

# 2019-2020 SHONTO PREPARATORY SCHOOLS RESIDENTIAL PROGRAM

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## Student Parent Handbook



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2019-20 Shonto Preparatory Schools  
Residential Program Student & Parent Handbook

**WELCOME STATEMENT**

*Shonto Governing Board Members*

<b>President</b>	Martha Tate
<b>Vice President</b>	Royd Lee
<b>Secretary</b>	Tom Franklin Jr.
<b>Member</b>	Kenneth Begishe.

*District Leaders*

<b>Superintendent</b>	Ronald Thompson
<b>K-8 Principal</b>	Melanie Dewakuku
<b>High School Principal</b>	
<b>Director of Support Services</b>	Jason Secakuku
<b>Director of Operations/Technology</b>	Bonnie Johnson
<b>Director of Personnel</b>	Kenneth Cooper

*Shonto Preparatory Schools Mission/Vision Statements*

**VISION**

Promote creative problem solving through critical thinking while embracing Dine' Language and Culture to create collaborative life-long learners. Diné bizaad dóó be'iina' bee néésgóó óhoo'aah bee hadít'éego ádoonííł biniiyé 'as'ahgo síhooosii bineinish dooleeł.

**MISSION**

The mission of Shonto Preparatory School is to nurture positive character in a safe, engaging, caring and reactive environment with high academic expectations while instilling Dine' language and culture, where all earners are successful, responsible, and independent thinkers. Sháá'tóhí Ólta' Bił hahodít'éédóó ei yiniiyé át'iinii 'iiná bee yá'át'éhgo anooséél doo anáhóót'i'góó, łhojooba'ında óhoo'aah bee ił'ílinii bee hahodidoonííł Diné bizaad dóó be'iina' bił ahii'siláago, t'áa ałtso hooł'aahii yee ła' doonííł, yee ákonízingo, dóó yee bitsékees náás hideezláago yee nooséél dooleeł.

## **Residential Program Mission/Vision/Purpose Statements**

### **Program Vision**

Shonto Preparatory Schools Residential Program prepares students for their future by teaching Diné life principles to grow into confident and independent citizens. “Sháá tóhó olta nosiia bigahan biła nanish éí diné be íina náásgo ní’jii ye anol’tił.”

### **Program Mission**

Shonto Preparatory Schools Residential Program supports the academic goals of the Shonto Preparatory Schools. “Sháá tóhó olta nosiia bigahan biła nanish éí olta bindi’ah yiłahnish.”

### **Personnel Vision**

#### **Provide Dineh Life Principle Teachings to our students**

### **Personnel Mission**

**Create a safe, friendly environment for students to live and attend Shonto Preparatory School**

### **Student Mission**

Be respectful and responsible to live in a safe learning environment

### **Student Vision**

To learn to be independent

## **PROGRAM PURPOSE**

The Shonto Preparatory Schools Residential Program is a five (5) night BIE student program located on the Shonto Preparatory School campus. The program provides a safe structured learning environment for enrolled students to learn, self-care, personal hygiene and life skills with a strong emphasis on academic support. The Program operates in compliance with 25 CFR, Part 36, Subpart G, regulation, Navajo Nation Tribal 10 Code and the Arizona Revised Statutes 15 as a reference for student safety and program operation standards. The elementary students between the ages of 6 to 15 and high school students from ages 14 to 17 are eligible to participate in the residential program. The high school students must meet set conditional residential criteria to participate in the program.

### **Introduction**

This working manual is designed to provide guidance to the students and parents for program participation. It is also intended to ensure that personnel safeguard student rights (FERPA) to reside and learn in a safe learning environment. The Residential Student Parent Handbook is reviewed annually and revised as necessary by the program stakeholders through the Director of Support Services for the Shonto Preparatory Schools Governing Board, Inc.’s adoption. All stakeholders must abide by the governing board adopted doctrine in the best interest for an effective residential program operation.

## **Statement Of Philosophy, Goals & Objectives**

The Shonto Preparatory Schools Residential Program operates its program services and activities are students' first based principles. The statement of philosophy, goals and objectives were developed to help students to develop basic personal hygiene and self care and learn life skills, which a student can implement into his or her life.

### **Statement Of Philosophy**

The Shonto Preparatory School Residential Program philosophy promotes the right to a safe learning and working environment for our students, their parents, our guests and personnel on the residential campus. The student's physical, emotional, intellectual and spiritual growth is safeguarded so a student can learn to become an independent individual to contributing of their community, family and the world.

The Residential Program ensures that the personnel utilizes student age-appropriate personal hygiene, self-care and life skill instruction with the understanding of not injuring a student's dignity.

### **Statement Of Goals And Objectives**

In accordance with the statement of philosophy, Shonto Preparatory Schools Residential Program will complete self-assessments, plans, updates and implementation of strategies to meet the vision, mission, goals and objectives.

➤ **Goal 1 - Students will learn and practice self-reassurance and awareness through multi-cultural practices and activities.**

- ❖ **Objective A**, Students will recite their four tribal clans and understand their relationship to others using the kinship system as a daily practice.
- ❖ **Objective B**, Students will practice their tribal greetings and words of appreciation to others on a daily basis.
- ❖ **Objective C**, Students will practice and read basic tribal words throughout the residential halls.
- ❖ **Objective D**, Students will attend a multi-cultural education for self-esteem, self-identity, and family values to gain a sense of belonging as provided by the residential program presenters.
- ❖ **Objective E**, Students will attend multi-cultural workshop to instill awareness and appreciation on local Dineh culture, history, and government.

**Goal 2 - Students will develop and demonstrate safety practices for themselves, people, property, and situations to ensure a safe and secure learning environment for all.**

- ❖ **Objective A**, Students will be orientated on safety protocols in the school, residential halls, cafeteria, campus facilities, and peer interaction, for personal safety.
- ❖ **Objective B**, Students will gain knowledge of emergency, safety, and curfew procedures through residential guidance lessons for individual and group practice.
- ❖ **Objective C**, Students will receive safety training regarding the harmful effects of cleaning chemicals, paint, pesticides, adhesives, asbestos, etc. on a semester basis.
- ❖ **Objective D**, Students will be orientated a the student handbook and sign off on it to acknowledge that the residential program disciplinary processes, consequences and personal conduct have been reviewed with them at the beginning of each Semester.

- ❖ **Objective E**, Students will attend educational presentations on positive relationships with self and peers for self-confidence and goal setting during the semester.

**Goal 3 - Students will develop and demonstrate *responsible* practices to attain life skills. “Hojíyá” (Self-Control).**

- ❖ **Objective A**, Students will be orientated to practice responsibility at the school, residential halls, cafeteria, campus facilities, peer interaction and situations for character building each semester.
  - ❖ **Objective B**, Students will learn to practice daily personal hygiene, self-care and life skills such as: keeping beds clean and units organized, sweeping and mopping floors, completing chores in a timely manner, folding clothes, and being respectful of personal boundaries. The students will achieve personal hygiene standards, i.e.: showering, brushing teeth, hair brushing, self-dressing, wear clean clothes and etc. with personnel support, guidance and encouragement.
  - ❖ **Objective C**, Students will learn management skills for time, stress, and anger by (i) differentiating between quality and non-quality leisure time, (ii) learning benefits of taking personal initiative, and (iii) replacing apathy with empathy.
  - ❖ **Objective D**, Students will learn manage personal financial responsibility during the school year.
  - ❖ **Objective E**, Students will learn to recycle and pick up trash on a monthly basis, weather and climate permitting during the school year on the residential campus.
- **Goal 4, Students will learn personal respect and practice it by creating a safe and secure learning environment for themselves and others.**
- ☑ **Objective A**, Students will learn and practice daily respectful behavior in the residential halls, at school and cafeteria during the school year.
  - ☑ **Objective B**, Students will learn and practice boundaries which respects their tribal kinship practices on the residential campus during the school year.
  - ☑ **Objective C**, Students will learn and practice team building skills and unity through guidance lessons on the residential campus during the school year.
  - ☑ **Objective D**, Students will learn and practice conflict resolution through using de-escalation skills 80 percent of their time in the residential hall during the school year.
  - ☑ **Objective E**, Students will attend quarterly multi-cultural lessons presented by traditional elders to learn about the natural order of the world of indigenous people, i.e., Diné philosophy of life (Iina) during the school year.
- **Goal 5 - Students will receive professional guidance and support to achieve academic success individually and as a group.**
- ☑ **Objective A**, Students will participate in one hour 25 CFR, Part 36, Subpart G, mandated study hall four days a week during the school year.
  - ☑ **Objective B**, Highly qualified tutors will be available to assist the students with homework and monitor their learning progress with innovative teaching techniques for study hall during the school year.
  - Objective C**, Students will use technology hardware and software, literature, media, and printers for their academic studies during the school year.



- ☑ **Objective D**, Standardized testing preparation will be scheduled one week prior to the testing dates for the students and their parents to understand of data, scores, standards, and performance objectives.
- ☑ **Objective E**, Students will earn points and/or privileges to participate in residential program sponsored trips, i.e., honor roll, and year end trip.
- ☑ **Objective F**, Students will participate in the elementary school's Dine' language revitalization related programs as offered during the school year.
- **Goal 6 - Students will achieve healthy body and mind through active participation in physical activities.**
  - ☑ **Objective A**, Students will learn and practice the Health & Wellness Policy in accordance with Arizona Department of Education to meet the daily nutritional needs at cafeteria meals and residential student snack program during the school year.
  - ☑ **Objective B**, Students will participate in the one hour 25 CFR, Part 36, Subpart G, mandated daily physical activity during the school year.
  - Objective C**, Students will learn and practice sportsmanship when participating in intramural competitions during the school year.
  - Objective D**, Students will be exposed to unique recreation activities such as yoga, aerobics, modern dance and golf during the school year for recreation.
  
  - ☑ **Objective E**, Student will use the weight room, rumpus room, track, football field, and ropes course to incorporate fundamental techniques of physical fitness.
- **Goal 7 – The parents will support their students to live in a safe, responsible, respectful, and healthy environment in the residential hall to become independent individuals with limitless potential.**
  - ☑ **Objective A**, Parents will participate in 80% of the residential program sponsored events, activities, meetings, and workshops during the school year.
  - ☑ **Objective B**, Residential personnel will communicate in partnership with their assigned student's parent about the student's academic progress and achievement at each quarter grading period of the school year.
  - ☑ **Objective C**, Parents will support and assist the residential program to meet the minimum 80 registered count for first through eighth grades students to meet the three week BIE residential count verification standard for the school year.
  - ☑ **Objective D**, Students will participate in a student residential council election at the beginning of the school year to promote leadership opportunity and plan activities for their peers on the monthly basis during the school year.
  - ☑ **Objective E**, Parents will participate in the Residential Parent Committee election at the beginning of the school year to promote partnership in leadership and policy development for support and guidance of the residential program Statement of Objectives on a quarterly basis during the school year.
  - ☑ **Objective E**, Parents will attend parent teacher conference and quarterly residential program family nights for information about their child's academic progress and personal growth on the Shonto Preparatory School campus during the school year.
- **Goal 8 - Students will receive social work and counseling services through a variety of strategies and resources increase their academic learning and mental and physical well-being.**

- ☑ **Objective A**, Social Worker/Counselor will be used on an emergency basis through from the personnel to the workforce leader from repeated incident referral on same behavior for wing assigned students.
- ☑ **Objective B**, Social Worker/Counselor will plan, schedule, and coordinate and provide *individual, group, and family counseling* sessions throughout the academic school year.
- ☑ **Objective C**, Social Worker/Counselor will plan, schedule, coordinate and provide *preventive education and support group sessions* for students.
- ☑ **Objective D**, Social Worker/Counselor will coordinate *crisis intervention services* through collaborative efforts with community resources throughout the academic school year.

### **25 CFR, Part 36, Subpart G Code of Federal Regulations for Residential Programs**

The Shonto Preparatory Schools Residential Program operates in compliance with the Federal Registry 25CFR, Part 36, Subpart G. It is important for the residential program to be in compliant to maintain funding eligibility.

#### **§36.92 addresses activities offered by the residential program.**

- a. Requires one hour per day of scheduled, structured physical activity four days a week for our residential program;
- b. Requires one hour per day of scheduled, structured study at least four days per week for all students, and additional study time for students who are failing any classes;
- c. Tutoring during study time;
- d. Native language or cultural activities; and
- e. Wellness program that may include character, health, wellness, and sex education.

#### **§ 36.93 Requires the Residential Program To Provide A Published Handbook To The Students And Parents**

A residential handbook must be provided during the first week the students and staff are in the residential hall, the residential program must:

- a. Provide each student with a copy of the handbook that contains all the provisions in § 36.94;
- b. Provide all staff, students, and parents or guardians with a current and updated copy of student rights and responsibilities;
- c. Conduct an orientation for all students on the handbook and student rights and responsibilities; and
- d. Ensure that all students, school staff, and to the extent possible, parents and guardians confirm in writing that they have received a copy of and understand the residential handbook.

#### **§ 36.94 Addresses Residential Handbook Contents**

(a) Mission/Vision Statement; (b) Discipline Policy; (c) Parent/Student Rights and Responsibilities; (d) Confidentiality; (e) Sexual Harassment Policy; (f) Violence/Bullying Policy; (g) Home living Policies and Procedures; (h) Services Available; (i) Personnel and Position Listing; (j) Emergency Procedures and Contact Numbers; (k) Bank Procedures;

(l) Transportation Policy; (m) Check-Out Procedures; (n) Dress Code; (o) Drug/Alcohol Policy; (p) Computer Usage Policy; (q) Medication Administration Policy and Procedure; and (r) Isolation/Separation Policy.

**§ 36.95 Addresses The Sanitary Standards The Residential Program Must Meet**

(a) Restrooms, showers, and common areas must be cleaned daily; (b) Rooms must be cleaned daily; (c) Linens must be changed and cleaned weekly; (d) Linens are to be provided; (e) Basic Toiletries must be provided; (f) Functional washing machines and (g) dryers must be provided.

**§ 36.96 Addresses Daily Or Weekly Cleaning For The Residential Students**

Students can be required to assist with daily or weekly cleaning. However, the ultimate responsibility of cleanliness rests with the residential supervisor and local law or rules regarding chemical use must be followed.

**§ 36.97 What Basic Requirements Must A Program's Health Services Meet?**

Requires The Residential Program To Have Basic Medical, Dental, Vision, And Other Necessary Health Services For All Students Residing In The Residential Program

A Home Living Program Must Have Written Procedures For Dealing With Emergency Health Care Issues. Parents Or Guardians May Opt Out Of Any Non-Emergency Services By Submitting A Written Request. The Home Living Supervisor Or Designee Must Act In Loco Parentis When The Parent Or Guardian Cannot Be Found.

**§ 36.98 Must the home living program have an isolation room for ill children?**

Yes, the homeliving program must have an isolation room(s) available for ill students. The isolation room (or rooms, if needed) must be made available for use by students with contagious conditions. Contagious boys and girls should have separate rooms. The isolation room(s) should have a separate access to shower and restroom facilities. Students isolated for contagious illness must be supervised as frequently and as closely as the circumstances and protocols require, but at least every 30 minutes.

**§ 36.99 Are immunizations required for residential program students?**

Each student must have all immunizations required by State, local, or tribal governments before being admitted to a home living program. Annual flu shots are not required, but are encouraged.

**§ 36.100 Are there minimum requirements for student attendance checks?**

Yes, there are minimum requirements for student attendance checks.

**§ 36.101 How often must students who have been separated for emergency health or behavioral reasons be supervised?**

Students who have been separated for emergency behavioral or health reasons must be supervised as frequently and as closely as the circumstances and protocols require. No student will be left unsupervised for any period until such factors as the student's health based on a medical assessment, the safety of the student, and any other applicable guidance for dealing with behavior or health emergencies are considered.

**§ 36.102 What student resources must be provided by a home living program?**

## Shonto Prep School Residential Program

The following minimum resources must be available at all homeliving programs:

- a. Library resources such as access to books and resource materials, including school libraries and public libraries which are conveniently available;
- b. A copy of each textbook used by the academic program or the equivalent for peripheral dorms; and
- c. Reasonable access to a computer with Internet access to facilitate homework and study.

### **§ 36.103 What are the requirements for multi-purpose spaces in homeliving programs?**

Homeliving programs must provide adequate areas for sleeping, study, recreation, and related activities.

### **Privacy - § 36.110 Must programs provide space for storing personal effects?**

Yes, students are entitled to private personal spaces for storing their own personal effects, including at least one lockable closet, dresser drawer, or storage space. However, all drawers, dressers, storage space, or lockable space are the property of the home living program and are subject to random search.

### **Student Enrollment Eligibility**

The residential program operates on ISEP funds from first through eighth grade students' three week count period. The funding is based on a three year rolling average of a three week period in September and October of the current school year. Eligible students are counted for a minimum of two bed checks, one being after school and the other at the midnight bed count during each week of the count period. A student is counted eligible when the student is recorded as physically present during the specified time recorded by residential personnel for a minimum of one day per week during the count period. The BIE performs a follow-up enrollment status in May to audit residential program for actual student enrollment.

High school students do not generate funds for the residential program. The service for high school students is based on the Shonto Preparatory Schools Governing Board Inc.'s support and compassion for the student academic achievement. The residential program accepts five (5) high school students at the beginning of the Fall School Year. There are two wings available to high school students which will bring a total of 10 high school students in the residential program. A standby list is generated by the high school for the possible space which may become available after the completion of the three week ISEP count. The residential may open bed space for five more high students if two wings have a registered count of more than twenty (20) eligible determined ISEP count students. Students eligibility is determined by the high school through a recommendation letter to residential program for enrollment. The residential program provides the student life services based on the 25 CFR, Part 36, Subpart G regulations. The high school student acceptance criteria are the following:

1. A promoted Middle School Student from Shonto Preparatory Schools.
2. Cumulative 2.5 GPA
3. Shonto Preparatory-Technology High School Principal Student Recommendation Letter
4. Student physical residence is located outside the school district busing routes.
5. Must not have a prior school year suspension record from school, substance use or possession, which includes paraphernalia, threats, zero tolerance and/or school disruption.
6. Prior school year successful residential completion.
7. Extenuating home situations for graduating high school seniors, McKinney & Vento Act.
8. Must utilize the residential stay five nights a week for the duration of the school year, Sundays through Friday mornings.
9. Must be seventeen (17) years of age or younger.
10. A signed attendance and infraction contract with the high school.

**Student First Policy**

Shonto Preparatory School Residential Program Personnel are responsible to keep residential enrolled students safe and instruct them on personal hygiene, self-care, and life skills. Students are foremost served first in: teaching, guidance, support, acknowledgement and validation on the residential campus. The program focus is provide a safe learning and living environment for academic, social and personal growth for our students. All personnel directions and instructions are in the best interest of the student and what is best for the student for their personal safety and development on the residential campus.

Student Discipline Table

	First offense	Second Offense	Third Offense	Fourth Offense
<b>Level One</b>	Defiance/Insubordination (1 <sup>st</sup> -5 <sup>th</sup> grades)	<ul style="list-style-type: none"> <li>Document Incident</li> <li>Student Due Process</li> <li>Student &amp; RA Conference (review student discipline record)</li> <li>RA Parent Phone Notification</li> <li>Workforce leader Support/Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Document Incident</li> <li>Student Due Process</li> <li>Student &amp; RA Conference (review student discipline record)</li> <li>RA Parent Phone Notification</li> <li>Workforce Leader Support/Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Document Incident</li> <li>Student Due Process</li> <li>Parent Conference</li> <li>Student (review student discipline record) Residential Hall Removal</li> <li>Student intervention Request</li> <li>Work Force Leader Referral</li> </ul>
	Dress Code Violation			
	Residential Unit Policy			
	*Misconduct			
	Residential Detail Policy			
	*Verbal Provocation			
	Academic Expectation Po			
	Proselytizing			
	Wing Rules			
	Student Technology Policy			
	Student Curfew Policy			
	Student Check-in Policy			
	Student Cleanliness Policy			
	Student Transportation Policy			
*Student Violent Behavior Act Policy (1 <sup>st</sup> -5 <sup>th</sup> grades)				
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	
<b>Level Two</b>	Tuancy	<ul style="list-style-type: none"> <li>Document Incident</li> <li>Student Due Process</li> <li>Parent Phone Notification, Workforce Leader</li> <li>Police Notification (if necessary)</li> <li>Student Residential Campus Removal</li> <li>Behavior Intervention Plan/Residential Counseling Intervention</li> <li>Workforce Leader &amp; Parent, Student Conference (review student discipline record)</li> <li>3 days Residential Hall Suspension</li> <li>Restitution (if applicable)</li> <li>**Student will be placed on a graduated plan for remainder of the school year.</li> </ul>	<ul style="list-style-type: none"> <li>Document incident</li> <li>Student Due Process</li> <li>Parent Phone Notification, Workforce Leader Residential</li> <li>Police Notification (if necessary)</li> <li>Student residential Removal/parent pickup</li> <li>Workforce Leader, Parent &amp; Student Conference (review student discipline record)</li> <li>Residential &amp; Parent-Student Contract</li> <li>Residential Counseling Intervention Referral</li> <li>6 days Residential Hall Suspension</li> <li>Notify the school about the student's contract</li> <li>Referral to outside agency for intervention</li> <li>Restitution (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Document Incident</li> <li>Student Due Process</li> <li>Parent Phone Notification, Workforce Leader</li> <li>Police Notification (if necessary)</li> <li>Student Residential Campus Removal</li> <li>Parent Conference (review student discipline record)</li> <li>Residential Hearing Committee</li> <li>Contraction Infraction</li> <li>Loss of Residential Privilege for the Remainder of the Semester</li> <li>Referral to Outside Resource Agencies</li> <li>Restitution (if applicable)</li> </ul>
	Bus Rule Violation			
	Contraband			
	Defiance/Insubordination (6 <sup>th</sup> -12 <sup>th</sup> grades)			
	Destructive Acts			
	School Property Misuse			
	Energy, Supplement & Performance Enhancers Policy			
	False Fire Alarms			
	**4 <sup>th</sup> Minor Incident			
	Indecent Behavior			
	Student Fraternization			
	Integrity Issues			
	*Student Violent Behavior Act Policy (6 <sup>th</sup> -12 <sup>th</sup> Grades)			
	<b>First Offense</b>	<b>Second Offense</b>		
<b>Level Three</b>	Alcohol Use or Possession	<ul style="list-style-type: none"> <li>Document Incident</li> <li>Student Due Process</li> <li>Parent Phone Notification, Workforce Leader</li> <li>Student Campus Removal pending parent conference</li> <li>Police Notification</li> <li>Parent Conference (review student discipline record)</li> </ul>	<ul style="list-style-type: none"> <li>Document Incident</li> <li>Student Due Process</li> <li>Parent Phone Notification, Workforce Leader</li> <li>Student Campus Removal pending parent conference</li> <li>Police Notification</li> <li>Parent Conference (review student discipline record)</li> </ul>	
	Illicit Drug Use or Possession			
	Illicit Drug Paraphernalia Possession			
	Alcohol Possession of Drugs/ Alcohol; Tobacco includes all			

## Shonto Prep School Residential Program

	items that contain alcohol	<ul style="list-style-type: none"> <li>• 9 days Residential Hall Suspension</li> <li>• Residential Hearing Committee</li> <li>• Residential Counseling Intervention</li> <li>• Referral to Behavioral Health Services</li> <li>• Substance use counseling Intervention program referral</li> <li>• Student Residential contact</li> <li>• Restitution (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Residential Hearing Committee (Parent-Student Option)</li> <li>• Loss of Residential Privilege for the Remainder of the School Year</li> <li>• Re-enrollment upon completion of counseling</li> <li>• Restitution (if applicable)</li> </ul>
	Residential Drug Policy on Prescription/OTC Drugs Misuse/Abuse-Distribution or Unregistered		
	Inhalants Possession		
	Self-Mutilation		
	*Self-Endangerment and Endangerment of others		
	Theft (School & Personal Property)		
	School Property Destruction		
<b>First Offense</b>			
<b>Zero Tolerance</b>	Aggravated Battery	<ul style="list-style-type: none"> <li>• Document Incident</li> <li>• Student Due Process</li> <li>• Parent Phone Notification, Workforce Leader</li> <li>• Student Campus Removal pending parent conference</li> <li>• Police Notification</li> <li>• Parent Conference(review student discipline record)</li> <li>• Residential Hearing Committee</li> <li>• Violation of the Residential Zero Tolerance Policy</li> <li>• Recommendation to the Governing Board to revoke residential privileges indefinite period as deemed appropriate by the Board.</li> <li>*The Director of Support Services discretion to permit a parent to withdraw his/her child from the residential hall without the Governing Board action.</li> <li>• Restitution (if applicable)</li> </ul>	
	Breach of Contracts		
	*Breaking and Entering School Property		
	*Bullying		
	Weapon/Fire arm		
	*Gang Involvement and Activities		
	Hazing		
	Homicide		
	Kidnapping		
	Motor Vehicle Use		
	*School Threat		
	Sexual Battery (actual or attempted)		
	*Sexual Harassment		

### Student Discipline Policy

Note that there are certain discipline infractions listed with an asterick marked next to them. These infractions fit into the Residential Bullying Policy definition: (1) power imbalance (2) potential repeat and (3) makes others feel uncomfortable. The listed infractions have the potential to create an unsafe student learning and living environment because of Zero Tolerance policy infraction for Bullying, Gang Involvement and Activities, and Harassment. In order for an asterick marked infraction to become a Zero Tolerance Policy infraction the residential program personnel must provide documented proof with legal parent guardian signatures before a student can be disciplined for the policy infraction. The infractions listed with an asterick\* are: Self-Endangerment and Endangerment of Others, Student Violent Behavior, Verbal Provocation and Misconduct. The residential personnel must document by describing the student's behavior as a repeated or potential to be repeated, imbalance of power and it makes the other student uncomfortable for zero tolerance infraction category when disciplining a student for an asterick mark for minor, moderate or major discipline.

### Student Disciplinary Due Process

Shonto Preparatory Schools Residential Program protects the Students Right to learn and live in a safe and prejudice-free environment. Violators of the Rights of others on the residential campus must be

disciplined in accordance to this revised Governing Board approved Residential Student Parent Handbook.

A due process will be provided to a student who violates the residential handbook policy with each incident report and will be disciplined in accordance to policy. Students can be disciplined for a policy infraction which was discovered during an investigation in which there is overwhelming evidence. Circumstantial or allegations without an incident report from personnel or students are not grounds for investigation or discipline enforcement. A reasonable suspicion must be established with documentation before an investigation or search can be made by personnel with prior approval from the Director of Support Service, Workforce Leader or designee.

### **Residential Program Student Discipline Due Process**

1. The reporting personnel will document on an incident report form with the offending student's name including the witnessed infraction and follow the step-by-step discipline process. For multiple violators in a single incident, a separate report must be completed for each student offender. For minor infractions the personnel must follow the disciplinary category protocol. When a student accumulates four minor incidents, the personnel must submit all four complete reports which must include the student's due process, and dated parent acknowledged signature(s).
2. Student due process provides the student an opportunity to present his/her side of the story about the written infraction. A student who refuses to exercise his/her due process must wait for the parent to come onto the school campus before the discipline process can proceed. A student can be removed from the residential campus for their safety, health and welfare pending a parent conference. The residential personnel must call the student's legal parent guardian to disclose the student's refusal to complete their due process. The parent must come onto the residential campus to assist their child to complete the due process.
3. Student must use the residential program phone to call his/her parent to explain his/her discipline policy infraction and the due process.
4. Student will be removed from the residential campus for Moderate, Major and Zero Tolerance Discipline infractions pending a parent conference. Legal parent guardian is responsible to come onto the residential campus to remove their child. The residential program can assist with student transport for an extenuating circumstance which prevents the legal parent guardian(s) to come on campus to pick up their child. This is a case by case assistance discretion by the residential program.
5. Student and parent conference is scheduled with the Workforce Leader within 48 hours after a student's removal from the residential campus. The student and parent can reschedule a conference within 24 hours of the scheduled conference during the 48 hour period.
6. Student can be suspended from the residential hall from three to nine days in accordance to the handbook policy.

A Legal parent guardian can appeal their child's discipline to the residential program discipline committee to waive a residential dismissal for a conditional contract for the remainder of the school year. The committee will be comprised of the Workforce Leader and two residential hall personnel representatives from each hall, and a representative from the student's respective school. Only a consensus vote amongst the committee members can a student discipline appeal be overturned. The student can request for any residential or school personnel, along with the legal guardian, to be present as an advocant on their for the hearing along with the student's legal parent guardian.



## Shonto Prep School Residential Program

7. Student can appeal his/her discipline determination to Director of Support Services, School Superintendent and Governing Board if a student and legal parent guardian do not agree with the student's discipline review determination in accordance of authority order.
8. Student can appeal a discipline for due process infraction by the Residential Personnel to the workforce leader and then to the Director of Support Services, if the student feels a due process was not sufficiently considered by the workforce leader.
9. A student and legal parent guardian can appeal a moderate discipline enforcement or end year trip eligible to the discipline review committee. The committee reviews the extenuating situation which prevents the student and legalparent guardian from fulfilling the discipline enforcement. If the committee accepts the appeal, the next step will to find an alternate discipline enforcement of equal learning quality. The agreement must be a concensus among the participants, including the referring personnel.

For end year trip appeal, the student and legal parent guardian with support from both assigned Wing personnel shall request an appeal to the discipline review committee to wavier a Level 1 discipline infraction for a student to participate in the year end trip. The committee will review written reports from both supporting personnel about their reason for the waiver. The student and legal parent guardian will provide their written statement about what the student has learn from their discipline and what he/she expects to learn from the trip. The wavier appeal must be consecous amongst the committee members.

The discipline review committee will be facilitated by the workforce leader or designee and will include four residential hall personnel and a representative from the student's respective school.

### Definition Terms

**Aggravated Battery** is defined as an act in which a student knowing and intentional inflicts injury on another student that creates a substantial risk of death or causes serious impairment or disfigurement.

**Breach of Contract** is defined when a student violates his/her official signed written contract agreement between his/her legal parent guardian(s) and the residential program.

**Breaking and Entering School Property** is defined as the unauthorized entry by a student into SPS buildings, Wings or Offices by applying force without authorization.

**Bullying** is defined as a student who participates on his/her own or as a member of a group in a situation in which one or more students have repeatedly or are highly likely to repeat in an act of imbalance of power which makes another student uncomfortable. Physical evidence with support of written or cyber device, internet or witness testimonies of other students or personnel are evidence will be used to support to discipline the offending student. This includes acts of intimidation or threat by a student against another student or member of the school community, including school personnel through use of verbal, written, text, email, Facebook or any other social media. (Threats, Cyber bullying, Stalking, Coercion, Fear, Intimidation, Terrorizing)

**Contraband** is defined as items prohibited on the residential campus because they distract, deface, and interfere with the health, welfare and safety of the residential campus educational services. These include, but are not limited to the following: Laser pointers, Rubber cement, Liquid correction fluid, Straight pins, Propane lighter, Unregistered Cell phones/tablets/laptops/electronic devices, Rubber bands; Permanent markers, Paint guns/balls, Aerosol sprays, Paint thinner, Gasoline, Water guns, Razor Blades, Scalpels, Matches, Hairspray, Sling shots, Alcohol-based products, items used for temporary or permanent disfigure, deface, or harm personal physical body/disfigurement.

**Defiance/Insubordination** is when a student makes open, bold, or hostile; and ignores, or refuses to follow written or verbal directions/instructions by a supervising school personnel. This includes the following actions of repeated: talking back, defiance, curfew policy, disruptive behavior, assembly misbehavior, refusing to participate, repeat failure to follow evacuation procedure, repeatedly interrupting instructional service infractions.

**Repeated** is defined as either verbal or written instruction/direction given two or more times over a reasonable amount of time to a student by a school personnel.

**Destructive Acts** is defined when a student's actions results in deliberate physical and willful damage to school property. The student can be charged for this act whether he/she unknowingly or knowingly destroys school property. This includes but is not limited to the following: vandalism, graffiti/defacing, trespassing, destruction of school property.

**Dress Code** is defined as a set student dress attire which reflects the Residential Program Mission and Vision Statements. Student dress code adherence provides a safe learning environment in the students' workplace. Student clothes, hats, caps, beanies, belts, scarves or other personal items shall be free of vulgar, innuendos or obscene messages, symbols, language or which promotes: bigotry, drugs, alcohol, sex, death, violence or suicide are not allowed on residential campus. Student attire shall be free of gang-related chains, including wallet chains, spikes, bandanas, hairnets or "do-rags". Body piercing other than on earlobes is not allowed. Tattoos shall be covered at all times while on the residential campus.

**Drug/Tobacco Paraphernalia** refers to any equipment that is used to produce, conceal, illicit drugs, or which shows residue evidence. These include but are-not limited to the following: e-cigarettes, pipes, rolling paper, straws, mirrors, roach clips, Syringes, homemade devices, rolling machines, lighter.

**Gang Affiliation and Activities** is defined as act when a student affiliates him/herself as a member of an illegal/unlawful group who engages in unlawful acts to demonstrate association. The affiliations can be demonstrated by the student in any of the following forms: intimidation or flashing gang affiliation in public, on school work assignments, personal binders, defacing property with affiliation symbols. Restitution will ~~must~~ be imposed to the parent(s) of the offending student for any school property destruction repair cost.

**Harassment** is an aggressive pressure or intimidation from one person onto another person.

**Homicide** is defined as a student's act of unlawful taking a life of another human being.

**Indecent Behavior** is defined as a student whose acts of sexual or deviant behavior is unacceptable or offensive. The acts are not limited to the following: hostile gestures, inappropriate touching, and indecent exposure, incest, viewing or distributing pornography.

**Integrity Issues** addresses a student who misrepresents academic work as his/her own, or provides information to mislead an investigation or generates rumors on other students. This includes falsifying information and transferring written record or document.

**Legal Parent/Guardian** is defined as a natural parent, or an adult in possession of a legal guardianship, court order/appointment or notarized nine (9) month temporary guardianship of the enrolled residential student.

**Life Skills** is defined as acceptable social behavior, language and interaction with respect for self and others in a public setting and personal development. Personal development is not limited to performing details; it also includes: interscholastic participation, being a student first, residential social settings and health activities.

**Kidnapping** is defined as a student's action or behavior which forcefully takes away and holds person prisoner against their will.

**Misconduct** is (a) behavior in which a student is reckless or unethical, in spite of a personnel's repeated verbal instructions or directions to stop and the student refuses to follow the instructions or directions. The list of student misconduct behavior following: profanity, stealing food, name calling other students or taking personal belongings of other students, horse playing, littering, residential rule violation, internet rules violation, falsification of documents, falsely reporting incidents. Misconduct can be documented as a Zero Tolerance infraction because some of identified behavior in the definition can fit the residential program bullying/ harassment policy.

**Mobile Devices** is defined as a personal portable computing device such as cellphone, smartphone, laptop or tablet computer which can be used for cyber (internet), texting, and telephonic communication. <https://www.google.com/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8#q=mobile%20device%20definition>

**Motor Vehicle Use** is defined as ~~an act in which a student operates~~ a motorized private or school vehicle. Students are prohibited to bring or operate school or private vehicle on the residential campus. The residential program does not recognize a minor's learner's permit or an issuing state's operator licensure.

**Alcohol Policy**- alcohol or content of alcohol is prohibited on the residential campus. A student appearing incoherent or found in possession of alcohol or content of alcohol on the residential campus will be disciplined under this policy. Student personal hygiene, personal products and including all drinks must be alcohol free.

**Illicit Drugs**- is defined as any drug defined by U.S., ARS and Navajo Tribal laws as illegal or unlawful to possess, distribute, or purchase because of its harmful effects by altering a person's normal state <http://www.thefreedictionary.com/illicit>

Student purchasing, possessing or distributing illicit drugs is prohibited on the residential campus. Such as marijuana, meth, peyote and cocaine, etc.

**Personal Hygiene** is defined as personal cleanliness which includes daily shower, hair and bodily washing, brushing teeth (twice daily), washing hands after restroom breaks and wearing clean clothes for school and weather.

**Possession of Inhalants** is defined as inhalants which potentially injure the user by causing an altered state of mind. Inhaling, possessing, purchasing, or distributing of inhalants are prohibited on the residential campus.

**Possession of Tobacco Product** is any product made or derived from tobacco used for human consumption, including any component, part, or accessory of a tobacco product. This includes, among other products, e-cigarettes, cigarettes, cigarette tobacco, roll-your-own tobacco, and smokeless tobacco. <http://www.fda.gov/AboutFDA/Transparency/Basics/ucm194188.htm>

Student possession of smoke/smokeless tobacco, e-cigarette, commercial, or ceremonial by a student is prohibited on the residential campus.

**Over the Cover (OTC) Medication** is medication which can be purchased without a doctor's prescription for an illness. OTC is prohibited on the residential campus, student found in possession of an OTC, unregistered and without a physician's prescription, will be disciplined under the Residential Drug, illicit or Medication, Policy. <https://www.addiction.com/a-z/counter-otc-medications/>

**Prescription Medication** which is prescribed by a physician. Prescription medication must be turned over to the residential personnel once it is brought on campus. All prescriptions must be registered with the school nurses office. Student found in possession of unregistered prescription medication will be disciplined for Residential Drug, Illicit or Medication Policy infraction.

**Proselytizing** is an attempt to convert others persons from another religion, belief or opinion to another. Also defined when a staff member and students imposes his/her their own values or beliefs such as religious or political views upon students.

<http://www.bing.com/search?q=proselytizing+definition&form=PRUSEN&pc=U009&mkt=en-us&refig=f19cca1d482f4b628d8e3a11a9931cb8&q=AS&pq=proselytizing&sk=AS1&sc=8-13&sp=2&cvid=f19cca1d482f4b628d8e3a11a9931cb8>

The residential program is a proselytizing free institution.

**Threat** is defined as an expression to intentionally inflict pain, injury, damage, or other hostile action to the Shonto Preparatory School community, its students, visitors and personnel. The expressed threat can be verbal, texted, emailed, posted on social network media, or made on or off the school campus. These include but are not limited to the following: Bomb threats, Arson, Firearms, Sharp weapons, Explosives, Verbal threats, Gang violence. Arizona Revised Statute 15-841: States that possessing a deadly weapon on school grounds is misconduct and are grounds for expulsion. A student who makes an open public threat online, verbally, or documented will be disciplined with immediate removal from the school campus. Police will be contacted and the residential program will recommend expulsion to the Governing Board through the Director of Support Services and the Superintendent.

**Self-care** is defined as taking care of personal belonging, device, clothing and supplies; and assigned/shared living spaces. Not limited to appropriate rest hours, study hall, exercise, nutrition and etc.

**Self-Endangerment and Endangerment of Others** is defined when a student put(s) him/herself at risk which jeopardizes theirs or others health, safety and welfare.

**Self-Mutilation** is defined for a student who inflicts self-injury to his/her personal body. These include but are not limited to the following: cuts, cigarette burns, unexplained bruises, broken bones, choking, unexplained burns, scratches, and piercings.

**Sexual Battery** is defined as unwanted form of contact with an intimate part of the body that is made for the purpose of sexual arousal, sexual gratification or sexual abuse. The act may occur whether the victim is clothed or not. <http://definitions.uslegal.com/s/sexual-battery/>

**Sexual Harassment** is defined as behavior(s) and/or act(s) which are unwelcomed sexual advances, request for sexual favors, derogatory or pornographic posters, suggestive or lewd remarks, or any other verbal or physical conduct of a sexual nature which offends another student or person which changes the scope of the safe learning and working environment of the residential program. Sexual harassment may include touching, feeling, groping and/or repeated unpleasant, degrading and/or sexist remarks directed toward another student or personnel, implying that enrollment status, or favorable treatment depends upon the student's assent. Pornography displayed in the workplace or emailed to other students of personnel may also constitute sexual harassment. <http://definitions.uslegal.com/s/sexual-harassment>

**Student Fraternization** is defined as a student who engages in a romantic or intimate relationship with another student on the residential campus. Romantic or intimate physical bodily contact between students is not permitted on the residential campus. These include but are not limited to the following inappropriate behavior: hugging, hickies, holding hands, kissing, love letters, touching, and sexting. The residential program houses and serves under age minors, therefore, imitate relations and behaviors of the offending students will immediately be addressed with their parents by assigned Wing personnel.

**Truancy** is defined as when a student's parent and school official(s) do not know the physical location of the student. A student is truant without the expressed consent of leave or written permission from

their assigned school personnel. Examples of student truancy is leaving a designated area without school personnel permission. This includes but is not limited to leaving without permission from the following: assigned residential wing, residential campus, and residential activity area, residential/school campus for campus housing area or riding in private vehicles without authorization.

**Theft (School or Personal property)** is defined as a student's action in which he/she is found in possession of property that does not personally belong to the student possessor. Taking unlawful possession of a personal or school property without consent or extortion for the purpose of personal ownership is not permissible on the residential campus. This includes failure to return borrowed items to its original owner.

**Vaping** is an handheld electronic device used to simulate smoking a cigarette.

**Verbal Provocation** is defined as a student intentional induces angry, rage, any form of retaliation, or for the purpose of the discipline enforcement by a school personnel. This includes but is not limited to the following: name calling, provoking people, gossiping, and rumor creation, argumentative language, i.e., talking back, any unreasonable or unjustified questioning of authority.

**Violent Behavior** is defined as student who uses acts physical aggression and/or abuse, i.e., rough, abusive, vicious and etc., towards other student(s). Refer to violent behavior act policy.

### **Sexual Harassment**

Sexual harassment is defined as unwanted requests for sexual favors or unwelcome sexual behavior that happens once or repeated which makes another student or person feel uncomfortable, scared or confused and which interferes with schoolwork or the participation in extracurricular activities, or attend classes, or stay in the residential program.

Sexual harassment can be verbal: comments about body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories; or physical: grabbing, groping, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault; or visual: display of naked pictures or sex-related objects, obscene and offensive in nature. Sexual harassment can happen between genders or same gender. Sexual harassers can be fellow students, director, workforce leader, residential assistants, teachers, principals, janitors, coaches, and other school officials.

<http://www.equalrights.org/publications/kyr/shschool.asp>

Students must report unwelcome behavior or request(s) to a residential or school personnel when they see, hear, feel uncomfortable, scared or confused and which interferes with their schoolwork or to participate in extracurricular activities, or attend classes, or stay in the residential program. The incident must be recorded as an indecent behavior policy infraction, and the sexual harassment policy which must be reviewed with the student offender in the presence of their legal parent guardian to clarify with the understanding that the student's repeated infraction can escalate to a zero tolerance infraction and it will be documented, as such. Thereafter, a repeated infraction will result in a zero tolerance infraction discipline enforcement for sexual harassment. The behavior must be reported to the Office of BIE as a critical incident report.

### **Bullying & Violence**

**Bullying** is unwanted, aggressive behavior which has 3 components to its definition: 1. Aggressive behaviors that are 2. Repeated and is highly likely to be repeated 3. Involves an imbalance of power which benefits the perpetrator (CDC Bullying).

The residential program focuses on educating and eventually disciplining a student for repeated or highly likely to be repeated bullying behavior on campus. When a residential personnel identifies an incident as a bullying behavior. The incident report will include, ” This behavior is a form of Bullying. ”

The incident report must be forwarded to the workforce leader, after the personnel has met with the student and parent, for an intervention conference. Student will subjected to be removed from the residential program when the bullying behavior is documented at the school, elementary or high school, following the documented intervention conference. The parent can choose counseling as an intervention to help their child. Please note, a student will be disciplined for a repeated offense while the student is receiving counseling intervention at the time of the repeated infraction.

### **Modes and Types of Bullying**

**1) Direct (mode):** aggressive behavior(s) that occur in the presence of the targeted youth. Examples of direct aggression include but are not limited to face-to-face interaction, such as pushing the targeted youth or directing harmful written or verbal communication at a youth.

**2) Indirect (mode):** aggressive behavior(s) that are not directly communicated to the targeted youth. Examples of indirect aggression include but are not limited to spreading false and/or harmful rumors or communicating harmful rumors electronically.

**1) Physical (type):** the use of physical force by the perpetrator against the targeted youth. Examples include but are not limited to behaviors such as hitting, kicking, punching, spitting, tripping, and pushing.

**2) Verbal (type):** oral or written communication by the perpetrator against the targeted youth that causes him or her harm. Examples include but are not limited to mean taunting, calling the youth names, threatening or offensive written notes or hand gestures, inappropriate sexual comments, or threatening the youth verbally.

**3) Relational (type):** behaviors by a perpetrator designed to harm the reputation and relationships of the targeted youth. Direct relational bullying includes but is not limited to efforts to isolate the targeted youth by keeping him or her from interacting with their peers or ignoring them. Indirect relational bullying includes but is not limited to spreading false and/or harmful rumors, publicly writing derogatory comments, or posting embarrassing images in a physical or electronic space without the target youth’s permission or knowledge.

**4) Damage to Property (type):** theft, alteration or damaging of the target youth’s property by the perpetrator to cause harm. These behaviors can include but are not limited to taking a youth’s personal property and refusing to give it back, destroying a youth’s property in their presence, or deleting personal electronic information.

### **Context of Bullying**

Bullying may occur within multiple contexts such as at school and school events, travelling to and from school, a youth’s neighborhood, or on the Internet. Within these contexts bullying can include a range of behaviors such as physical aggression, verbal aggression, efforts to isolate or harm a youth by attacking his or her relationships with others, or damaging property.

Bullying which occurs through technology use is considered electronic bullying and is viewed as a context or location, such as a school, where verbal, relational, and property (e.g., deleting personal data) bullying occurs through electronic means. Electronic bullying can be identified through the general definition of bullying.

Bullying is often witnessed or known about by other youth who may also be harmed as a result. Because bullying is often witnessed, the response to bullying by adults and youth (e.g., supporting the targeted youth, watching and not intervening, or supporting the perpetrator) may encourage or discourage bullying behaviors.

### **Key Terms**

**Youth** are school-aged individuals 5 to 18 years of age.

**Unwanted** means that the targeted youth wants the aggressive behaviors by the perpetrator to stop. For instance, two youths may enjoy taunting or making fun of each other in a playful manner. This should not be considered bullying.

**Aggressive behavior** is the intentional use of harmful behavior(s), threatened or actual, against another youth. Instead of attempting to assess whether the perpetrator intended for the victim to experience an injury as a result of the bullying behavior, intentionality can be captured by assessing the perpetrator's intent to use harmful behaviors against the targeted youth. For instance, telling damaging rumors about a youth, threatening another youth, or shoving another youth would be considered intentional because the perpetrator is using harmful behaviors against another youth. This approach to measuring intentionality is consistent with how the CDC and the World Health Organization measure other types of violence (Dahlberg & Krug, 2002).

**Has occurred multiple times or is highly likely to be repeated** means that the youth experiences multiple incidents of aggression perpetrated by a single youth or group of youths over a specified time period or there is strong concern a single aggressive behavior by a youth or group of youths has a high likelihood of being followed by more incidents of aggression. Repeated aggression that involves different perpetrators and is perceived as unrelated by the youth should not be considered repeated. If the youth, however, experiences multiple separate incidents of aggression over time, this is considered repeated if the targeted youth perceives the aggression as related even if the perpetrator(s) changes across the incidents and no single perpetrator is involved in multiple incidents.

**A power imbalance** is the attempt by the perpetrator(s) to use observed or perceived personal or situational characteristics to exert control over the targeted youth's behavior or limit the victim's ability to respond or stop their aggression. The power imbalance should not be used to label certain children "powerless" or "powerful," but instead is designed to capture power differences that exist in a certain relationship at a specific time. Power imbalances can change over time and across situations even when they involve the same people. The use of violence or threats of violence may create or enhance an existing power imbalance.

**Harm** is a range of negative experiences or injuries and can include a) physical cuts, bruises or pain, b) psychological consequences such as feelings of distress, depression or anxiety, c) social damage to reputation or relationship, and/or d) limits to educational opportunities through increased absenteeism, dropping out of school, having difficulty concentrating in class, and poor academic performance. (CDC online Bullying Information)

**Violence**, the definition is the intentional use of physical force or power, against another person, group, or community, and with the behavior likely to cause physical or psychological harm. Youth violence typically includes persons between the ages of 10 and 24, although pathways to youth violence can begin in early childhood.

### **Examples of violent behavior include:**

- 1) Bullying
- 2) Fighting (e.g., punching, slapping, kicking)
- 3) Weapon use

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- 4) Electronic aggression
- 5) Gang violence
- 6) Hazing

### **School violence occurs:**

- On school property
- On the way to or from school
- During a school-sponsored event
- On the way to or from a school-sponsored event

<http://www.cdc.gov/violenceprevention/youthviolence/schoolviolence/index.html>

**Hazing** is an activity in which a person joining a group that humiliates, degrades or creates emotional and/or physical harm, which can be against the person's will. The activity is harmful and reckless without regard for human value and are physically abusive, hazardous, and/or sexually violating.

[www.StopHazing.org/definition.html](http://www.StopHazing.org/definition.html)

**Weapons**, are the following enumerated items: any classified fire arm loaded or unloaded: any knife, including pocketknife; any defensive weapon; any martial arts device or any tool or instrument which residential administrative personnel could reasonably conclude as being capable of inflicting bodily harm; or which by virtue of its shape or design gives the appearance of any of the aforementioned, including but not limited to air pistol, air rifle, BB gun. (<http://www.smithfield-ps.org/weapons-and-violence-policy>)

ARS. 15-134.30 requires educational institutes to report to local law enforcement agencies any suspected crime against a person or property that is a serious offense as defined in section 13-706 for all incident which involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school.

(<http://www.azleg.gov/ars/15/00341.htm>)

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. The residential program records are school records which are accessible to the legal guardian parent(s). Student records are available for legal parent guardian(s) at their request.

### **Student Attendance Policy**

The residential program is a five day program which opens on Sunday at 4PM (local time) and closes on Fridays at 8 AM (local time), after all of the students are in their instructional classrooms. A student is designated as a residential student once they report to the residential halls to check-in with their assigned residential personnel. When a student is absent for two consecutive weeks without explanation or documentation from the student's legal parent guardian, residential program will drop the student from



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the enrollment until the student is re-enrolled by legal parent guardian with the residential program. Legal parent guardian can proactively contact the residential program to prearrange the day(s) of the week their child (ren) will participate in the residential program.

### **Residential Program Residential**

- Educate the legal parent guardian about the residential parent-student handbook.
- Notified legal parent guardian about their child's academic progress through parent-residential conferences.
- Notify legal parent guardian about their child's residential progress through quarterly report at residential family night activities.
- Notify legal parent guardian when their child becomes sick or injured on the residential campus.
- Notify legal parent guardian when their child violates Residential Wing or Discipline Policy.
- Residential personnel must provide services free of prejudice in a safe, responsible and respectful learning environment.
- Shall teach the participating residential students: personal hygiene, self-care and life skills.

### **Legal Parent Guardian Responsibilities**

- Support and encourage their child to learn healthy work ethics.
- Support the residential program rules and policies set forth in this handbook to help their child learn self-discipline which develops independence in the child.
- Participate in their child's residential program activities sponsored through the school year.
- Participate in their child's school scheduled teacher parent conference.
- Available to assist the school and residential program when their child should become ill and be available to meet their child at the urgent care site.
- Check for lice/nit in their child(ren)'s hair each time their child(ren) returns to the residential hall.
- Complete their child(ern)'s clothing form upon returning them to the residential hall from the weekend.
- Participate in the residential program parent committee as member and can be nominated as an officer of the committee if one chooses to for one school year.
- Participate in residential fundraising activities.
- ~~Parent must be~~ on call with a working phone in case of emergency or urgent situation which would require their immediate assistance.
- Reinforce and support the Residential Program's Mission and Vision Statements, including the learning objectives of the residential program.
- Support and assist the residential program to meet the minimum 80 registered count goal for first through eighth grades students to meet the three week BIE verified residential count for the school year.

### **Student Responsibilities**

- Understand and accept his/her role as learner on the residential campus

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- ☑ Responsible for meeting expectations set by the residential program.
- ☑ Follow directions provided to him/her by the school personnel.
- ☑ Exercise proactive personal growth, (intellectual, emotional, physical, and purpose), must be aligned with the school mission and vision statements.
- ☑ Apply healthy work ethic to complete residential detail assignments.
- ☑ Apply healthy work ethic to complete homework assignments, learn to request for assistance and use tutors when in need of extra help.
- ☑ Respect for own personal space and that of other peers.
- ☑ Take personal responsibility to maintain a drug, tobacco, violence, and bullying and prejudice free learning environment for self and others.
- ☑ Physically accounted for at all times to the assigned residential personnel.
- ☑ Catalog their cell or tablet before lights out to the assigned residential assistant.
- ☑ Not possess energy drinks, supplement or performance enhancing products on the residential campus.
- ☑ Learn and practice the residential program's learning objectives of personal hygiene, self-care and life skills for their personal development as program participants.
- ☑ Participate in the ISEP count to aide the residential program to meet the minimum 80 registered count goal for first through eighth grade students to meet the three week BIE verified residential count for the school year.

### **Student Alcohol/Drug/Tobacco Policy**

Shonto Preparatory Schools Residential Program is a DRUG FREE ZONES. Federal, State and Tribal Codes which prohibit consumption, possession and/or distribution of alcohol, illegal/illicit substances, drugs (prescription/over-the-counter) and tobacco, or any form of drug paraphernalia in educational institutions/buildings and campus. Students who choose to consume, possess and/or distribute alcohol, tobacco (smokeless/smoke/e-cigarettes), drugs (prescription/over-the-counter) illegal/illicit substances or paraphernalia will be disciplined for policy infractions and can be dismissed from the residential program on the first offense.

The residential substance abuse/use policy is in effect at all times at or on the residential campus, on the school bus (to and from the residential campus and at all residential sponsored activities at or away from residential property. The residential alcohol, drug and tobacco enforcement responsibility begins once a student leaves his/her residence for the residential campus and is in effect until he/she returns to their residence into the care of an adult. Any person (including students) comes under this provision at any time they are on the residential campus or engaged in residential campus activities. The residential program will request the assistance of Navajo Nation Police, Behavioral Health Services, Social Services and/or Family Courts for immediate substance abuse/use prevention or intervention.

A student found selling narcotics/illicit substances on school grounds during school hours, during school activities, or before or after school is subject to expulsion of residential privileges and referral to law enforcement intervention after legal notification.

### **Student Drug Test Policy**

A student who manifests an odor or residue from drugs, tobacco, and/or alcohol use; or appears incoherent or intoxicated establishes a reasonable suspicion for a residential program personnel to

## Shonto Prep School Residential Program

request for assistance for a student to submit to an alcohol or drug screening test with the legal parent guardian's permission, administered by the school security. The personnel must document the date and time of the request, parent permission, screening and results. The student will be given an opportunity to write his/her statement explaining the cause of the odor and/or his or her visible physical appearance. The Director of Support Services or designee with a witness can administer a drug impairment assessment to the student.

If both the parent and student refuse the residential program's requirement for the alcohol or drug impairment assessment, the legal parent guardian will voluntarily remove the student from the residential program and the Kayenta Police District will be notified. It will be the parent's responsibility to provide a validated drug screening result to the residential program from an outside agency before the student can return to the residential campus. The student cannot be on the residential campus until a validated test result has been submitted to the residential workforce leader. The residential program can charge the student for a drug policy infraction if the student's test result is positive for evidence of drug use. The student will be disciplined for residential drug policy infraction. The residential program will call the Child Protective Services to report the incident to the agency. If applicable a critical incident will be submitted to the BIE office in Albuquerque, NM by the responding personnel.

### **Search and Seizure & Reasonable Suspicion Policy**

School officials under law and school policy have the authority to search within the public education environment. The residential building, and school property, are public education environments. Under the Fourth Amendment: the first warrantless student search is based upon individualized reasonable suspicion; and the second warrantless is student-body school-wide searches where all students are searched for illegal possession of weapons or drugs, with or without individualized suspicion. Utilization of such constitutional searches by school officials and law enforcement officials can make the residential program safe and conducive for learning. Students have the right to use personal bags and backpacks to bring their clothes and school supplies which are related to health, cleanliness and educational purpose. Contraband that is found in a student's possession will be confiscated; illegal items will be reported to the Director of Support Services, workforce leader or designee. The law enforcement will be contacted for weapons and drugs/drug paraphernalia that are confiscated on the residential campus. To keep all students safe, Wing unit and bag checks will be conducted during the school year upon a case-by-case basis following "reasonable suspicion" standards. A letter will be sent to the parents of residential students about the random school year random searches, including reasonable suspicion searches, on the residential campus the beginning of the school year. Local authorities (including police and K-9 units) may be present during bag checks. If inappropriate items are discovered, parents will be notified and the student will be subject to residential discipline and/or legal consequences. Purses, fanny packs and other containers (including bottles, cans, flasks, canteens, etc.) will be subject to checks as well. Backpack/school bags should not contain or display statements contrary to the school mission and vision statements or purpose.

Items seized during searches may or may not be returned depending upon the nature of the seized item. If the confiscated item is considered dangerous, toxic or illegal, it will be released to the proper officials. If the item can be reclaimed, it will be released to the legal parent guardian and if not done so by the end of the school year, it will be disposed of.

The Navajo Nation Canine Unit will conduct periodic impromptu illicit drug searches on the residential campus and parking lot to maintain a drug free campus. Canine searches are done randomly; however, they are limited to automobiles, lockers, bed/bed drawers, book bags, desks, purses, etc. Dogs searches are on inanimate objects. Random canine searches do not require a warrant or

## Shonto Prep School Residential Program

reasonable suspicion to be conducted. The residential hall will go into lockdown for the canine search. Canine searches can also be conducted when there are no students in the buildings during school hours or after hours. No student will be permitted to go to the restroom or run an errand to other parts the campus. The wing group will remain in their meeting room until the Director of Support Services or designee announces that the lockdown has been lifted. If a student needs to use the restroom during the lockdown, he/she must notify the Residential Assistant in the Wing. The residential personnel must communicate the student's request to the workforce leader or designee who is monitoring the hallway, so the student can be escorted to the restroom. For police officer interviews, the residential personnel must contact a legal parent guardian before a student can be interviewed by a law enforcement officer on the residential campus. A legal parent guardian must be present when a law enforcement officer question's an underage student on the residential campus. If a student is to be interviewed by an officer, he/she must be apprised of his/her rights to participate. The personnel in charge and legal parent guardian must sit in with the student during the interview. No minor student can be removed from the school premises by law enforcement personnel without the consent of a legal parent guardian, except upon service of a valid warrant of arrest or if there's an apparent threat to self and/or others.

### **Interdepartmental Communication**

The residential program must communicate with parents and other district departments to create a positive customer relationship to create a healthy student service work environment. The residential will introduce the department, their name and ask how they can assist the visitor or caller. The personnel must protect the student confidentiality by making sure the caller is eligible to speak to a student or identify that it is the legal guardian parent of the student. FERPA protocol must be practiced by the residential personnel as part of the safe campus practice. The personnel must listen and focus to the caller or visitor for accurate information without prejudice.

### **Safe School Practice Policy**

Shonto Preparatory Schools Residential Program is a safe school campus. The residential building exterior doors locked at all times. Door propping for convenient access is prohibited, only the main building entries are used for building entry and exit. Phone number is posted on the door for building access.

### **Wing Rules Policy**

The Residence Wing Rules include all minor violation infractions listed the residential program handbook. Discipline is a learned habit which is learned through practice over time. Shonto Preparatory Schools Residential Program understands that discipline is important in every aspect of a person's life; it also understands that children live in moment. The residential program teaches the students to learn to control their response through its discipline process which will teach appropriate self-discipline skills. This will be accomplished through constituent structure and consequence enforcement set through the Residential Discipline and Wing Rule system. The residential goal is to teach student self-discipline through positive intervention. Level I infractions will be listed on the Residence Hall Wing Rules. The Wing Rules are expectations set by the assigned Wing Residential Assistant to teach the students about boundaries for acceptable individual and social behavior. These rules protect all participants on the residential campus. The Residential Program promotes a safe, respectful and responsible learning and working environment for its students and personnel.

## Shonto Prep School Residential Program

Wing Rules are uniform and based on are based on Student First Principles: Reasonable & Respectful, Teachable, Appropriate, Responsible and Safe, Fair, Objective, Consistent, Develops Self-Discipline, and Self-Care.

Personnel must teach and interact with the students in a proactive manner by using language which engages the student to learn the personal hygiene, self-care and life skills which are being taught. They will **demonstrate** the skill to the student. **Guide** the student as he/she performs the skill. **Praise** the student for completing the skill. Therefore, personnel must demonstrate, guide and praise their students as means of instruction when interacting with them.

In situations, when a student is not able to understand the purpose of the personnel's teaching objectives the personnel make the following measures:

- Support, the personnel must empathize with the student's situation, acknowledge the student's efforts and past success.
- Expectation, the personnel must ask the student about the Residential and Wing Rules and discussion the topic while allowing the student to lead the discussion.
- Breakdown, the personnel must discuss the problem in parts to help the student understand that he/she is there to help the student.
- Benefit, the personnel must ask the student how the student will benefit from doing the task or learning the boundaries
- Closure, the personnel must let the student know that he/she is there as a support and that the personnel will check on the student later to make sure everything good for the student.

The Personnel must:

- Plan and organize lessons ahead of the students, to prevent reacting to the students.
- Review expectations and Wing Rules before leaving the Wing with the students for activities. The activities include going to the cafeteria, school, outside playground, and etc.

### **Residential Unit Décor Policy**

Unit policy is an upkeep expectation for the students' assigned a unit in their assigned wing. The floor must be free of litter or clothes, towels and clothes hung, or folded and put away in assigned drawer; fire blanket hung at the foot of the bed, shoes placed in front of the bed, assigned locker organized with clothes hung or folded and free of litter and the top cleared off. Policy infraction occurs when a student is unable to maintain his/her room in compliance with the residential room criteria and standard. All students are responsible to their rooms free of insults, inappropriate, and sexually explicit posters or pictures; ~~and~~ including listed contraband. Residential personnel will address the residential expectations on a continuous basis to with their students. The unit Décor policy violation is listed in the minor discipline infraction category. Students can be disciplined and assessed for careless and reckless property destruction in their assigned wing unit. Refer to property destruction infraction.

### **Student Illness Policy**

During the school hours, the school nurse addresses all student illness on campus. After school hours, the residential program has established procedure which the personnel follow when a student reports his/her illness.

## Shonto Prep School Residential Program

Student will report their health concerns immediately whether at school or residential program to the school or residential personnel when they notice they are not feeling well. The residential personnel will take immediate measures of a reported student health concern by taking the student's temperature or injury assessment. The personnel will follow the steps according to a student's temperature reading.

- A. For temperature for 98.7 to 99.99 degrees,
  1. If after school, contact the school nurse for immediate medical attention.
  2. Student's legal parent guardian contacted about their child's health concern and temperature reading.
  3. Emergency medical is contacted for acute and serious injury/illness.
  4. The parent has the option of: checking out their child to take him/her to the clinic for a physician check-up. Or have the residential program monitor the student on campus, and send the child to the school nurse in the morning. However, once the student's temperature reaches 100 degrees, the residential program must contact the parent to arrange the student transport for the emergency care. The residential program transports its students to the Emergency Room in Kayenta, AZ, Inscription House, AZ or Tuba City, AZ for treatment. The location may depend on where the family regularly uses and the legal parent guardian can get to the quickest. Once the legal parent guardian meets the personnel at the medical center, he or she must sign off on the checkout sheet to assume the responsibility for their child's medical treatment.
  5. The parent shall provide a physician's release statement when they return their child to the residential program.
- B. For student temperature reading of 100.0 degrees or above,
  1. Student's legal parent guardian contacted about their child's health concern and temperature reading.
  2. The residential program student transport will be arranged with the student's legal parent guardian, including the emergency room the parent(s) will meet the transport. The meeting arrangements must be agreed to prior to the student transport between the student's legal parent guardian(s) and the residential program.
  3. Legal parent guardian must sign their child's check out form to assume responsibility for the student's care and welfare at the medical center.

### **Student Injury Policy**

Physical injury is always potential risk during activities when a person's body begins to tire from the activity. Personnel monitor the activities to meet the students' physical abilities. In a situation when a student is physically injured during an activity on the residential campus, personnel in the immediate vicinity will administer first aide to the student. The personnel can call the security for assistance. The rest of the students are escorted from the area while being monitored by a residential personnel. Personnel are expected to use reasonable judgment as it applies to the situation. Personnel who are not assisting with first aide will assist with:

- A. Call Security; First Responders
- B. Assist in Administering First Aide up to the level of training
- C. Call ambulance for severe injury./situation or medical attention beyond training certificate scope
- D. Contact the student's parent to disclose the student's injury.
- E. Document and submit document with the following description: nature of the incident and injury, care provision, arrival of emergency care service, release student to the parent/guardian.

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The Residential Emergency Student Injury Procedure will minimize confusion during the time of an acute injury or crisis situation. The rule is set to protect the school and personnel from any liability for not providing an appropriate medical service to the students.

In case of an Emergency Plan steps must be posted in the Wings and all activity areas.

### **Student Emergency Transport Policy**

The following documents must accompany the personnel when transporting a student for urgent care clinic. Incident/Accident report about the student illness concern or purpose of the referral to the physician's care.

- A. **PARENT MUST BE CONTACTED AND TIME NOTED**
- B. **STUDENT CHECK OUT CARD**
- C. **STUDENT MEDICAL CONSENT**
- D. **STUDENT IMMUNIZATION RECORD**

### **Student Snack Policy**

Shonto Preparatory Schools Residential Program maintains compliance with the school wellness policy. The residential program provides snacks for the students' afterschool and after dinner. Students can bring portion sized snacks brought from home. Portion sized is determined by the student's age and body size. The residential program teaches students about healthy snacks and choosing to lead a healthy eating habit which personally benefits the student in the long term. Warning to students and parents, to be aware that there is a potential for other student(s) who will take snacks away without permission from students who bring snacks from home when the residential personnel is not visible.

### **Student Video Game Policy**

The Shonto Preparatory Schools Residential Program monitor's student video games which are brought onto the campus. Student electronic device(s) on the residential campus is at the owner's own risk. The residential schedule and activities minimizes student video game playing opportunities. However, students can be permitted to play their video games at their assigned residential assistant's discretion. Student electronic device on campus is a privilege which can removed at the discretion of the residential assistant without due process, when a residential personnel recognizes the device is distracting a student from his/her responsibility or rest. The residential program personnel must submit an incident report with a description on how it is a distraction for the student, refer to confiscation process. Games which depict violence, destruction, rated mature, adult, derogatory or explicit scene or language or promote criminal or antisocial behavior are prohibited on the residential campus. The video games (Xbox/PlayStation/smart phone/tablet) must be rate E (Everyone) or CE (Early Childhood).

### **Student Violent Behavior Act Policy**

The residential program provides a structured student learning environment which emphasizes personal safety for self and others while on the residential campus. Students who violate personal boundaries and spaces, which causes or intends to cross into another student's personal space and potentially causes injury or harm to another student's personal boundaries and space is subject to student violent behavior policy infraction. This includes but is not limited to the following: Fighting, Hitting, Slapping; Kicking; Spitting, Pushing; Shoving; Biting, Hazing, Horse playing, Recklessness, and Carelessness.

Students who are in the First through fifth grades will be disciplined for minor discipline violations. 6<sup>th</sup> - 12<sup>th</sup> Grades will be disciplined for Moderate discipline infractions, due to the age and maturity of the students.

### **Student Technology Policy**

The residential program acknowledges that mobile technology is in the forefront of its students' academic, personal and professional lives. The program is setup to teach the students to be in control of their lives and to use technology as their tool to live a purposeful life. Students are permitted to have one mobile device on the residential campus at any time. Mobile devices are checked into the Technology cart at 8:00 PM & 8:30 PM before lights out. The device are available to the student from 4:00 PM to 8:00 PM and 4:00 PM to 8:30 PM, Sunday to Thursday. Students must take their device home for the week end or school breaks. The residential program provides a landline phone for student to use in their assigned residential wing. Desktop computers are available in each residential hall for student internet use.

The mobile device must be listed on the student's weekly clothing form at each check-in, from the weekend or temporary checkouts, to the residential hall. Unregistered device are categorized as contraband and must be placed in the technology cart as a confiscated item. The residential personnel must complete an incident report for student technology policy infraction or confiscation. Legal parent guardian must be contacted by the documenting personnel to follow up with the discipline process.

Desktops with printers are available to the students for school work. A mobile device agreement must be signed by the student and parent after which it must be filed in the student's record. Students violating student technology policy include, refuses to submit their devices at the end of the day, has extra devices or that their device distracts them from responsibilities and schedule. Any one of the following items are permitted at one time on the residential campus with a waiver signed by a parent and student are personal technology devices: MP3's, iPads, iPods, laptops, tablets, game consoles, 3DS, and smart/cell phones.

The Shonto Preparatory Schools Residential Program monitors student personal property possession and use on its campus. Students must understand and observe student personal property possession in accordance to Wing Rules & Expectation in the handbook and the signs posted in the residential hall buildings. Students and their parents accept that the student is ultimately responsible for care and use of their own property. The resident personnel will remind the students to care for their personal devices. Student checking in their personal device is one method to control it from theft. Students are discouraged to bringing expensive devices onto the campus because of the potential loss, damage or thief of the device. Rules are posted through the residential halls which describes the use of student personal electronic devices which the students need to follow at all times. The students maybe be permitted to play their video games provided they have completed all of their chores, residential program activities, homework, laundry and at the discretion of their residential assistant. A student's personal electronic device on campus is a privilege which can be removed at the discretion of the residential assistant without due process if it is distracting the student's residential participation. In incidents when a student chooses not to follow posted rules or residential personnel repeated instructions.

The student can be taken aside by the residential personnel and contact the student's parent about the personal device distraction. The residential program student technology policy will be reviewed with the student and legal parent guardia. All confiscations require legal parent guardian contact first, before a personnel can confiscate a student's personal device in accordance to the property confiscation policy. The personnel will store the device and file a report with the workforce leader's office for a parent and student conference. The student device on campus privilege is suspended pending the conference. The device can remain off residential campus until the parent conference is completed by the residential



## Shonto Prep School Residential Program

personnel with the student and his/her legal parent guardian for mutual resolution agreement between the parties. The workforce leader will monitor the situation throughout the process with updates from the personnel during the enforcement of this policy.

If parent refuses to grant the permission to the personnel, parent must come onto the school campus to retrieve the property from their child. In a situation, if the legal parent guardian cannot be reached, the residential personnel will make another attempt to repeat their request to the student to hand the device to the personnel. Refer to confiscation policy.

The residential personnel completes an incident report with a description of how the device is a distraction for the student in a narrative inform about the incident(s) with the time based chronologically. Students' personal items needs to be registered when they are brought onto the residential campus on the student clothing forms. Unreported students personal items will be treated as contraband if they are not reported on the student clothing form.

### **Student Personal Confiscation Policy**

The residential program protects the learning work place for the students in order to create a safe learning environment which promotes practice for healthy life skills. The personnel will contact student's legal parent guardian if a particular personal item becomes a repeated distraction for the student on the residential campus. Once the personnel has documented and contacted the parent for confiscation, the student will be requested to hand over the personal item to the personnel. In a case, where the legal parent guardian refuses to consent the confiscation, then they must come onto the residential campus to personally retrieve the item. The student can be disciplined for insubordination and lose student personal technology possession privilege.

If the personnel is unsuccessful in contacting a legal parent guardian after repeated attempts, the personnel documents the attempts and repeats their request to student to hand over the personal item. The personnel should note the failed number of attempts to have the student comply with their request. A student's repeated non-compliance with the personnel's repeated requests creates an unsafe student learning workplace. The student will be removed from campus and be disciplined for endangering self and endangering others a discipline policy infraction.

### **Student Non-Alcohol Products Policy**

Students are permitted to possess non-alcohol based products, mouth wash, hand sanitizer, hair sprayer, deodorant, nail polish or remover and etc., on the residential campus. Legal parent guardian and student are responsible to list all personal items at residential check in with the personnel at each check-in into the residential hall. Personnel is responsible for reviewing the checking the list to match the articles. A student found in possession of alcohol based product will be charged for contraband policy infraction. A student found ingesting alcohol products and subject to under the influence field test by a trained school personnel, after legal parent guardian consent of agreement. If the student is found intoxicated, the residential program will follow the Student Alcohol/Drug Policy.

### **Student Theft Policy**

The Shonto Preparatory School Residential Program is a public institution which is not immune to theft among the school population. Students must not bring personal item(s) which they do not want to lose, taken away or loaned out to other students on the residential campus. It is important for the student and

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legal parent guardian to log all personal property, onto a residential program student clothing form, each time a student checks into the residential hall.

In the case of a theft has been reported, the assigned personnel will check the reporting student's current clothing form for verification. If the item is listed, the personnel will complete an incident form and contact the security on duty for assistance. The personnel will notify the parent of the student who reported the stolen property. The personnel must inform the students in the Wing about the missing or lost item and ask for it to be returned. The personnel will review residential theft discipline policy with the students as a warning that if a lost or missing item is found in their possession they will be disciplined in the accordance with residential theft policy. The personnel can use reasonable judgment to do a warrantless search with the assistance from the security and another personnel as a witness through the units of the wing, by having the students empty their bags, drawers and lockers. The personnel will create a written record of the step process for record. In the incident, when a student is found in possession of a stolen item, the search will cease and the student can be disciplined for level three discipline infraction.

### Services Available

Each residential hall wing has a landline phone for student use to check in with their parents. Computer desktops located in the resource lab in each residential hall. Residential transportation is available for students when their family experience's extenuating circumstances which prevents them to take their child(ren) to their bus pick or drop off; or live outside the school bussing service.

### In Loco Parentis

The student are under the *in loco parentis* (in place of the parent) of the residential program after they have been recorded as checked in, on the student roll roster during residential program hours. The personnel can discern not release a student to the legal parent guardian(s) or others if there is reasonable concern for student well-being and safety.

### Residential Personnel

<b>Workforce Leader</b>	Elroy Watson
<b>Recreational Assistant/Recreation Technician</b>	Karen Klitso
<b>Recreational Assistant/Recreation Technician</b>	Miranda Salt-Manygoats
<b>Residential Assistant</b>	Florentia Clitso
<b>Residential Assistant</b>	May Cling
<b>Residential Assistant</b>	Josephine Aguero
<b>Residential Assistant</b>	Renee Martin
<b>Residential Assistant</b>	Betty Slim
<b>Residential Assistant</b>	Loretta Yazzie
<b>Residential Assistant</b>	Shantanya Tsosie
<b>Residential Assistant</b>	Matilda Austin
<b>Residential Assistant Substitute</b>	Keosha Whitethorne-Willie

### Phone Numbers

<b>Girls Residence Hall-Wing A</b>	928-672-3541
<b>Girls Residence Hall-Wing B</b>	928-672-3542
<b>Boys Residence Hall-Wing A</b>	928-672-3543

<b>Boys Residence Hall-Wing B</b>	928-672-3544
<b>Residential Program Office</b>	928-672-3524
<b>Workforce Leader Office</b>	928-672-3538

**Emergency Procedures and Contact Numbers**

**BIE CHILD ABUSE HOTLINE (800) 633-5155**

● FIRE/AMBULANCE/POLICE EMERGENCY

KAYENTA POLICE DEPARTMENT (928)697-5600 OR 911  
 TUBA CITY POLICE DEPARTMENT (928)283-3111  
 PAGE POLICE DEPARTMENT (928)645-2462

● HOSPITALS/CLINICS

INSCRIPTION HOUSE HEALTH CENTER (928)672-3000  
 KAYENTA HEALTH CENTER (928)697-4000  
**EMERGENCY ROOM (928)697-4100**  
 TUBA CITY REGIONAL HEALTH CARE CORPORATION (928)283-2501  
**EMERGENCY ROOM (928)283-2661**  
 LAKE POWELL MEDICAL CENTER (928)645-8123  
 CANYONLANDS URGENT CARE (928)645-1700

● MENTAL HEALTH

INSCRIPTION HOUSE MENTAL HEALTH (928)672-3018  
 KAYENTA COUNSELING SERVICES (928)497-4185  
 TUBA CITY MENTAL HEALTH (928)283-2831  
 PAGE COMMUNITY BEHAVIORAL HEALTH SERVICE (928) 645-5113  
 KAYENTA DEPARTMENT OF BEHAVIORAL HEALTH (928)697-5570

● SOCIAL/FAMILY SERVICES

KAYENTA SOCIAL SERVICES (928)697-5530  
 KAIBETO SOCIAL SERVICES (928)673-5860  
 TUBA CITY SOCIAL SERVICES (928)283-3250

● HOTLINES

DOMESTIC VIOLENCE HOTLINE (877)697-8591  
 SUICIDE HOTLINE 1-800-SUICIDE (784-2433) NATIONAL  
 SUICIDE PREVENTION LIFELINE 1-800-273-TALK (8255) RUNAWAY  
 HOTLINE 1-800-RUNAWAY (786-2929) POISON  
 CONTROL CENTER 1-800-362-0101  
 AMERICAN RED CROSS 1-800-842-7379

[Suicidepreventionlifeline.org](http://Suicidepreventionlifeline.org)

**Child Abuse/Neglect**

Residential personnel are mandated reporters to report reasonable cause of suspicion on a child who is suspected of abuse or neglect immediately to their supervisor and download the report form from the BIE website. They must submit a digital SCAN report with the BIE Office in Albuquerque, NM at fax number (505)563-5290. The personnel can request for assistance to fill out the form from the workforce leader or designee. The report must be based on the reported factual information from the student or observed physical markings: abrasions, bruising, swelling broken skin or fractures; or malnourishment, uncleanliness and etc. This also applies to children threatened with abuse or neglect. Reporting

## Shonto Prep School Residential Program

incidents of suspected child abuse: Any person, including a School employee or volunteer, shall report incidents of abuse or neglect under any of the following circumstances:

If the person knows or reasonably believes or suspects that a minor is or has been the victim of physical injury, abuse, child abuse, neglect, or another reportable offense that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature; If the person knows or reasonably believes or suspects that there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of a child one year old or younger;

If the person knows or has reason to believe or suspect that serious injury or injuries have been inflicted upon a child as a result of abuse, neglect or starvation; If the person knows or has reasonable suspicion that a child was abused in Indian country; or If the person knows or has reasonable suspicion that actions are being taken or are going to be taken that would reasonably be expected to result in abuse of a child in Indian country. Also, when any of the above circumstances occur, the School employee or other reporting individual shall refer the child to the School nurse to the closest available urgent care center for evaluation and to record the nature of the child's injury, abuse, or neglect. Child abuse/neglect report Submissions: All reports required under Section II of this Policy shall be submitted to the following entities: A Navajo Nation peace officer and the presenting officer of the judicial district where the child resides; Navajo Nation Child Protective Services Department in the agency where the child resides; and Child Protective Services in the State of Arizona's Department of Economic Security. Such reports shall be made immediately by telephone or in person and shall be followed up by a written report within seventy-two hours. Such reports shall contain: The names and addresses of the minor, and the minor's parent(s) or guardian(s) or custodian(s). The minor's age and the nature and extent of the injury, abuse, child abuse, physical injury or neglect, including any evidence of previous injury, abuse, child abuse, physical injury or neglect. Any other information that the person believes might be helpful in establishing the cause of the injury, abuse, child abuse, physical injury or neglect. Any other information that the person believes might be helpful in establishing the identity of the person(s) responsible for the injuries. Information as to where the child was referred or can be found. Immunity for filing report:

Any person furnishing a report, information, or records required or authorized by Navajo Nation, State or Federal child abuse reporting laws, or a person participating in a judicial or administrative proceeding or investigation resulting from a such report, information or records is immune from any civil or criminal liability by reason of such action unless such person has acted in bad faith or with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question. Failure to report child abuse: A person who fails to report abuse as provided in A.R.S. §13-3620 is guilty of a Class I misdemeanor, except if the failure to report involves a "reportable offense," the person is guilty of a Class 6 felony. A person who fails to report abuse as provided in 18 U.S.C. § 1169(a) may be fined under Title 18 or imprisoned for not more than 6 months or both. Any person who is subject to applicable Navajo Nation law and fails, neglects, or refuses to submit a report required by 9 N.N.C. 1123 is guilty of a misdemeanor and may be punished by fine of not less than twenty-five dollars nor more than one hundred dollars.

### **Banking Procedures –**

**The Residential Program will contact local banking institutions for presentations about personal checking and saving accounts for banking purposes.**

## **Check Out Procedures**

The student can be checked out by adults listed on their checkout card by their legal parent guardians. Legal parent guardian can also provide written authorization for unlisted family members to pick up the student.

Checkout requests via telephone are not approved for the protection of child safety, because the residential program student liability is not lifted until the student returns to their legal parent guardian's physical care. When a child's health, welfare and safety is a reasonable suspicion, the residential program reserves the right to refuse check out. The personnel will request assistance from the school security at (928)206-9280 and will also contact the Navajo Nation Social Services at (928)697-5530 and the notify the Kayenta Police District at (928)697-5600 to report the intervention and the explanation about the factual reason for the decision to not release the student to an authorized adult. The personnel will complete a factual narrative report for the supervisor and submit it before clocking out to end their tour of duty.

All student checkouts must be concluded by the residential curfew unless pre-approved by personnel in charge at the time of checkout. Student(s) check out during the school must be reserved for emergency/urgent matters or appointments.

Personnel are responsible for the child health, protection and welfare of all students participating in the residential program. Students cannot check themselves out under any circumstances nor are they allowed to checkout other students. Unauthorized leave from the Residential Campus will be documented as AWOL (Absent without Leave). The students will receive daily guidance lesson on one of the following learning objectives: personal hygiene, self-care and life skills, by personnel in their assigned wings.

### **Head Lice/Nits(Lice Eggs) Procedure**

Legal parent guardian are required to check their child's hair and verify to the personnel that their child's hair is free of lice/nits at each check-in to the residential halls. The legal parent guardian student hair lice/nits verification can be completed physically or over a telephone conference each time a student returns to the residential hall. The personnel will follow up with the hair check on site. In cases where lice/nits are present the parent can assist the personnel with the parasite removal. The residential program will have a mild solution available for care to remove lice/nits. The student traffic areas are inspected and cleaned by personnel for infestation control.

The Center of Disease Control information on lice traffic, parasitic existence and disease spread are as follows:

1. Lice travels through direct contact: head to head, sharing clothing, hats, and beanies, hair accessories, combs and brushes, towels, stuffed animals, lying on bedding, pillows or carpet in recent contact with an infected person.
2. Lice and nits need human blood to live and they live near the human scalp.
3. Head lice and nits are not known to spread disease. They are annoying because their presence can cause itchiness and loss of sleep. They can cause secondary skin infection from the irritation from constant scratching.

Please note that personal hygiene and cleanliness in the home or school has nothing to do with getting head lice. (Center for Disease Control and Prevention, 2015)

### **Dress Code Policy**

## Shonto Prep School Residential Program

Shonto Preparatory Schools Residential Program residential halls are a workplace for student learning. Although students stay overnight and use the facilities for home living setting, the residential halls are classrooms for teaching personal hygiene, self-care and life skills. This setting requires dress code expectations because the residential program promotes personal excellence, accountability and responsibility to protect child health, safety and welfare. Student leisurely wear in the wings should be presentable and respectful to self and others. Students dress for school should be for academic success. Students dress should reflect the respect for the educational environment, culture, safety, health and welfare of all students.

The residential program prohibits student dress or grooming that: presents a risk to the health, safety or general welfare of students, staff or others. Interferes with or disrupts the educational environment or process. Counterproductive to curriculum goals, educational objectives or traditional observances. Produces disorder or creates an atmosphere of exploitation, threat, intimidation or undue pressure. Cause excessive wear or damage to school property.

The following list of dress attire do not meet the residential program's dress standards: Open toe shoes cannot be worn for all physical activity. Steel toed boots, hob nails or spiked shoes. Pants are appropriate; gym shorts to be worn for gym class. Bare midriffs, halter tops, tube tops, muscle shirts, cut out back or sides, spaghetti straps, strapless items and/or clothing which reveal personal body. Attire which are transparent, see-through, inappropriately split up the back, side or front indecently or suggestively short or ill-fitting. Spandex or biker shorts are not appropriate when worn alone, but can be worn underneath other clothing. Clothing or jewelry which display obscene, defamatory or offensive language, gestures or symbols is not allowed. Items with logos and pictures that promote alcohol, drugs, tobacco, contain sexual innuendoes or other messages that may insult another person's gender, culture, politics or religion are prohibited. Hats, hoods, and bandanas are not to be worn in the residential buildings. Lettering and logos on hats, and caps, must not be changed or altered. Jewelry which presents a health or safety hazard to self or others are not permitted to be worn. This may include wallet or pocket chains. Street gang symbols or any article of clothing, bandanna, badge, sign, lettering, hairdo, jewelry, emblem, symbol or other personal display or adornment, which is intended by the student or is recognized or acknowledged by students and/or staff to designate a street gang symbol or to signify affiliation with, participation in or approval of a street gang. These items/articles/symbols are confiscated "on-site" and followed up with a parent conference within 24 hours of the confiscation. Visible body piercings, except for the ears, this excludes gauges. It is the residential program's discretion to declare what items are not permitted on the school campus. The student has a choice to comply with the administrator's request or the student will be removed from the school campus pending a parent conference. The student will be disciplined for dress code policy infraction.

### **Student Computer Usage Policy**

The residential program provides a lab with 24 computers with a printer in each building for student use. The computers are available for academic research, class assignments completion and school-related communication tool. Viewing, printing, distributing unrelated school material or inappropriate material, downloading music, games, movies and transmitting and receiving illegal and harassing communication from the computers are prohibited. A student can be disciplined and lose his/her computer use privilege for policy infraction. Computer documents, data and electronic messages are considered school record. Computer surveillance is conducted 24 hours a day, 7 days a week. Student and personnel access to computers and the internet is a privilege; therefore, by signing the statement of

## Shonto Prep School Residential Program

acknowledgement in the back of this handbook, students, parents and personnel understand these conditions. Any violations may result in loss of access, or other disciplinary or legal actions.

Student visitation of social network sites on program computers and laptops are prohibited. Wifi is available for educational purpose and student have access to only assign to them by the District IT Department. Students using the network with non-educational intentions will be disciplined for network infractions and can lose network use privileges and subject to school property misuse infraction.

**Parent Note:** student use of personal data cannot be monitored by the school IT Department or personnel. It is the sole legal parent guardian's responsibility to permit his/her child to use personal data on the residential campus because the school district cannot filter the content which can safeguard the student from getting onto potential harmful sites without adequate supervision. The program provides technology for its students" academic enrichment." A student's personal data on a personal device can be used in the residential program discipline policy infraction investigation to protect the residential program for child safety and welfare protection of the students.

### **Residential Medication Administration Policy**

The school health office is located in the Elementary Building. A student who feels ill or physically injured needs to report his/her illness and injury sustained while on school campus to school personnel. Residential personnel will assess the illness and injury to make appropriate referrals. In case of severe illness or injury, the student will be transported to the nearest available urgent care service. A Student Emergency Card for each student is on file for immediate parent notification. A signed parent medication consent form is on file for personnel access to arrange student transport for urgent care. The student file and check out must accompany the personnel transporting the student. A prescription, instruction and log must be available for students to receive and be administered prescribed medication(s). Legal parent guardian(s) are responsible to take their child for scheduled or follow-up medical appointments. Legal parent guardian(s) are required to notify the school and residential personnel at the earliest convenience so that the school can be notified of the student's absence and doctor's statement must brought in by the student or parent when the student returns to school or residential hall. Student prescription medication must be turned in with the residential personnel, who will then check it in with the school nurse. The order of dispensing medication for the student will be issued by the school nurse to the residential personnel. Student in possession of unreported, undocumented or over-the counter medication, including vitamins and performance enhancer products, will be disciplined for drug possession infraction on residential campus. Once the order is received, the personnel sets up the residential medication dispersion form. The residential personnel must document all order of dispensing medicines, which includes the students with the name of the student, medicine dispensed, date, time, and dosage given. All medicines must be kept locked when not in use. Personnel will turn in all outdated and unclaimed medication to the school nurse. A list of the medication will be forwarded to the workforce leader's office by the personnel. Personnel are not authorized to give over the counter medication authorized by legal parent guardian over the phone. Legal parent guardian are required to provide medical information about their child's health in the enrollment application. The legal parent guardian can come on campus to administer the over the counter medication to their child. The personnel can follow up with the ill student with the school nurse the following morning.

### **ARS (Arizona Revised Statues) Prescription Policy**

ARS15-344. Administration of prescription, patent or proprietary medications by employees; civil immunity; definition

## Shonto Prep School Residential Program

- A. The school district governing board and the charter school governing body shall establish policies and procedures governing the administration of a prescription medication or a patent or proprietary medication to students by employees. In the case of a minor student, such administration shall only occur on the written request or authorization of a parent or legal guardian.
- B. A school district, a charter school or employees of a school district and a charter school are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to this section.
- C. For the purposes of this section, "administration of a prescription medication or a patent or proprietary medication" means the giving of a single dose of medication or the giving of a treatment package in its original container.

### **Academic Expectation Policy**

The residential program purpose is to support the schools and its students who attend Shonto Preparatory School. Therefore the reason students are on campus is for academic and personal growth on the residential campus. The residential program requires the students maintain a minimum C, Satisfactory or Pass grade in each attempted subject to be considered in good standing and eligible for residential incentive trips. The residential personnel will assist their students to complete their quarterly grade checks process. Residential grade checks will be due at the end of nine week academic quarter. The residential program services also include a social and recreational learning experience through contemporary and cultural activities. Student presentations are scheduled throughout the academic school year to demonstrate the skills they from their daily campus living about health and safety environment.

### **Study Hall & Tutoring Expectation Policy**

Tutoring and student homework assistance request is scheduled Monday through Thursday in the evenings after school for all enrolled residential program students. A student assigned extra tutoring participation and assignment is determined by the student's quarterly academic progress reports and teacher recommendation. Personnel complete academic progress reports, grade checks, in collaboration with general education/ESS (Exceptional Student Service) teachers. Study hall is scheduled from 5:30PM-7:30PM for all enrolled residential. Residential personnel will monitor all scheduled study halls.

### **Student Laundry Policy**

Students from Grades 6<sup>th</sup> through the 12<sup>th</sup> must be responsible for doing their own laundry. Personnel must schedule and monitor students' clothing care to prevent student clothing theft. Students can be grouped by siblings or a group of fours to learn and perform laundry responsibilities. Each residential residential hall students will be orientated on laundry care by the residential personnel prior to the performing their responsibilities. **ONLY PERSONNEL CAN HANDLE THE DETERGENT PODS FOR THEIR STUDENTS' LAUNDRY.** This is an opportunity for the residential program to teach the students how to sort their clothes and to begin learning how do their own laundry.

### **Student Healthy Food Policy**

Nutritional meals consisting of breakfast, lunch, and dinner are served at the main cafeteria. The Food Wellness Policy and Arizona Department of Education standards must implemented accordingly. Students are expected must comply with the rules of the cafeteria. The students will learn about



## Shonto Prep School Residential Program

healthy eating habits with the support from the residential cafeteria personnel and practice appropriate dining etiquette.

### **Student Cleanliness Policy**

The residential program requires the students to shower at least once daily. Shower includes shampooing and body wash. Personnel will check the hair, neck and behind the ear to confirm that a student is practicing appropriate cleanliness. A student who refuses to shower or permit appropriate visual inspection must be referred for incident on student cleanliness policy infraction. The parent will be contacted about the incident and for assistance at the listed number.

Students are required to brush their teeth at least two times daily. Nails, toes and fingers, must be trimmed at home because students cannot possess cutting tools on the residential campus. Student cleanliness includes students wearing clean clothes to school daily. Student's footwear must be clean with a full sole and is in tack and safe to wear.

### **Student Detail Policy**

The Shonto Preparatory Schools Residential Program is a learning environment for students to learn personal hygiene, self-care and life skills. Residential details addresses all three categories for students to learn how to keep their areas of use clean for themselves and others. The details are led by the residential personnel in the preparation and leading the detail.

Residential personnel prepare the mixture of the cleaning solution and water according to the instructions on the label. The personnel orientates a student with each new detail assignment and guide the student to perform the task appropriately and safely. Detail must be completed in series such as, restroom, shower room, floors, resource room and etc. The residential personnel is visible while the students are completing their assignments. Students will learn and practice cleaning their area of use as assigned to them. Students refusing to perform their detail after repeated requests will be documented for violation of the policy and disciplined in accordance to the infraction.

### **Student Check-in Policy**

Students will complete a clothing form and their hair checked for lice/nits each time they return from their weekends, school breaks and holidays; or when returning from their temporary check-out during the school week. Legal parent guardian must physically check in their child(ren) to support their child(ren) and residential program. The parent and the residential program must both acknowledge what the students are bringing onto the residential campus. Student check in from home is or returning from the weekend or Breaks is 8PM.

### **Residential Curfew Policy**

The residential curfew is set at 7PM for Wing A Students and 7:30 PM for Wing B Students, lights out are at 8 PM for Wing A and 8:30 PM for Wing B. Student will check in their electronic devices, use the restroom, and last minute personal issues before the lights are turned off. Once the lights are turned off the students cannot roam the wing hall or go into other wing unit(s). Students check with residential personnel when going to the restroom after lights out. Students found roaming the wing or unit(s) or reported by other students for disrupting their sleep will be charged for curfew policy infraction. The Wing assigned residential personnel will remain in the Wing when the students are asleep throughout the night until the wake up call at 6AM.

### **Residential Energy, Supplements and Performance Enhancers Policy**

Student cannot possess any type of energy drinks, i.e., Monster, Red Bull, Rock Star and etc.; supplements, pills powder, and liquids, and performance enhancers such as steroids and etc. and substances which can medically harm a human body. Students found in possession of any of the named item will be disciplined for a Level 3 discipline infraction.

### **Guidance Lesson Policy**

The Shonto Preparatory Schools Residential Program uses Dineh Life Principles instructions with the students as part of the daily guidance lessons. Residential guidance lessons are 10 minutes to review character, behavior and attitude as they relate to personal hygiene, self-care and life skills to the students the personnel once a day in the morning and followed up in evening by the Wing assigned personnel. The guidance lesson is logged in, in the residential program duty log. The personnel can use their own life experiences by using the following criteria when providing lessons to the students. A model of the lesson guideline are posted and available upon request in written Navajo font.

Hódzá / Hojýá / Há'áhwíinít'í Bóhoo'aah ó

Nináníltsojì' bee iiná ázhdoolííł.

Nitsáhákees, Thinking

Háni', emotion

Nahodit'áh, Goal, life plans

Gáál, Journey, foot print

Hatsíís, physical

### **15 Minute Reading Policy**

A 15 minute reading is a residential campus policy for students and personnel, it will be completed at the last 15 minutes of study hall. The students and personnel will use the reading time to read an reading level appropriate book or reading material of their choice. Students can choose to be read outloud to a residential personnel. The 15 minutes reading must be scheduled Monday through Thursday when the entire campus can stop and read as a program.

### **Bedding/Linen Policy**

The residential program provides flat and fitted sheets with mattress pads, including a comforter and a fire blanket for each assigned student bed. The students fix their beds using a mattress pad, fitted sheet, flat sheet and comforter. The fire blanket must be draped over the bed railing at the foot the bed.

Students will learn to sleep between the sheets and use pajamas, night grown or t-shirt and short cuts to bed. The residential personnel will review the policy with students who refuse to wear a pajama or t-shirt and short cuts to bed. The legal parent guardian will support the personnel in support of the residential program's wellness and hygiene policy. Student refusing to follow this policy will be disciplined for Level One ~~minor~~ discipline infraction.

### **Residential Program Schedule/Routine**

#### **Evening Schedule/Routine**

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<b>Time</b>	<b>Schedule/ Routine</b>
<b>3:00PM-3:30PM</b>	<b>Meet Residential Assistants at School &amp; Boys Hall</b>
<b>3:30PM-4:45PM</b>	<b>Residential Afterschool Activities</b>
<b>4:45PM- 4:55PM</b>	<b>Clean up for dinner</b>
<b>4:55PM- 5:25PM</b>	<b>Dinner at Cafeteria</b>
<b>5:25PM-5:35PM</b>	<b>Return to Residential Hall to brush teeth, clean up</b>
<b>5:35PM-7:35PM</b>	<b>Study Hall, Wing B-laundry</b>
<b>6:30PM-7:30PM</b>	<b>Recreation/Activities, Wing B-laundry</b>
<b>7PM-8PM</b>	<b>Wing A Curfew: details &amp; shower</b>
<b>7:30PM-8:30PM</b>	<b>Wing B Curfew: details &amp; shower, laundry</b>
<b>8PM</b>	<b>Wing A Lights Out</b>
<b>8:30PM</b>	<b>Wing B Lights Out</b>

**Activity Schedule(Movie night or Family Night)**

<b>Time</b>	<b>Schedule/ Routine</b>
<b>3:00PM-3:30PM</b>	<b>Meet Residential Assistants at School &amp; Boys Hall</b>
<b>3:30PM-4:45PM</b>	<b>Study Hall</b>
<b>4:45PM- 4:55PM</b>	<b>Clean up for dinner</b>
<b>4:55PM- 5:25PM</b>	<b>Dinner at Cafeteria</b>
<b>5:25PM-5:35PM</b>	<b>Return to Residential Hall to brush teeth, clean up</b>
<b>5:35PM-7:00PM, Wing B movie room clean up</b>	<b>Activity: Movie, family night &amp; etc. Wing B-Laundry</b>
<b>7PM-8PM</b>	<b>Wing A Curfew: details &amp; shower</b>
<b>7:30PM-8:30PM</b>	<b>Wing B Curfew: details &amp; shower, laundry</b>
<b>8PM</b>	<b>Wing A Lights Out</b>
<b>8:30PM</b>	<b>Wing B Lights Out</b>

**Late Start Prior Evening Activity Schedule(Movie night or Family Night)**

<b>Time</b>	<b>Schedule/ Routine</b>
<b>3:00PM-3:30PM</b>	<b>Meet Residential Assistants at School &amp; Boys Hall</b>
<b>3:30PM-4:45PM</b>	<b>Study Hall</b>
<b>4:45PM- 4:55PM</b>	<b>Clean up for dinner</b>
<b>4:55PM- 5:25PM</b>	<b>Dinner at Cafeteria</b>
<b>5:25PM-5:35PM</b>	<b>Return to Residential Hall to brush teeth, clean up</b>

<b>5:35PM-8:00PM, Wing B activity area room clean up</b>	<b>Activity: Movie, family night &amp; etc. Wing B-Laundry</b>
<b>8PM-9PM</b>	<b>Wing A Curfew: details &amp; shower</b>
<b>8:30PM-9:30PM</b>	<b>Wing B Curfew: details &amp; shower, laundry</b>
<b>9:00PM</b>	<b>Wing A Lights Out</b>
<b>9:30PM</b>	<b>Wing B Lights Out</b>

**Morning Schedule/Routine**

<b>6AM</b>	<b>Lights on/Wake-up Call, Fix Bed</b>
<b>6AM-6:30AM</b>	<b>Fix Bed, Wash up, Get Dress &amp; Ready for School</b>
<b>6:30AM-6:55AM</b>	<b>Clean Unit</b>
<b>6:55AM-7:25AM</b>	<b>Breakfast at the Cafeteria</b>
<b>7:25A-7:40AM</b>	<b>Return to the residential hall, brush teeth, get ready for school</b>
<b>7:40AM</b>	<b>Excuse High School Students</b>
<b>7:45AM</b>	<b>Students escorted to Elementary School Building</b>

**Late Start Morning Schedule**

<b>7AM</b>	<b>Lights on/Wake-up Call, Fix Bed</b>
<b>7AM-7:30AM</b>	<b>Fix Bed, Wash up, Get Dress &amp; Ready for School</b>
<b>7:30AM-7:55AM</b>	<b>Clean Unit</b>
<b>7:55AM-8:25AM</b>	<b>Breakfast at the Cafeteria</b>
<b>8:25A-10:15AM</b>	<b>Return to the residential hall, brush teeth, get ready for recreation activities/presentations</b>
<b>10:10AM</b>	<b>Excuse High School Students</b>
<b>10:20AM</b>	<b>Students escorted to Elementary School Building</b>

**Cafeteria Expectation Policy**

Student will learn dining etiquette at the cafeteria. When sitting at the table students will learn to keep both feet on the floor, back straight, and elbows in and off the table. Use utensils to eat their meals when applicable. Students will finish their food as much as they can and wait for the other students at their table to finish before engaging in social conversation. Student meals are important because what they consume will help their bodies grow healthy and at same time learn healthy eating habits. Students can be disciplined for repeated cafeteria expectation policy infractions.

**Isolation/Separation Policy**

When a residential student’s illness has been determined contiguous by a license physician, the residential program will temporarily place the student in the isolation room until the sickness runs its

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course while the student waits for parent pick up. When the illness runs its course at home, a physician's release is required before a student can returning to the residential hall. The isolation room can also be used for a sick student to rest when directed by the school nurse while the parent comes onto the campus to pick up their child.

The isolation room is also used as a safe temporary intervention setting by the residential program for a student suicide watch when it is designated as such by the Director of Support Services. The Support Services Director or designee will designate a personnel to watch the student while emergency transport is in route to the school campus. Personnel will designated by the Director while intervention is in route to secure the student's safety.

### **Residential Incentives**

#### **A. INCENTIVE OPTIONS:**

Honor Roll Trips for each quarter, Movie Trips, Pizza Run, Tuba City Museum Trip, Indoor/Outdoor: Cleaning Details (cafeteria/wings) / Raking, Trophies: First, Second, Third, and Fourth place, Reading Literature Trip – Shakespearian Renaissance Festivities, Monthly Door Contest – Subway, Monthly birthday party – veggies/fruit trays cake / ice cream / punch / milk, Fun Walks – Color run, Fire Pit, Field Day, Gardening Contest, Dances, Family Talent Night, Basketball court, Golf clinic & driving range, Weaving, Sewing, Biking, Hiking, Swimming – Aqua Plex, Extracurricular Activities,

#### **B. RESIDENTIAL REWARD TRIP CRITERIA**

The student residential trip incentive eligibility criteria are as follows:

- 1) Maintain a cumulative of "C" Grades in all subjects
- 2) Registered count for one night per school week
- 3) Grade check is current and on file
- 4) Satisfactory progress report before the trip,
- 5) Minimum of 25 points on the residential quarterly progress report.

Year End Trip Criteria

#### **C. THE STUDENT SHALL MEET THE FOLLOWING REQUIREMENTS THE SCHOOL YEAR END RESIDENTIAL FIELD TRIP:**

1. Been counted during the three week ISEP count period are first priority to participant in the trip.
2. Residential personnel will provide documents on a student who he/she feels is not ready for the trip. (Incident Report(s))
3. Be counted for a minimum of one night, after school and midnight bed count, per school week.
4. Maintain a minimum cumulative of "C" Grades in all subjects.
5. Cumulative satisfactory progress report
6. Grade check is current and on file
7. Not have been out of school or residential suspended before the year end trip. Satisfactory progress report through the school year.
8. Parent must participate in one (1) parent activity per quarter equals 4 per year
9. Earn 90 points or more on the Residential Quarterly Student Progress Report

## Shonto Prep School Residential Program

### Alternate Selection Process.

1. The three week ISEP count can be waived one time for a student to participate in the end of the year trip.
2. Successful approval from the Discipline Review Committee

**Parent Note:** A completed legal parent/guardian signed field trip consent form is required before a student can participate in a residential program sponsored trip. A trip itinerary with chaperone will be available to the legal parent/guardians of the students participating in trip.

### **Recreation/Interscholastic participation**

Recreation and other activities are scheduled by the recreational/residential personnel during the week from 3:30 p.m. to 4:45 p.m. and 6:30 p.m. to 7:30 p.m. The recreation activities are scheduled to promote teamwork and cooperation. The introductory residential golf program is open to the students. Students will be eligible to go to the driving range at the Page National Golf Course in Page, AZ on Saturdays. Consistent student participants are eligible to attend a multiply day youth golf clinic sponsored by the golf course. Residential reward incentive trip is the criteria for the students participating in the residential golf program.

Students are encouraged to participate in their schools' athletics and student clubs that promote healthy well-being and lifestyles. All students are expected to conduct themselves and be respectful while representing the school. Further, students and parent(s) participation in the school programs within a behavioral framework that reflects good sportsmanship.

A consent form and physical exam form (for athletic activities) must be on file at each school's office before student is allowed to participate. The consent form must include permission to participate, mandatory insurance information, and emergency contact number of parent or guardian, anticipated time returning from the activity, and whether the student will be returning on the bus or be picked up at the game site and if so, by whom. Students must remain in designated areas and not leave without permission. Legal parent/guardian must sign out his/her child with the coach or sponsor when he/she wants to take his/her child from a sport or club activity. Student must meet each school's extra-curricular activities before s/he will be deemed eligible to participate in accordance to the policy of each school.

### **Security**

The Security Office is located within the SPS central building. Security personnel ensure all staff, students, and school property is safe. The residential personnel have immediate access to security personnel by two-way radio 24 hours a day Sunday through Friday. All visitors of the residential halls must check in by signing-in at each residential building's main entrance.

All residential building exterior doors are locked 24 hours, with exception for the exterior doors facing the campus courtyard, are open from 3PM-5PM for student after school traffic.

### **Campus Visitation**

Parents/guardians are allowed to visit with their child/children from 3:00 PM to 8:00 PM. Each visitor must sign in (and sign out) and wear a visitor pass. The personnel can request for visitor's purpose and verify visitors on the student check out card. All visitors must be verified and escorted by residential

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personnel for program safety. Legal parent guardians can request to deny visitation in writing for family members, friends, or distant relatives, to visit their child. In cases of custody issues, a legal court order is required to deny visitation for the other legal parent. Both documents must be on file at the residential program office in the boys’ hall.

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**STUDENT AND PARENT ACKNOWLEDGEMENT**

**TO BE SIGNED BY STUDENT AND PARENT AND RETURNED TO SCHOOL OFFICE**



2019-2020  
**SHONTO PREPARATORY SCHOOLS  
RESIDENTIAL PROGRAM  
STUDENT & PARENT HANDBOOK**

This document certifies that we received a copy of 2019-2020 Shonto Preparatory Schools Residential Program Student and Parent Handbook. It is our responsibility to read and understand the contents of this handbook and to maintain a copy for our reference during the academic school year.

This document will be placed in the students’ file.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent’s Signature