Saturday School will be offered each month as determined by the Administration. The student must serve the first Saturday. Saturday School does not change the student’s status in terms of receiving an incomplete in any class that he/she has 11 unexcused absences.

## **DISRUPTION, DEFIANCE OF AUTHORITY, INSUBORDINATION**

It is the responsibility of the teacher to ensure that all classes be free of disruptive behavior by students. All staff members hold students accountable for good behavior while on campus, in the classroom or while attending school related activities. Defiance of authority is defined as refusal to follow any staff member's reasonable direction. Violation of this policy may include one or more of the following actions:

1. Parent contact
2. Detention
3. Referral
4. Parent/Guardian spends day at school with student
5. Community service
6. Conflict Resolution
7. Peer Mediation
8. Mandatory Saturday School
9. Suspension
10. Expulsion Hearing

## **TARDIES/CLASS CUTS**

Tardy is defined as not being in the room when the bell rings. Students are allowed 3 tardies per semester per class. For each tardy a teacher may assign break or lunch detentions, after-school detentions, or sentences. Upon the fourth tardy of the semester the teacher is to assign the student a detention. For each subsequent tardy for the remaining portion of the semester the student will be assigned a detention. The tardy resets to zero upon the completion of the semester. Students who cut class will be given a detention. Students who leave campus without authorization will be suspended. Tardies accumulate to become absences that affect the 20 day count for the student's attendance record. Weather related absences do not count toward the 20 days that students are allowed to miss school.

## **FORGERY & PLAGERISM**

Forgery is the act of forging a parent or guardian's signature, altering any signature or telephone impersonations. Forgery also includes the attempt to earn credit for someone else's work. Plagiarism is the using of thoughts or words of another person without giving them credit. Violations of this policy will result in the following actions:

1. Parent contact
2. Parent/Guardian spends day at school with student
3. Community service
4. Conflict Resolution
5. Peer Mediation
6. Mandatory Saturday School
7. Referral

## **REFUSAL TO SERVE AND/OR BEING REMOVED FROM DETENTION**

At the discretion of the principal, teacher or school official, a student may be detained for an after-school detention the following school day. Detention takes priority over being needed at home or school activities. Violations of this policy will result in the following actions:

1. Parent contact
2. Suspension

## **PROFANITY AND VULGARITY**

Profane or vulgar language is not permitted at any time while in class or on campus or at any school sponsored activity. Habitual violators will be brought before the Board for an expulsion hearing. Violation of the profanity policy may result in one or more of the following actions:

1. Parent contact
2. Referral
3. Verbal warning
4. Detention
5. Parent/Guardian spends day at school with student
6. Community service
7. Conflict Resolution
8. Peer Mediation
9. Mandatory Saturday School
10. Suspension
11. Expulsion

## **FIGHTING**

Fighting is defined as violent physical contact between two persons. The term does not imply that both parties are equal in the intent or the aggressiveness; it is sufficient that they put their bodies in position with the intent to engage in a fight. Any student who engages in a fight may be suspended. The only exception is if an adult witness clearly determines that a student did not respond to an attack by another student or did so only in self-defense. This policy will include parent contact and one or more of the following actions:

1. Referral
2. Counseling
3. 1-5 day suspension
4. Referral to School Board for expulsion
5. Referral an Outside Agency
6. Police contact

## PROHIBITED ITEMS

1. Weapons of any kind
2. Tobacco or drugs and drug paraphernalia of any kind including co2 cartridges, helium, etc.
3. Nonprescription and prescription medications (any medications needed during school hours must be checked in with nurse)
4. All animals
5. Helium Balloons
6. Glass containers of any kind
7. Items are not allowed to be sold on campus without administrative approval

## POSSESSION/USE OF TOBACCO/ALCOHOL, DRUGS OR PARAPHENALIA.

Possession or use of tobacco, alcohol or drugs on or about campus or at any school related activity would result in automatic parent contact, suspension via a referral, and confiscation of items, contact parent/guardian IF FOUND IN POSSESSION THERE WILL BE A SUSPENSION/EXPULSION HEARING. One or more of the following may also be selected:

1. Referral to an outside agency
2. Police contact for possession of a controlled substance

Please note that Hookah, E-Pens, g-pens, and salvia will be considered as drug(s) and/or drug paraphernalia.

- CO2 cartridges
- Helium balloons are not allowed on campus

**IF FOUND IN POSSESSION THERE WILL BE A SUSPENSION/EXPULSION HEARING**

## VANDALISM/GRAFFITI

Vandalism is defined as willful destruction of school property. The parent or guardian of any minor whose willful misconduct result in injury, or death to any student, any person who is employed by or performing volunteer services for the school, or willfully cuts, defaces or otherwise causes injuries to real or personal property in any way belonging to Noli school, the Soboba Tribe, staff member or another student, **shall be liable for all such damages caused by the minor.**

Noli Indian School and the Soboba Band of Luiseño Indians will use the cameras placed in strategic locations for assistance in this violation.

*Violation of this policy will include automatic parent contact and one or more of the following actions:*

1. Detention
2. Referral
3. Parent/Guardian spends day at school with student
4. Community Service
5. Conflict Resolution

6. Mandatory Saturday School
7. Peer Mediation
8. Suspension
9. Police contact
10. Restoration and or restitution

### **STARTING FIRES/FALSE ALARMS/FIRECRACKERS AND EXPLOSIVES**

The starting of fires and/or setting off of fire alarms are unlawful and dangerous. Firecrackers and other explosives are also illegal and dangerous. Possession and/or firing them will result in parent contact.

*Violation of this policy will include one or more of the following actions:*

1. Referral
2. Police contact or fire marshal
3. Parent/Guardian spends day at school with student
4. Community Service
5. Conflict Resolution
6. Mandatory Saturday School
7. Peer Mediation
8. Suspension
9. Referral to school board for expulsion

### **WEAPONS**

The possession of knives, explosives, or other weapons will not be tolerated while at school or at any school-related activity. *Any student found possessing, selling or furnishing such items will be subject to parent contact and one or more of the following actions:*

1. Referral
2. Suspension
3. Referral to school board for expulsion
4. Police contact

### **VERBAL OR PHYSICAL HARASSMENT**

Verbal or physical harassment of another student or personnel in conjunction with any school related activity is considered unacceptable behavior.

*Violations will include parent contact and one or more of the following actions:*

1. Referral
2. Parental contact
3. Refer to an outside agency

4. Detention (2 Demerits)
5. Parent/Guardian spends day at school with student
6. Community Service
7. Conflict Resolution
8. Mandatory Saturday School
9. Peer Mediation
10. Suspension

### **ABUSE OF SCHOOL PERSONNEL**

Any physical contact made on the part of a student, which is directed toward a staff member, will result in parent contact and one or more of the following:

1. Referral to Administration
2. Suspension
3. Parent/Guardian spends day at school with student
4. Community Service
5. Conflict Resolution
6. Mandatory Saturday School
7. Peer Mediation
8. Referral to school board for expulsion
9. Police contact

### **CHEATING**

Cheating is a dishonest act, which will not be tolerated at Noli Indian School. The following policy is established to deal with students who cheat in any class:

1. Students who cheat on a test or assignment may be given "0" grade for the test without the possibility of makeup. In addition, the final grade may be lowered one full letter grade for the semester. Parents are to be notified by the teacher in writing and documentation of such notification sent to the administrator.
2. Students who cheat a second time in a given class may receive a failure mark grade for the semester and may be removed from the class. A referral to the principal and parent/guardian notification is mandatory.
3. Plagiarism will not be tolerated at Noli Indian School.

### **FIREARMS**

A student in possession of a firearm will be subject to the following actions:

1. Police contact
2. Suspension
3. Referral to School Board for expulsion

## **NOTIFICATION OF STUDENT/PARENT RULES OF DISCIPLINE**

A student can be suspended from school or recommended for expulsion if it has determined the student has:

- a. Caused, attempted to cause, or threatened to cause injury to another person
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object, of this type, the pupil had obtained written permission to possess the item from a certificated employee, which is concurred by the principal or principal designee
- c. Unlawful possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, and alcoholic beverage or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person a liquid, material or substance and presented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant
- e. Committed or attempted to commit robbery or extortion
- f. Caused or attempted to cause damage to school or private property
- g. Stolen or attempted to steal school private property
- h. Possessed or used tobacco or any tobacco or nicotine containing product including but not limited to cigarettes, snuff, smokeless tobacco, chew packets, and betel. This section does not prohibit use or possession by a pupil of his/her own prescription products
- i. Committed an obscene act or engaged in habitual profanity or vulgarity
- j. Had unlawful possession of, unlawfully offered arranged, or negotiated to sell any drug related paraphernalia, as defined
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties
- l. Knowingly received stolen school or private property
- m. Possessed an imitation firearm. As used in this section “imitation firearm” means a replica of a firearm as to substantially similar in physical properties to an existing firearm that leads a reasonable person to conclude that the replica is a firearm
- n. Committed or attempted to commit a sexual assault as defined by the Penal Code
- o. Harassed, threatened, or intimidated a witness to a school disciplinary proceeding
- p. Attempting to sell Soma
- q. Engaged in Hazing
- r. Engaged in Bullying (or cyber-bullying) as determined by the Administration.

Governing Board Administrative Regulation allows a teacher to require a parent or guardian of a student who has been suspended by the teacher by a violation of subdivisions (j) and (k) of section 48900 to attend a portion of the school day in his/her child’s classroom. The principal shall send the parent/guardian a written notice that the parent or guardian’s attendance is required pursuant to the law. The attendance of the parent to the class form which the pupil was suspended.

A student in grades 4-12 inclusive may be suspended from school or recommended for expulsion if the school board or principal of the school determines that the student has committed sexual harassment as defined in Education Code Section 212.5. The conduct must be sufficiently severe or pervasive to have negative impact

upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

A student in grades 4-12 inclusive may be suspended from school or recommended for expulsion if the school board or principal determines that the student has intentionally engaged in harassment, threats, or intimidation directed against a student or students or group of students that sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating an intimidating or hostile education environment.

A student in grades 4-12 inclusive may be suspended or expelled for any of the above listed offenses if the act is related to school activity or school attendance occurring at Noli Indian School includes but is not limited to:

- A. While on school grounds
- B. While going to or from school
- C. During lunch whether on or off campus
- D. During a school sponsored activity whether going to or coming from said activity

The principal or school board of the school shall recommend the expulsion of any student for any of the following acts committed at school or during any school activity off school grounds unless the principal or Tribal Council finds that expulsion is inappropriate, due to the particular circumstances:

- 1. Causing serious physical injury to another person, except in self-defense
- 2. Possession of a knife, explosive, or other dangerous object of no reasonable use to the student
- 3. Unlawful possession of any controlled substance
- 4. Robbery or extortion

Parents, relatives, and all visitors to our school are expected to act in an appropriate manner and to be respectful to students, staff, and employees of the school. Those who violate this policy will be asked to leave the premises and may be denied future visits to the school or to future school functions.

### **LUNCH POLICY**

Noli will furnish free of charge a morning snack, breakfast and a lunch with milk during the lunch break. Students are not allowed to call places of business to have food brought to campus. Parents/guardians can deliver food to students during nutrition or lunch time. Food can be held in the office until nutrition or lunch for the parent's convenience. Seniors who are 18 years or older can sign if they have a letter from a parent or guardian on file at the school granting permission for the senior to leave campus. This is a senior privilege and it can be revoked by the administration. Students under a contract cannot check themselves out of school. No glass containers will be allowed on campus.

### **ATHLETIC CODE**

The CIF Blue Book Rules and Regulations as well as athletics at Noli Indian School shall govern Noli Indian School Athletic Code. Athletes shall be directly responsible to the head coach and his assistants. It is assumed that the athlete participates in a sport as a privilege and because of this, he/she wishes to do whatever is

necessary to make the team more successful. Cheerleaders are considered athletes while here at Noli Indian School. The following are the general responsibilities of the athlete:

#### **A. CONDUCT/BEHAVIOR**

As athletes at Noli Indian School you are representing yourself parents, school, and community and are expected to conduct yourself properly at all times. Because of this, inappropriate conduct by the athlete will not be condoned. For example, conduct which is criminal or socially unacceptable and for which criminal penalties might result is cause for action under this code.

The Athletic Code is in effect from the first CIF sanctioned practice (August) through the last contract of the school year. Athletes are responsible for compliance whether they play during one or all seasons of sport: Fall, winter, and /or spring.

Parents, relatives, and guests visiting all our games are expected to show good sportsmanship and courtesy to opposing teams, guests, and officials or person practicing inappropriate behavior will be asked to leave the game and may not be allowed to be a spectator at future contests.

#### **B. ATHLETES SHALL FOLLOW ALL TEAM RULES SET FORTH BY THE COACH AND ATHLETIC CODE**

Prior to participation, an athlete shall complete proper athletic clearance procedures, which include:

- Folder-Registration, Insurance, Physical, and Transportation form, Emergency, Medical Care Authorization card.
- Be scholastically eligible.

#### **C. BASIC CIF AND NOLI INDIAN SCHOOL ELIGIBILITY RULES**

*A student athlete must:*

1. Not have reached his/her 19<sup>th</sup> birthday on or before August 31<sup>st</sup>
2. Be an amateur
3. Be an undergraduate in high school
4. Be enrolled in 20 credits
5. Have maintained a 2.0 GPA or better indicated by the previous grade period
6. Have met the residence requirements
7. Have not competed on any outside team in the same sport during the school season of that sport
8. Not have been during the school year a member of, or pledge of, or attended meetings of, a secret fraternity or club as defined by *State Law EC 10604*
9. Have not participated or tried out for any professional or collegiate team at any time during the school year, September through June. Professional baseball tryouts may be held from June 15 to September 2, but a student may accept no money
10. Have not during the season of a sport, tried out for any professional or collegiate team or under the direction or supervision of a college coach
11. Have secured a physical and given Noli Indian School and emergency medical card and transportation form
12. Completed and insurance information form

13. Turned in or paid for any athletic equipment previously issued by Noli Indian School
14. Attended four periods of class on competition day
15. Attend practice in order to compete

## ATTENDANCE

An unexcused absence from class exceeding 10 days is sufficient reason for a teacher to deny credit for that class. The student will be allowed to remain in the class to establish continuity for the next semester, providing the student does not become disruptive. If a student is denied credit for the reason of unexcused absences exceeding 10 days, school records shall specifically show that credit was denied because of excessive unexcused absences. Saturday School does not change the student's status in terms of receiving an incomplete in any class that he/she has 11 unexcused absences.

## COMMUNICATION TO PARENTS FROM SCHOOL

### 1. Four unexcused absences:

When a student has missed four unexcused days in a semester, a letter from the attendance office will be sent to the parent. The student may conference with a member of the Student Study Team (SST) at this time.

### 2. Six unexcused absences:

When a student is absent six unexcused days in any class in a semester, a phone call from the attendance office will be made to the parents or guardians. The purpose of the call is to inform the parents of the absences and the impact absences may have on student's education. A sixth day attendance certified letter will be mailed to the parents. The student and parent/guardian will be required to have a conference with the Student Study Team. Students and parents may request a copy of the student's attendance report by contacting the attendance office.

At this point the Student Study Team shall make use of all available resources, practical program adjustments and alternative education program in order to achieve regular student attendance. Such resource and adjustments may include: program changes, referral of family to community agencies, modified day, independent study, work-experience education, alternative education, referral for health checkup, medical examination.

### 3. Ten days unexcused absences:

A tenth day attendance certified letter will be mailed to the parents when a student has reached the maximum unexcused absence days in a semester. In addition, the attendance office shall contact the student's parents and the student will conference with a member of the attendance Student Study Team. Also the principal or designee will set up a student study team comprised of staff members, parents, or guardian and student.

### 4. Eleventh day absent:

After a student has missed the eleventh day from class and there is sufficient reason for a teacher to deny credit for that class., notification of **denial of credit** in that class will be sent by certified mail to the parent by the attendance office.

- 5. Students on attendance contracts cannot use Saturday School to remove absences from their absence totals.** Saturday School does not change the student's status in terms of receiving an incomplete in any class that he/she has 11 unexcused absences.

### **APPEAL PROCESS**

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the 10-day limit, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office during the last two weeks of the semester.

The review by the Attendance Review Committee shall be held within 10 working days after the appeal request is made.

If no appeal request form is received by the end of the semester, then credit is denied.

The Attendance Review committee will consist of an administrator, a parent liaison, and a teacher. In reviewing the denial of credit, the student Study Team will consider the reasons for all the student's absences, not only those above the 10 days allowed. The committee will consider all relevant information including whether:

- The student has completed and returned the appeal form to the office by the specified due date.
- The student has supplied reasons for each absence with appropriate documentation, and
- All class work has been completed with a minimum level of 70% and all class objectives have been met.
- There are three possible outcomes for an appeal to the Attendance Review Committee:
  1. Denial of credit is upheld
  2. Denial of credit is rescinded
  3. The student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

The outcome from the Attendance Review Committee will be sent to the parents by certified mail. Upon receipt of the outcome of the appeal, the student and his/her parents may contact the Attendance Review Committee for a personal appeal review. It is mandatory that both student and parent be in attendance at this appeal review.

When the committee upholds the denial of course credit based on excessive absences, the student and parent/legal guardian may request an appeal before the Noli Indian School Board. Parties who desire to appeal the decision of the Attendance Review Committee must notify the principal within ten (10) days of the decision. Failure to make a timely request for a Board hearing will result in the loss of credit as affirmed by the Attendance Review Committee. Procedures for a Board hearing shall be the same as provided for in student disciplinary matters. The student or parent/guardian is entitled to file an appeal of the board's decision to Tribal Council. The appeal must be filed to the Tribal Council within 30 days of the board's decision to deny credit.

## UNEXCUSED ABSENCES

All unexcused absences count towards the tenth day limit per semester. An unexcused absence means a student cannot get credit for the class work during the absence. Any student missing more than 25 minutes of class without a valid excuse will be considered absent from that class. Parents have one day within the unexcused absence date to excuse the absence. Missing work from an unexcused absence may not be made up.

**The following are examples of unexcused absences:**

- Oversleeping
- Going “out of town”
- No ride to school
- Personal business
- Family vacation
- Missing the bus
- Needed at home
- Any other absences that are not listed under “Acceptable Verified Excused Absences.”

## ACCEPTABLE VERIFIED EXCUSED ABSENCES

- Personal illness for no more than 2 consecutive school days.(must have verification from physician)
- Quarantine under the direction of a county or city health office.
- Medical, dental, optical, or chiropractic, appointment (note required from attending physician).
- Participation in religious instruction or exercises. (Written request must be made by parent/guardian prior to date of function)
- Death of a family member
- Exclusion, for up to five school days, for failure to present evidence of immunization.
- Jury duty in the manner provided by law.
- Observation of a holiday or ceremony of his/her religion (Written request must be made by parent/guardian prior to the holiday)
- Mandatory court appearance.
- Employment interview or conference.
- Illness or medical appointment, during school hours, of the student’s child.
- School suspensions
- Office appointments.
- College visits (senior)
- School related activities
- Inclement weather (when transportation is hazardous)

## **FAILURE TO PROVIDE VERIFICATION OF AN ABSENCE WILL RESULT IN AN “UNEXCUSED ABSENCE”**

When students contemplate absences for reasons other than those listed above their parents/guardians should write the principal to ask that the expected absence be excused. The request will be considered and approved or disapproved pursuant to uniform school standards. A request from the parent/guardian that a student's absence be excused, shall not be granted if the principal or designee believes that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students.

### **SPECIFIC RULES OF ATTENDANCE**

1. School begins at 8:00 a.m. Dismissal is at 2:48 p.m. EXCEPT Wednesdays dismissal is at 2:34
2. Students are expected to attend all classes in which they are enrolled.
3. Excused absences required on or both of the following:
  - a. Telephone call from a parent or guardian prior to the students returning.
  - b. Signed note from parent or guardian telling the reason for the absence due the day the student returns to school.
4. Students are not to leave campus without parental permission and after checking out with their teacher and the front office desk or principal.
5. Unexcused absences, truancy, will not be tolerated and will lead to detentions, and/or loss of credit and or review by the Noli School Board.
6. High school credits cannot be granted in any class where a student is absent for any reason form 20% (18 days) or more of the instructional time per semester.

### **First Period Absences**

Students who arrive 25 minutes late for first period will be considered absent for the whole period. Students who accumulate eleven absences in first period (**or any period for that matter**) will be denied credit for that period.

### **Total Absences**

**Students are allowed a combination of 20 total excused or unexcused absences for the school year. After the 14<sup>th</sup> absence, and through to the 20<sup>th</sup> absence, a doctor's note will be required to clear the absence. If a doctor's note is not provided then the student will be placed on the School Board agenda for disenrollment. At 15 absences the student will meet with a board member to be put on a 5 day contract. At 21 absences the student will be dropped from Noli.**

## **5 STEP DISCIPLINE PLAN**

In the 5-step discipline plan, the first **three classroom incidences** of rule breaking\* will be handled in the classroom by the teacher. The teacher will set up **a system of classroom rules and consequences for infractions**. The teacher will **call the student's parent/guardian** for each discipline incident followed by a letter home to the parent/guardian. At **the 4<sup>th</sup> incident a referral will be sent to the office listing previous infractions and corrective actions taken by the teacher** to improve the student behavior. The following procedure will then be followed:

1. Detentions are 1 ½ hours long and must be served on the assigned day.
2. Severe school behavior violations will result in immediate suspension and/or recommendation for expulsion.
3. The Discipline plan is a progressive plan in that students who serve detentions but do not change their behavior patterns will receive greater consequences in terms of receiving Saturday school, suspensions, and eventually expulsion.

School board contracts: when students who are placed on a contract will be expelled from Noli if the administration deems the student has broken the contract since the contract represents the students 2<sup>nd</sup> chance.

## **GRADUATION**

**Noli seniors are expected to exhibit proper social conduct at all times throughout the school year. Seniors who break school rules or fail to maintain proper conduct may lose senior privileges up to and including commencement activities. Vandalism and destruction of property that results in significant cost or loss of time to repair as determined by school board will result in students not participating in activities and senior privileges**