

**Shonto Preparatory Technology High School**

**2019**



**2020**

**Student and Parent Handbook**

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**GRIZZLIES**

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# SHONTO PREPARATORY SCHOOLS

Transforming Student Learning • Óhoo'aah Łahgo Ánáálniit

PO Box 7900 • East Hwy 160 & Rt. 98 • Shonto AZ 86054-7900 • (928) 672-3500 • [www.shontoprep.org](http://www.shontoprep.org)

Students, Parents, and Staff,

It is an honor to welcome the students of Shonto Preparatory Technology High School to the 2019-2020 school year. Thank you for choosing to attend SPTHS, the finest educational system to attend to attain your high school degree.

Academic achievement is the highest priority and the primary focus of all the high school teachers and the governing board. Every staff member here at Shonto Preparatory Technology High School is vested in providing the best optimal educational environment for each and every student who attends our school.

Student learning in a positive environment with healthy nutritious meals daily will boost your mental and physical abilities to higher academic achievement and to be more competitive in sports. It is our role to ensure that the school is safe for you and the teachers are here to help you reach your academic goals as required by the State of Arizona.

Join the "Grizzly Fever" as we start this new school year with optimism and goals to the best year for all who walk through the doors of Shonto Preparatory Technology High School.

Ahe'hee for choosing Shonto Preparatory Technology High School.

Ms. Martha Tate, M.Ed., Board President  
Shonto Governing Board of Education, Inc.

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I.

## A. Shonto Governing Board of Education, Inc.

### 1. Board Members

Martha Tate – President, Ts’ah Bii’Kin Chapter

Royd Lee – Vice President, Shonto Chapter

Kenneth Begishe – Secretary/Treasurer, Shonto Chapter

Tom Franklin, Jr. – Kaibeto/Red Lake Chapter (At Large)

Shonto Preparatory Technology High School (SPTHs) is accredited by the AdvancED Accreditation - North Central Association (NCA) Commission on Accreditation and School Improvement. SPTHs serves Shonto Community and neighboring areas such as Tall Mountain, Ts’ah Bii’Kin, Tonalea, Kaibeto, Black Mesa, White Mesa, Kayenta, Navajo Mountain, and Forest Lake, essentially surrounding areas within a 60-mile radius.

One of SPTHs school wide goal(s) is to impart upon our students the concept of being self-sufficient, independent, and productive citizens. As assessment-capable learners, we strive to have every student be an advocate for their learning and score proficient or highly proficient on their State and benchmark assessments. As academic facilitators, promoting a cohesive academic community is essential to building students’ academic skills and show proficiency on their assessment. SPTHs curriculum is aligned to Arizona College and Career Readiness and Common Core Standards, which also integrates our Dine Language & Cultural values. As educators, SPTHs is most proud of the opportunity to work with students who come from such a culturally rich environment. SPTHs aims to inspire all students’ intellectual abilities so they can become successful in their post-secondary and career endeavors.

Another area of SPTHs’ goal is to embrace effective instructional practices and innovative technology. Through professional development, SPTHs strives to enhance teaching practices and to be a high performing school.

SPTHs offers a full range of support services and programs which include:

- Support Services (Student Services Technician)
- Enrichment Classes (*Diné* Studies, *Diné* Language & Culture, Graphic Art, Technology, Computer Science, Automotive, Welding, P.E., and NPC Dual Enrollment).
- Exceptional Student Services with one-on-one support and inclusive practices.
- Technologically equipped classrooms.

## II. STATEMENT OF PURPOSE

### A. Mission

The mission of Shonto Preparatory Technology High School is to nurture a positive character and a safe, engaging, caring and creative environment with high academic expectations while instilling *Diné* Language and Culture, where all learners are successful, responsible, and independent thinkers.

### B. Vision

Promote creative problem solving through critical thinking while embracing *Diné* Language and Culture to create collaborative life-long learners.

### C. Equal Education Opportunity

It is the policy of Shonto Preparatory Technology High School to maintain a non-discriminatory learning environment and to ensure that students are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of the district on the basis of gender, race, color, religion, national origin, or disability.

### D. Parent Involvement

Shonto Preparatory Technology High School in partnership with parents, can directly affect a student's academic learning and success. Every quarter the school will send academic and attendance progress reports home to parents. During the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Quarters a mid-quarter progress report will also be sent home.

Parents/Guardians are welcome to contact the school during school business hours, 8:00 am to 4:00 pm. Parents can also call to schedule an appointment with their child's teacher during that teacher's prep period, or to arrange a meeting after school hours to meet with the teacher and/or all of a student's teachers.

Parents are expected to:

- **Maintain a reliable phone number listed with the school at all time**
- Attend scheduled appointments with the school and/or teachers
- Attend regularly scheduled Parent-Teacher Conferences
- Help enforce school attendance and student discipline standards
- Participate in the school Indian Education Committee (HS)
- Periodically check your child's (children's) backpack(s)

Build a strong parental involvement through coordination, technical assistance, and other support by implementing effective activities to improve their child's (children's) academic performance

- Set up a Synergy account to have parent/student access to grades, handouts and assignment online
- Log into Synergy account periodically to monitor their students' academic assignment and grades

Shonto Preparatory Technology High School (SPTHS) has been serving surrounding communities since 1999. The successes of SPTHS are results of the following beliefs:

- All students can learn
- Teachers have positive impact on student learning
- Parents/Guardians are key partners in their child's learning
- School and parent partnership is essential
- Students can meet high expectations
- Curriculum and school improvement decisions are student-focused
- Data-driven decisions to improve teaching and learning
- Continuous improvement
- Safe and positive learning environment maintained by students & staff
- Extra-curricular and enrichment are encouraged for all students
- Teachers and support personnel are highly qualified and attend professional learning

The purpose of this handbook is to communicate the expectations of the School Preparatory School (SPS) district and SPTHS to ensure all students, parents, teachers, staff, and community members can enjoy the educational environment and any opportunities offered by SPTHS and the SPS District.

## **E. ADMISSION**

Shonto Preparatory Technology High School accepts enrollment application packets for students fifteen (15) through eighteen (18) years of age. While students may apply for admission at any time of year, students are encouraged to submit their application packet on or before May 1<sup>st</sup> for the following school year. Initial admissions and if necessary, a lottery, shall be conducted at that time to determine enrollment for the following school year based on applications received by May 1<sup>st</sup>.

Applications will be accepted after the May 1<sup>st</sup> deadline before or during the school year for any remaining openings available.

Arizona Revised Statutes §15-184(B) provides that enrollment preference shall be granted to pupils returning to the charter school and to siblings of pupils already enrolled. A.R.S. §15-184(C) states that enrollment preference may be granted by the School to students who are in foster care, homeless, or those who are children, grandchildren or legal wards of employees of the school, Governing Board members, or employees, directors, officers, partners or Board members of the charter holder.

Arizona Revised Statutes §15-184 states (J), "...school may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution."

If capacity at the School is insufficient to enroll all those who submit an application on or before May 1<sup>st</sup>, the School shall select pupils through a lottery except that preference shall be given to siblings of pupils selected.

The Navajo Tribal Attendance law states that Navajo children between the ages of five (5) and nineteen (19) that are not graduated from high school must be attending school. Students who are dropped because of excessive absences will be referred to Family Court of the Navajo Nation. (Tribal Code Title 10, Chapter. Section 118, Paragraph A.)

In cases of custody and/or visitation restrictions regarding a student at SPTHS, a copy of all legal documents, such as a court order, must be given to the School Registrar to file in student's cumulative folder.

Shonto Preparatory Technology High School does not discriminate on the basis of race, ethnicity, gender, color, religion, sex, or disability and operates its educational programs in compliance with all applicable law.

## F. Academic Requirements

### Shonto Preparatory Technology High School Graduation Requirements

SPTHS Requirements for Seniors Class of 2020			
Credits	SUBJECT	Credits	SUBJECT
4	English (9, 10, 11, 12)	1	PE/Health
4	Mathematics, (Algebra I, Geometry, Algebra II, Adv. Math, & Pre-Calculus)	1	Fine Arts or Career Technical Education
3	Science (Earth Sci, Biology I, Chemistry I)	6	Electives
3	Social Studies (World Hist/Geog, US/AZ Hist, US/AZ Gov't./Econ)	<b>24</b>	<b>TOTAL Credits +</b>
0.5	Public Speaking (12 <sup>th</sup> Grade)	Complete	Education and Career Action Plan ECAP
0.5	Research/Technical Writing (12 <sup>th</sup> Grade)	PASS	Civics Test (60% or Higher)
1	Foreign Language or Navajo Language		

**+Course Requirements for college/university and scholarships is specific to their admissions and/or criteria, for recommended high school courses for college/university admission and/or to meet scholarship criteria, see your academic advisor.**



SPTHS Requirements for Class of 2021		SPTHS Requirements for Class of 2022	
Credits	SUBJECT	Credits	SUBJECT
4	English (9, 10, 11, 12)	4	English (9, 10, 11, 12)
4	Mathematics, (Alg. I, Geometry, Alg. II, Adv Math, & Pre-Calculus)	4	Mathematics, (Alg. I, Geometry, Alg. II, Adv Math, and Pre-Calculus)
3	Science (Earth Sci, Biology I, Chemistry I)	3	Science (Earth Sci, Biology I, Chemistry I)
3	Social Studies (World Hist/Geog, US/AZ Hist, US/AZ Gov't./Econ)	3	Social Studies (World Hist/Geog, US/AZ Hist, US/AZ Gov't./Econ)
0.5	Public Speaking (12 <sup>th</sup> grade)	0.5	Public Speaking (12 <sup>th</sup> grade)
0.5	Research/Technical Writing (12 <sup>th</sup> grade)	0.5	Research/Technical Writing (12 <sup>th</sup> grade)
1	Foreign Language (or Navajo Language)	1	Foreign Language (or Navajo Language)
1	PE/Health	1	PE/Health
1	Fine Arts or Career Technical Education	1	Fine Arts or Career Technical Education
6	Electives	6	Electives
<b>24</b>	<b>TOTAL Credits</b>	<b>24</b>	<b>TOTAL Credits</b>

\*High School Graduates are expected to pass their Civics Test and complete an Education and Career Action Plan.

### 1. High School Valedictorian and Salutatorian Criteria

- SPTHS Valedictorian and Salutatorian are selected each year from the graduating class. The criterion is based on the following:  
The Valedictorian ranks first per Grade Point Average (GPA) in his or her graduating class and are considered the top student of his/her class;
- The Salutatorian ranks second per Grade Point Average (GPA), is considered the second highest student in his/her graduating class.

For both Valedictorian and Salutatorian, criteria are based primarily on cumulative GPA. Other factors taken into consideration are the number of advanced classes taken, ACT composite score if taken, student attendance, discipline record, and student marks in citizenship.

Potential candidates for Valedictorian and Salutatorian will receive guidance from the Student Services Technician and Principal.

For transfer students to SPTHHS who have not been full-time students at SPTHHS for four years, the following criteria will be used:

The student must attend a minimum of two academic years at SPTHHS as a full-time student, one of which must be their senior year. Any exceptions to this process must be reviewed and approved by the Principal or his/her designee.

## **2. Education and Career Action Plan (ECAP) R7-2-302.05**

All students 9-12 must devise a post-high school career action plan prior to graduation and updated, revised and monitored at least annually. The Education Career Action Plan (ECAP) is both, a documented plan and a process.

On February 25, 2008 the Arizona State Board of Education approved Education and Career Action Plans for all Arizona students grades 9-12. An ECAP (Education and Career Action Plan) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic, career goals and postsecondary plans. A student's ECAP is to be updated annually.

Pursuant to R7-2-302.5

- A. Schools shall develop an Education and Career Action Plan in consultation with the student, the student's parent or guardian and the appropriate school personnel as designated by the school principal or chief administrative officer. Schools shall monitor, review and update each Education and Career Action Plan at least annually. Completion of an Education and Career Action Plan shall be verified by appropriate school personnel.
- B. An Arizona Education and Career Action Plan shall at a minimum allow students to enter, track and update the following information:
  1. Academic Goals that include identifying and planning the coursework necessary to achieve the high school graduation requirements and pursue postsecondary education and career options; analyzing assessment results to determine progress and identify needs for intervention and advisement; and documenting academic achievement;
  2. Career Goals that include identifying career plans, options, interests and skills; exploring entry level opportunities; and evaluating educational requirements;
  3. Postsecondary Education Goals that include identifying progress toward meeting admission requirements, completing application forms and creating financial assistance plans; and
  4. Extracurricular Activity Goals that include documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, volunteer.

## **3. Assessments**

SPTHS is required to administer district, state and federally mandated assessments to students enrolled in Arizona public and charter schools.

**4. Academic Recognition/Grading Scale**

Shonto Preparatory Technology High School		
Honors with Distinction	3.8 – 4.0	GPA
High Honors	3.5 – 3.79	GPA
Honors	3.0 – 3.49	GPA

**A+ 98-100%    B+ 88-89%    C+ 78-79%    D+ 68-69%    F 0-59%**  
**A 93-97%    B 83-87%    C 73-77%    D 63-67%**  
**A- 90-92%    B- 80-82%    C- 70-72%    D- 60-62%**

**5. Summer School or Summer Enrichment**

- a. Summer School is intended for students who need additional academic support, remediation or one-on-one intervention and credit recovery. **Perfect attendance for summer school and summer enrichment is mandatory.**
- b. Summer Enrichment courses are intended to complement the strong skill-based curriculum in the core classes and to provide students with opportunities to explore and hone their talents in technology and the arts with emphasis in ELA standards.

**6. Dual Enrollment**

Shonto Preparatory Technology High School, partnered with Northland Pioneer College (NPC), offers Dual Enrollment classes for college credit. SPTHS students are eligible for NPC college courses if they have a cumulative GPA of 2.6 or greater, and have met the course prerequisites. Fall 2019 and Spring 2020- MAT 152, MAT 189, ENL 101, ENL 102, SPA 101 and SPA 102 courses will be offered. These courses can be used to meet high school graduation requirements and obtain college credit at the same time. The teachers that teach these dual enrollment courses are Instructors from the NPC Campus – broadcasted via satellite. All courses offered are transferable to any in state university or college. To learn more about

SPTHS/NPC Dual Enrollment, please schedule to meet with the Student Services Technician or TALON Classroom Aide.

## 7. **Class Schedule Timeline**

Class schedules are distributed at the beginning of each semester to students. Schedules are aligned to SPTHS academic requirements to ensure all students graduate on time. During the first two weeks of each semester, a student may change his/her schedule to meet personal preferences and graduation requirements, if it fits their schedule and receives teacher approval.

## G. **Attendance**

SPTHS expects all enrolled students to maintain good attendance in their course of study throughout the academic year. Student attendance is important as it reflects on a student's grades and to be on track to graduate from high school. A student who accumulates absences that reach 10 percent of the school days in a semester without medical or valid verification (family illness, death in the family, etc.) can be charged with truancy from school. The student and parent/guardian can be referred to the Navajo Nation Peace Making Program. An attendance / academic contract will be required between the student, school, and parent/guardian. Students and parents must understand that seat time is crucial to earning credits and part of Arizona State requirement for student enrollment and instructional validation.

- The teacher's course syllabus will outline clear expectations and attendance criteria.
- Student must maintain regular class attendance because much of the classroom experience cannot be duplicated (i.e., benefits of instruction, discussion and participation).
- School attendance rests with the parents and students, with the school assisting them to fulfill that responsibility.
- Prompt, regular attendance is required by law and is the key to student academic success and progress in school.
- Tardies can be avoided by **arriving on time to school/classes** and remain for the entire school day.

A student will be given a grade by a teacher based on the quality and completion of class assignments and tests. A teacher may base up to 10% of a student's grade on attendance. Be aware that excessive absences will impact your grade and possible credits earned.

### 1. **ABSENCES**

- Absences due to illness, accidents, bereavement, religious observance, out-of-school suspension (OSS), or other circumstance may be excused through written documentation provided to the School Registrar on the day of or before the absence. *ARS §15-901(A) (1)* Written notification is accepted by the Registrar the morning of the absence or before. Academic grades suffer as result of excessive absences.
- When a student is absent, it is their responsibility to talk with their teacher(s) and obtain missed assignments, Synergy can also be accessed by parent/student anytime to check on assignments and grade.
- Students should complete and turn in missed assignments to the teacher immediately.

**2. UNEXCUSED ABSENCES**

- Any unverified absence is classified as unexcused. An absence without prior knowledge and consent of the parent/guardian, or which is in violation of state law and district procedure, is classified as truancy.
- Examples of Unexcused Absences/Tardies are:  
 Babysitting                      Overslept                      Missed the bus                      Et cetera

**3. DUE PROCESS**

Number of Days Absent	Unexcused Absence Due Process:
<b>Two days absent</b>	Letter will be sent home & phone call will be made by school registrar.
<b>Three <u>consecutive</u> days absent</b>	Parent phone notification will be made by school registrar. Student and parent conference to review attendance policy w/ Principal or designee.
<b>Five days absent</b>	Parent phone notification will be made by school registrar Letter to be sent home for parent conference will be made by school registrar Required parent conference w/ Principal. Absences in excess of 8 days will require an attendance contract.
<b>Ten consecutive days absent</b>	Student automatically dropped from school enrollment Phone call for notification of enrollment drop Notice of school enrollment status to Navajo Nation Peacemaking Court to request for child in need of supervision assistance. After 10 absences during a semester a student will be placed on NO credit status. NO credit status is an administrative action and is not the duty or the responsibility of the classroom teacher.

**4. TARDIES**

- Being tardy is arriving beyond the expected time of arrival for school and/or class. Chronic tardies (excused or unexcused) impacts a student’s grade.
- Tardiness to school will be excused only when accompanied with written/verbal notification from the parent/guardian or doctor.
- All other tardies will be classified as unexcused.

Student and parents should do everything possible to assure student arrive to school on time and be in their first period class. Students are responsible for being in their class, in their seat before the tardy bell rings. Hall sweeps will be conducted periodically at the high school at the end of the tardy bell to reduce tardy or loitering activity

Concern	Intervention	Referral
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<b>2 Tardies</b>	Teacher/student conference.	Three tardies for the same class will count as one day absent for the class.
<b>3 Tardies</b>	Parent/Guardian notification sent home by mail and conference required	Teachers will report student's 3 <sup>rd</sup> tardy to the Principal or designee. Student is required to complete 1 day lunch detention for each 3 <sup>rd</sup> tardy.
<b>(4 or more) Excessive Tardies</b>	Conference with Principal and Student Services Technician.	Student is required to complete lunch detention until parent conference is completed.

## H. 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. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **1. RIGHT TO DUE PROCESS**

Under the Federal Educational Rights and Privacy Act (FERPA) all students have a right to due process in matters of school discipline. The extent of the due process provided depends on the nature of the violation and proposed disciplinary actions to be taken. Due process procedures for suspension and expulsion are set forth in this student handbook under Discipline Referral Form.

## **2. SUSPENSION**

- a. The student is given a verbal and written notice of their alleged violation and what the consequence is for this violation.
- b. The student has a right to present his or her explanation.
- c. Student will be asked to put in writing his or her explanation.
- d. Parents will be notified, informed of the incident involving their child and parent need to pick up their child and meet with Principal or designee.
- e. If there is evidence of violation, student will be dismissed from school per violation/consequence outlined in handbook.
- f. SPTHS has an obligation to verify the facts of the investigation and present their findings in the meeting with parent(s)/student.
- g. The notification letter to the parent will explain the reasons for the terms of the suspension. The letter will indicate a mandatory parent meeting date to solicit their help.
- h. Parent must meet and make contact in person with the Principal or designee for their child to be reinstated after serving their suspension – This is to support the school and Principal or designee in addressing further prevention for student to not engage in further negative conduct or violate school policy that impeded his/her learning – A behavior plan may be put in place in collaboration with parent, student, Principal or designee.
- i. Written records of the actions will be filed in student's folder and the infraction will be documented in Synergy.

## **3. CHILD ABUSE AND NEGLECT**

Any staff member who has reasonable cause to suspect that a child has been abused or neglected is required by law to report the incident immediately to the school official in charge. The mandated reporter is required to complete the SCAN report with assistance from the supervisor. If the

employee is the suspected abuser then Human Resources will assist with the completion of the SCAN report.

**a. 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 such a 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.

**b. 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.

**c. Confidentiality**

Confidentiality must be exercised throughout this procedure to the extent permitted by law. Copies of reports made under this Policy are not a part of the child’s educational record and are kept separately in the Principal’s Office or designee.

## **I. GENERAL INFORMATION**

### **1. School Lockers:**

In order to provide as many students as possible with an opportunity to use a school locker, the following policies and procedures will be implemented. All lockers are property of Shonto Preparatory Technology High School, not the students.

- Lockers are **NOT** student property and school officials have the right to open and inspect lockers at any time. Locker inspections will be held without notice, without student consent and without a search warrant.
- Each student will have use of an assigned hall locker with an assigned combination lock. Students will not share lockers and combination lock numbers with their peers. Any contraband items cannot be stored in lockers.



- Students are expected to keep lockers clean and free from damage. Inappropriate stickers and other items must be removable from lockers or fines may be assigned. The cost of a replacement of a combination lock is \$10.00.
  - If a student who is chronically tardy due to locker usage it may result in losing locker privileges.
  - SPTHs is not responsible for stolen items from lockers.
- All assignment of lockers/combination locks will be completed by the Principal or designee

## **2. Student ID Card:**

- A photo identification card will be issued to each member of the student body. This card identifies the student as a member of SPTHs. This card should be carried at all times and must be presented upon request to faculty and/or administration. The student ID card may be used for admittance to school activities such as dances and athletic games.
- Student ID replacement cost: \$3.00.
- Any lost and found student I.D. will be turned in to the front office.

## **3. Student Telephone Calls/Messages:**

- Students may request to use the phone in the front office to contact parent/guardian before/after school and during lunch. Not during instructional time.

\*\*If a parent/guardian needs to reach their child for an emergency, please contact the front office and the office staff will get the emergency message to your child.

## **4. Student Visitors**

- No student visitors are allowed at SPTHs.

# **J. Medical Emergencies**

A student who becomes ill while at school will be referred to the front office, school nurse/first responder and parent/guardian will be notified. It may be necessary for the parent/guardian to pick up the student. In the event of an emergency, a staff member will take student who become ill or injured while in school to the nearest Indian Health Services for immediate medical attention. The parent/guardian will be immediately notified by telephone or a home visit. The parent/guardian is responsible for their child's medical follow-up and/or appointments. Parent/guardian are required to meet the staff member/their child at the clinic or Indian Health Service providing the immediate medical attention.

- If a student who resides in school residential dorms becomes ill, an isolation/sick room is provided. Students suspected of being contagious will be placed in a specific room until appropriate actions are taken.

Parent/guardian should notify school office of any incontinence problems their child may experience, at the time of enrollment and will be required to provide extra clothing in the event of such cases. Procedures are in place for students who have accidents due to urinary or bowel incontinence. The teacher will immediately notify school nurse/front office and social worker. Parents will also be notified. If parent is not available, the student will be taken to the dorm, cleaned, and returned to the classroom.

## **K. Pediculosis (Lice or Nit Infestation)**

Pediculosis (Lice or Nit Infestation) Students with pediculosis shall be excluded from school until treated with a pediculicide. Students with pediculosis are to notify their teachers. It is the parents' responsibility to treat their child(ren) for such infestation.

Should the student return without treatment, then after examination the student will be excluded from school until treated.

If available the school will provide one treatment of Pediculicide (Rid, Nix, Etc.) and nit comb to assist the parent/guardian.

## **L. School Safety and Security**

### **1. Safe Schools**

- SPTHs complies with all state and federal regulations to ensure safety of all students and staff. Procedures include proper fire evacuations and lockdown procedures.
- School supervision of students begins when they board the bus / when they enter the school campus. Students should not arrive before that time. Students involved in authorized extracurricular activities will be supervised by a coach or sponsor until released from activity.

### **2. Emergency**

In the event of an emergency, our first priority is the safety of the students. An emergency response plan has been developed and will be implemented, if necessary. Steps of the plan include:

- Securing the situation/scene
- Notifying school officials/Emergency Response Team
- Contacting proper officials: Local Law Enforcement, Ambulance, etc.
- Notifying parents / guardian
- Prepare incident documentation

### **3. Fire Drills and Emergency Devices**

There will be fire evacuation drills being conducted on a monthly basis. Teachers/Bus drivers will explain the proper procedures for leaving classroom/buses, and where to meet outside. During any fire alarm, please leave the building immediately and to your assigned area, west end of the football field, until the "All Clear" signal. After the "All Clear" signal, quickly return to class.

- Setting off a fire alarm, a fire extinguisher, or other emergency control devices when there is no fire or emergency is illegal and will result in disciplinary action. (see “False Reporting” definition of terms)

#### **4. Lock Down**

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

- Students will follow protocols according to SPTHS lock-down procedures.
- Parents/guardians may review the Lock-Down Procedures by visiting the Director of Support Services.

#### **5. Security**

##### **a. Security Cameras:**

SPTHS has installed security cameras throughout the school building/hallways and outside the school entrance. This is the latest surveillance technology and is manned by the Principal or designee. The cameras are to ensure school safety, monitor school grounds and any inappropriate student conduct. It is primarily to safe guard the well-being of all students and staff. The school camera can be used as evidence during cases such as physical assault, violence, bullying, theft, drug related activity or vandalism on campus. The school security camera’s serves as an indispensable aid to identifying and resolving issues as they arise.

SPTHS further ensures school safety via school security by monitoring visitors, by implementing a school security camera at our entrance door allows us to ensure all visitors properly sign in and out. Statistics show that security cameras help to improve behavior and even raise test scores.

They are also used as an investigative tool in cases of accidents or behavioral incidents on the school campus. Camera recordings can be used as part of an investigation or as evidence for student discipline by the school.

- Students who maliciously and deliberately deface, tamper, destroy, or disturb the cameras will be investigated immediately and are subject to disciplinary actions. If damages occur, student and parent will be responsible for repair costs or replacement.
- SPTHS security and administrators have the right to search students and seize property when school officials have a reasonable suspicion that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any search will be reasonable in scope and not excessively intrusive on the student, considering the age, sex of the student, and nature of the infraction.

#### **6. Staff IDs**

All Staff will display school issued identification badges on campus during work hours. Students will also be required to wear identification badges and/or have them on during school hours. Students are expected to present school identification when requested and necessary.

## **M. Non-Student School Visitors**

Parent and community involvement are encouraged at Shonto Preparatory Technology High School. If a parent or community member wishes to visit the campus, they will need to sign-in and obtain a visitor's badge at the front office and may be asked to provide identification. All visitors must abide to all school policies while on school campus. Failure to adhere to policies will result in revocation of visitation privileges. Persons who do not have permission to be on school property shall be subject to applicable laws, including those concerning loitering and/or trespassing on campus.

## **N. Volunteers**

SPTHS welcomes all volunteers, chaperones, and consultants to assist in the daily operations or special presentations/events after clearance of an Arizona and Navajo Nation criminal background check. Questions or requests for further information on completing background checks should be directed to the Human Resources office.

## **O. Transportation, Parking and Personal Vehicles**

### **1. School Bus**

School transportation is available to all students, except during inclement weather. If there is such an occurrence, parents will be notified by the one-call system and will be responsible for transporting their child to and from school.

### **2. Sports & School Sponsored Activities**

School field trips, athletic events, and school sponsored activities use school buses to transport students to and from these events. The bus driver is the primary supervisor of the school bus and will review bus conduct rules and safety. Your cooperation will allow the bus driver to drive the bus in a safe manner.

- Activity buses are for students who are involved in school sponsored athletics and after-school activities. Late Bus passes will be issued by the sponsor/coach of the activity.
- Student participating in any school related activities are required to board the bus from SPS school campus/designated school bus loading site.
- No students will to be picked up off campus or along the trip route. No exceptions due to liability and safety of all students.
- It is the parent's responsibility to ensure that their child is picked up after the bus returns to the school campus.
- Failure to pick up your child within 30 minutes of return from a sponsored extracurricular activity will result in referral to Child Protective Services (CPS). SCAN protocols and procedures will be enforced.
- Following and chasing the bus is prohibited due to endangerment of students and bus driver.

- Travel itinerary will be enforced and followed throughout the duration of the trip. **(There will be no undesignated stops.)**

Students are expected to comply with the following school transportation/bus rules:

- Observe all bus rules.
- Cellphone usage is not permitted on the bus
- Be courteous and respectful to all persons.
- Keep the bus clean.
- Cooperate with the bus driver and bus monitor.
- Keep the bus and equipment free of damage.
- Remain seated while the bus is in motion.
- Keep your head, hands, and feet inside the bus.
- Fighting, pushing or shoving is not allowed.
- Combustible or flammable materials are not allowed on the bus.
- The bus driver/bus monitor is authorized to assign seats.

The bus driver/bus monitor will warn students of bus infraction. If the infraction continues:

- The bus driver /bus monitor will write an incident report and make parent contact.
- Second incident the student will may be subject to disciplinary action.

If a student rides the school bus to school, he/she is expected that they will ride the same bus home after school. If a parent/guardian request their child to ride a different bus, walk to a relative's residence, or be picked up Parent/Guardian will need to write a note to the school to obtain a bus pass. The note must be presented to the front office in the morning by 10:00a.m. Due to liability and safety of all students, last minute bus change request by telephone calls will not be accepted.

- Student will need to pick up their bus pass after school at the front office and then present it to the bus driver for their notification.
- Forged notes will result in disciplinary action.

*School transportation **is a privilege, not a right** and all bus regulations will be followed. Violations will result in suspension of bus privileges and other disciplinary actions, and parents will be responsible for the transportation of their student to and from school. If the violation includes damage to the school bus or vehicle, parent may be liable for costs.*

### 3. Driving/Parking Privileges

- Students without a valid driver's license are not allowed to drive onto the Shonto Preparatory Schools campus. **Suspected unauthorized/underage drivers will be reported to law enforcement.**
- Student authorization forms for driving onto campus and parking in the school parking lot are available in the high school office.
- An approved authorization form must be on file in the high school office prior to the student driving onto campus and parking in the school parking lot.
- Staff members must report underage drivers to the Principal, Security, Director of Support Services, and/or any school administrators.

#### 4. Parking Lot Violation

Only legally registered vehicles are permitted to use the school parking lot. The Parking lot is subject to random canine searches. Students loitering in the parking lot will be disciplined for a policy infraction. A vehicle driven by an underage driver is subject to being towed off campus. All towing costs and fees will be the responsibility of the parent(s)/guardian(s).

#### 5. Bicycles

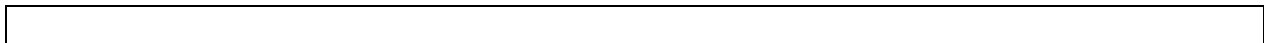
Students who ride a bicycle to school must park them in the designated rack at the front of the building. It is recommended that students bring a locking device to secure his/her property. The school will not be responsible for damaged or stolen bicycles. Bicycles are to remain parked except when arriving at school or departing from the school campus. Students are expected to follow safety rules. Helmets and properly working safety gear are highly recommended.

### III. CODE OF CONDUCT

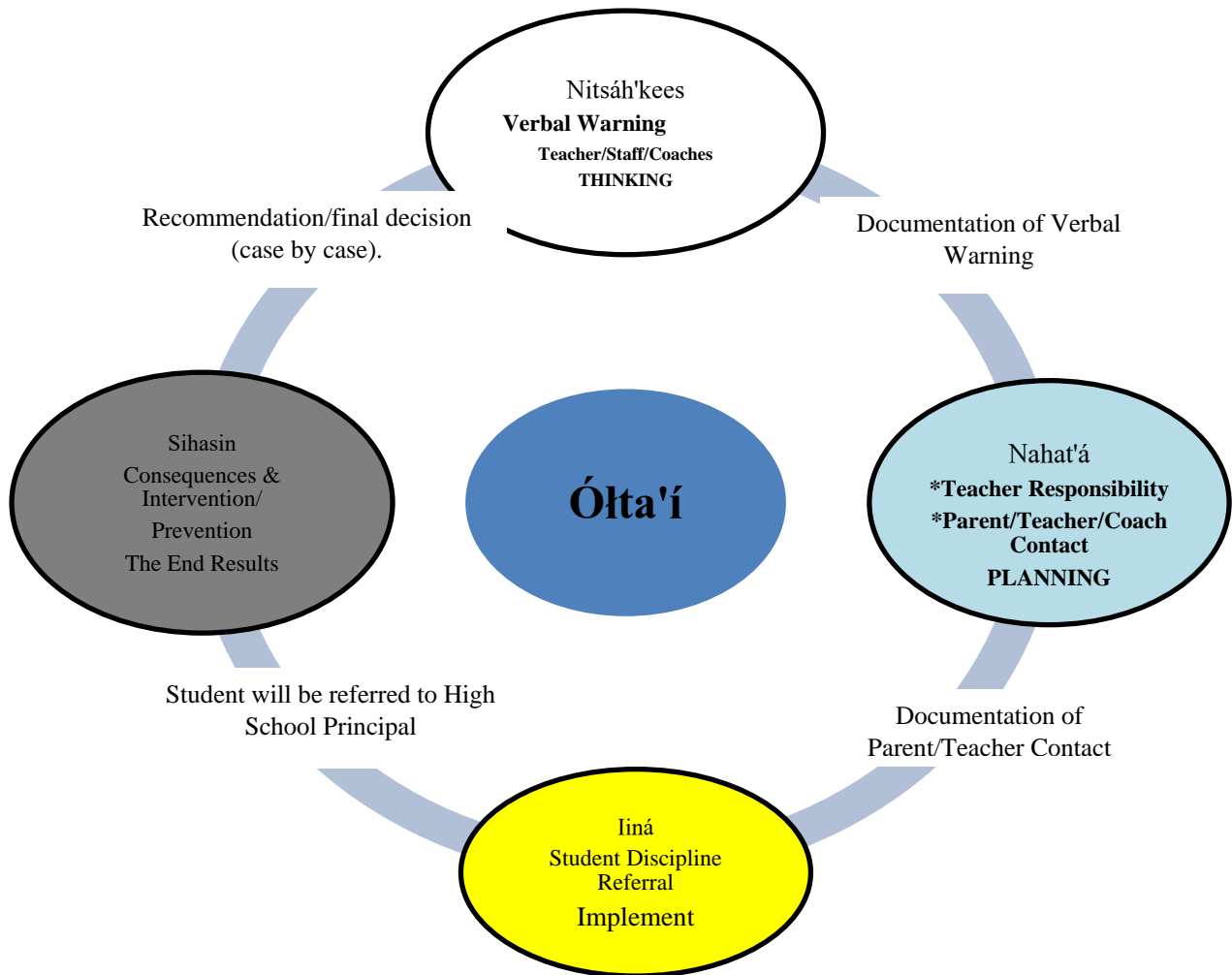
Shonto Preparatory Technology High School encourages **age-appropriate behavior** in order to maintain a safe and healthy environment for all students and staff. All Students are expected to conduct themselves in a manner consistent with school rules, regulations and policies. SPTHS observes all rules and regulations required by federal, state, Navajo Nation safety guidelines and environmental health codes, in school facilities. (34 CFR, ARS §Title 15)

**All** staff and students are responsible for supporting the school administration in enforcing set standards of student conduct, encouraged to practice and model appropriate behavior with emphasis of the *Diné K'é* system. SPTHS will recognize that situations may arise where the safety and welfare of students becomes a priority and if deemed necessary, SPTHS will support the removal of the student(s) from campus by law enforcement personnel.

Rules are posted throughout campus for reminders as part of student accountability and personal responsibility: e.g., classroom, bus, cafeteria, hallways, library, restrooms, gymnasium, etc. Students may take advantage of our open-door practice by seeking school personnel with concerns and questions regarding rules and regulations.



### SPTHS Disciplinary Paradigm



*Note: If a violation is of serious nature that students are endangered, or the staff is at risk, steps in the paradigm of incidents may be skipped and the student may be subject to suspension and/or removal for a first violation.*

**HIGH SCHOOL**

**School-Wide Discipline**

SPTHS follows a Discipline Plan in order to make sure all students are treated fairly and equally. The Discipline steps are as follows:

Step 1: Warning

- Usually verbal warning to stop disruptive activity or behavior.
- Teacher/Staff member will implement a consequence for warnings given.

Step 2: Parent Notification

- Teacher/Staff member will make initial parent contact either by phone, email, or U.S. mail. Documentation of such attempts will be kept in a phone log, sent email folder, or U.S. mail folder by the teacher.

Step 3: Detention with Teacher/Staff member

- Teacher/Staff member may hold their own detention.

Step 4: Parent Conference

- Teacher/Staff member will try to schedule a Parent Conference to help change student behavior in the classroom. This meeting can be held with the Principal, any necessary adults deemed appropriate, or any other designated administrator available at the time of the meeting.

Step 5: Student Referral to High School Principal

- A teacher/staff member may make a referral to the Principal or designee for any student disruption based on severity of the incident. In all cases, the teacher/staff member should make every effort to handle the behaviors using Steps 1-4 prior to referring a student to the Principal or designee.
- A student may receive various consequences based on the infraction committed during school hours and/or at school activities. This includes but not limited to: detentions, out-of-school suspensions, student behavior contracts, counseling referrals, and recommendation for dismissal.

**Level One Discipline Process**

Infractions	Consequences:
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<ol style="list-style-type: none"> <li>1. Dress Code Violation</li> <li>2. Defiance of Authority</li> <li>3. Disruptive Conduct</li> <li>4. Imitating Use of Drugs/Alcohol</li> <li>5. Profanity Usage</li> <li>6. Public Displays of Affection</li> <li>7. Slander/Verbal Provocation</li> <li>8. Truancy</li> <li>9. Littering</li> <li>10. Unauthorized or Inappropriate Use of Technology</li> <li>11. Bus Rules Violation</li> </ol>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Conference With Student</li> <li>• Parental Notification</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Parent Conference</li> </ul> <p>Third Offense:</p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Parent Conference</li> <li>• Discipline Hearing</li> <li>• Three (3) Days Lunch Detention</li> <li>• Student Behavior Plan</li> </ul>
<p>Student Vehicle Policy</p> <ol style="list-style-type: none"> <li>1. Student Parking Lot Violation</li> <li>2. Violation of Driving/Parking Privileges</li> </ol>	<p>First Offense</p> <ul style="list-style-type: none"> <li>• Student Conference and Written Warning.</li> <li>• Parental Notification</li> </ul> <p>Second Offense</p> <ul style="list-style-type: none"> <li>• Parental Notification/Parent Conference</li> <li>• Vehicle Boot</li> </ul>

**Level Two Discipline Process**

<p>Infractions</p>	<p>Consequences:</p>
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<ol style="list-style-type: none"> <li>1. Falsifying Information <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Plagiarizing</li> <li>• Dishonesty</li> <li>• Forgery</li> </ul> </li> <li>2. Obstructing an Investigation</li> <li>3. Aiding and Abetting</li> <li>4. Malicious Behavior</li> <li>5. Unauthorized Departure from Class/Campus, or Event</li> <li>6. Trespassing</li> <li>7. Vulgar or Obscene Language/Gestures/Symbols</li> </ol>	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Removal from Campus</li> <li>• Two (2) Days Out of School Suspension</li> <li>• Parent Conference</li> <li>• Student Behavior Plan</li> </ul> <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Notification of SPS Lead Security</li> <li>• Removal from Campus</li> <li>• Three (3) Days Out of School Suspension</li> <li>• Parent Conference</li> <li>• Student Behavior Plan/Contract</li> </ul> <p><u>Third Offense:</u></p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Notification of SPS Lead Security</li> <li>• Removal from Campus</li> <li>• Five (5) Days Out of School Suspension</li> <li>• Parent Conference</li> <li>• Student Behavior Plan/Referral</li> <li>• Outside Agency Intervention</li> </ul>
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**Level Three Discipline Process**

Infractions:	<i>Consequences:</i>
<ol style="list-style-type: none"> <li>1. Intimidation <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Cyber Bullying</li> <li>• Threat</li> </ul> </li> <li>2. Pornography</li> <li>3. Possession of Contraband</li> <li>4. Gambling</li> </ol>	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Notification of SPS Lead Security</li> <li>• Removal from Campus</li> <li>• Three (3) Days Out of School Suspension</li> <li>• Parent Conference</li> <li>• Student Behavior Plan</li> </ul> <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Notification of SPS Lead Security</li> <li>• Removal from Campus</li> <li>• Five (5) days Out of School Suspension</li> <li>• Parent Conference</li> <li>• Outside Agency Intervention</li> </ul>

**Level Four Discipline Process**

Infractions:	Consequences:
<ol style="list-style-type: none"> <li>1. Extortion</li> <li>2. False Alarm</li> <li>3. Vandalism</li> <li>4. Hazing</li> <li>5. Sexual Harassment (Verbal/Physical)</li> <li>6. Theft</li> </ol>	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Notification of SPS Lead Security</li> <li>• Navajo Police Notification</li> <li>• Removal from Campus</li> <li>• Parent Conference</li> <li>• Five (5) Days Out of School Suspension</li> <li>• Navajo Nation Child in Need of Supervision Referral</li> <li>• Mandate Referral to Navajo Behavioral Health Services and/or IHS Counseling</li> <li>• Behavior Plan</li> </ul> <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> <li>• Parental Notification/Parent Conference</li> <li>• Notification of SPS Lead Security</li> <li>• Navajo Police Notification</li> <li>• Removal from Campus</li> <li>• Recommendation for Dismissal</li> </ul>

**Level Five Discipline Process**

Infractions:	Consequences:
<ol style="list-style-type: none"> <li>1. Possession Tobacco, Alcohol and Drugs</li> <li>2. Possession of Drug Paraphernalia</li> </ol>	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Notification of SPS Lead Security</li> <li>• Removal from Campus</li> <li>• Nine (9) Days Out of School Suspension</li> <li>• Mandated Referral to Navajo Behavioral Health Services</li> <li>• Behavior Plan includes Alcohol and/or Substance Abuse Counseling and Prevention Education</li> </ul> <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Notification of SPS Lead Security</li> <li>• Removal from Campus</li> <li>• Recommendation for Dismissal</li> </ul>

**Zero Tolerance Discipline Process**

Infractions:	Consequences:
<ul style="list-style-type: none"> <li>• Sales of Drugs/Alcohol</li> <li>• Physical Assault</li> <li>• Under the Influence of Drug(s)/Intoxication/Impairment</li> <li>• Arson</li> <li>• Bomb Threat</li> <li>• Gang Association or Activity</li> <li>• Firearm/Explosive Device/Knife</li> </ul>	<ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• Notification of SPS Lead Security</li> <li>• Notification of Law Enforcement</li> <li>• Removal from Campus</li> <li>• Recommendation for Dismissal</li> </ul>

## A. STUDENT RESPONSIBILITIES & EXPECTATIONS

### 1. Discipline

Student discipline will be enforced during all school sponsored activities, on school buses and all field trips. This includes the entire SPTHs campus, e.g., instructional buildings, cafeteria, athletic courts, and fields. The school disciplines students to nurture a positive character and promote safe, engaging, caring, creative environment. The school does not tolerate any student violating the rights of other or place themselves or others. All teachers, support staff, and administrators will make an attempt to redirect student behavior before referring to the Principal's office.

All teachers will implement classroom management procedures using the course syllabi.

### 2. Behavior/Disruption

A student who openly defies authority, intimidates, harasses, disrupts or leads other students off task or interferes with the educational purpose of SPTHs, will be subject to disciplinary *due process*, as stated in section XIV of the SPTHs student/parent handbook.

Examples include but not limited to:

- Student continues disruptive behavior after being verbally warned by school authority.
- Horse playing or roughhousing (unnecessary physical contact) that may result in injury.
- Refusing to participate in classroom instructional activities.
- Negatively influencing peers during campus activities and school functions.

#### a. Assemblies & Guest Speakers

Assemblies provide enrichment to the regular curriculum and instruction of the school. During assembly students are expected to exhibit formal social audience behavior and etiquette. School discipline procedures will be followed for inappropriate behavior. Special guests will be invited to speak to students throughout the school year. Students will be expected to use and practice assembly guidelines. This is often an opportunity to show guests local culture and customs of hospitality, therefore appropriate behavior is important.

### 3. Dress Code

SPTHS encourages students to take pride in their appearance in an academic setting. Students should dress in a manner that considers the educational environment, culture, safety, health and welfare of all students. In accordance with this policy, a student dress code and attire is hereby established and not limited to the following:

- Shoes:
  - Closed shoes are to be worn for any type of physical activity.
  - Steel-toed boots and cleats are not appropriate for indoor wear.
  - Flip-flops cannot be worn.
- Blouses/sweaters will not reveal breasts, midriffs, halter tops, tube tops, muscle shirts, cut out back or sides, spaghetti straps, strapless items and/or clothing that is too revealing are not acceptable.
- Attire that is transparent, see-through, inappropriately split up the back, side, or front indecently or suggestively short or ill-fitting is not acceptable.
- Leggings or biker shorts are not appropriate as the only clothing, but can be worn under other clothing. Skirts or shorts will not be too high (hemline or inseam not to exceed 2" above the knee). Pants should be worn above the hips and underwear should not be visible. Pajama pants are not acceptable attire at SPTHS.
- Clothing or jewelry that displays obscene, defamatory or offensive language, gestures or symbols is not allowed. Items with logos and pictures that promote alcohol, drugs, tobacco, contain sexual innuendos or other messages that may insult another person's gender, culture, politics or religion are unacceptable.
- Baggy or oversized clothing is not acceptable and is prohibited. Clothing may not be one size bigger than the student size. No sagging of clothing is allowed. All pants must be fitted at the waist and must not touch the ground.
- **Hats, caps, beanies, hoods, bandanas and any other head covering are not to be worn in any part of the building, e.g. classrooms.**
- Jewelry shall not be worn if it presents a health or safety hazard to self or others. This includes but not limited to: wallet chains, pocket chains, spiked/studded belts, bracelets/necklace, sharp heavy rings and spiked gauges.
- Gang symbols – Any article of clothing, caps, hats, 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 gang symbol or to signify affiliation with, participation in or approval of a gang. This includes anything related to "colors"

representing gang affiliation. These items/articles/symbols are confiscated on site and followed with a parent conference on same day or the following school business day.

- Visible body piercings (e.g. lip, nose, eyebrow and ear gauges) is discouraged except for the ears.
- Non-prescription sunglasses are not allowed in the building/buses or classrooms.
- Tattoos and hickeys cannot be displayed at school.

To uphold a positive professional learning environment in the image of the school the dress policy is adopted. Students are to dress neatly and appropriately, recognizing that everyone feels more at ease when properly dressed and groomed.

SPTHS prohibits student dress or grooming that:

- Presents a risk to student's health, safety or general welfare of peers, staff or others.
- Interferes with or disrupts the educational environment.
- Is counterproductive to curriculum goals, educational objectives or traditional observances.
- Produces disorder or creates an atmosphere of exploitation, threat, intimidation or undue pressure.
- Causes excessive wear or damage to school property.

Students are expected to comply with the health and safety dress requirements for content classes including CTE (General Service Technician and Welding), Science, and Physical Education. For example, wearing laboratory goggles and a mask in Science, while donning clothing attire appropriate to the class activity in Physical Education that considers the safety, health, and welfare of all students. All students will be disciplined for dress code policy infractions.

## **5. Personal Property**

Students are responsible for their own personal possessions. Money and expensive belongings or items that distract from teaching and learning should not be brought to school. Any item that disrupts the educational process or jeopardizes the safety of the school is prohibited. Any confiscated items will be returned according to the discipline policy as outlined. Parents and students are responsible for any valuable jewelry worn to school for cultural events.

## **6. Skateboard(s)**

Students are not allowed to carry skateboards on campus during school. All skateboards must be locked away either in the student's personal locker that has been assigned to him/her.

Skateboards that are not locked away will be confiscated by staff. On the first offense the skateboard can be picked up in the Principal's office at the end of the school day. Student(s) must present a current SPTHS identification card to pick up the skateboard. On the second offense a parent/guardian must come to school to retrieve the skateboard.

## **B. TECHNOLOGY USAGE**

**Personal Electronic Devices (PED)** are not encouraged on campus due to liability and excessive value of the item. Personal electronic devices including cell phones, iPods, iPads, Bluetooth speakers and/or other electronic devices.

- **SPTHS is not responsible for lost or stolen personal electronic devices.**
- **All personal electronic devices MUST remain OFF and PUT AWAY during classroom instruction time; (e.g. school assemblies, during testing and presentations).**
- PEDs can ONLY be used before school; during lunch; and after school in the following designated areas – **OUTSIDE/Cafetorium and Commons Area** of the school building, while in use PEDs must align to the Code of Conduct.
- SPTHS is not responsible for the recharging of PEDs in the school buildings: e.g. classroom, computer lab, library, front office, lobby, cafetorium, commons area and large gym.
- Violations of this policy will result in confiscation of the electronic device and a disciplinary referral. Parents or guardians are required to pick up their child's PED, (Second Infraction) from the office of the Principal or designee.

**SPTHS will not be held responsible to provide reimbursement for any lost, stolen, or damaged personal items.**

SPTHS provides Internet access to facilitate student research and reinforce academic objectives/goals.

**While students are encouraged to use the computer as an educational tool, they must observe these rules of use given below and adhere to guidelines outlined in the District's "Technology Acceptable Use Policy for Students." The use of SPTHS technologies is a privilege, not a right.**

- Students must read and sign the "Acceptable Use Policy Agreement Form" to use school computers/tablets.
- Students must receive permission from the teacher to use a computer, tablet or laptop.
- Students are not allowed to download any software, or download any programs from the Internet without a clearance by the teacher, computer teacher or designee.
- Computers are to be used for educational purposes. Computer is not to be used for unapproved, unacceptable exploration or play.
- Any damage done to computers, programs installed without permission, or damage to others' files because of inappropriate use of the computer (malicious mischief or undirected experimentation) will be considered "Destruction of School Property," (ARS 15-842). Consequences for this offence are outlined in the student handbook.
- Students must use appropriate etiquette, language, and judgement during computer use as given in the **Acceptable Use Agreement**. Violation will result in discipline referral.
- Teachers and staff must report any misuse of computers by students and students may lose privileges to use any computer in the building as a result of disciplinary action.
- Teachers must NOT give out passwords, e.g. Wi-Fi, Administrative access, and Emails.
- **CYBERBULLYING** will **NOT** be tolerated in relation to education. This will be enforced under the discipline policy.

## **1. Your Rights**

### **a. Free Speech**

- Your right to free speech also applies to your communication on the Internet. SPTHs Internet is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### **b. Search and Seizure**

- You should expect only limited privacy in the contents of your personal files on the District system and records of your online activity.
- Routine maintenance and monitoring of SPTHs Internet may lead to discovery that you have violated this Policy or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to request to see the content of your files.

### **c. Due Process**

- The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through SPTHs Internet.
- In the event there is a claim that you have violated this Policy in your use of the SPTHs Internet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

If the violation also involves a violation of other provisions of the Student Handbook, additional restriction or suspension will be exercised.

## **C. Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District system will not be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on a system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

Administrators or any other staff member may confiscate non-educational items. SPTHs is not responsible for items loaned or borrowed between students.

The following items are included, but not limited to:

- Portable video game consoles, iPod, tablets, or other personal electronic devices
- Earphones/headphones/Bluetooth devices, etc.
- Rollerblades and/or shoes with roller wheels (Heelys)
- Excessive amount of money (over \$20.00)
- Headgear (hats, caps, hoods, beanies) on the school campus
- Cellular phones
- Skateboards
- Bluetooth Speakers



**Any confiscated non-educational items taken from the students will be turned over to the Principal or designee by the addressing Teacher/Staff. All items confiscated are documented by the Principal or designee.**

**First infraction:** Item(s) may be returned to student by the end of the school day.

**Second infraction:** Items will be returned only to a parent or guardian.

**Third infraction:** Item seized will be held until the end of the semester. Any item that might be construed dangerous or destructible will be confiscated indefinitely. Illegal items will be reported to parents and law enforcement, and legal consequences will be pursued along with school disciplinary consequences.

All lost and found items on campus will be taken to the front office. Restricted or inappropriate items will be forwarded to the Principal or designee for documentation.

### **1. Textbooks, Library Materials/Equipment, Musical Instruments, Athletic Equipment/Uniforms and Supplies**

- Textbooks, library materials/equipment, musical Instruments, athletic equipment/uniforms will be issued to students.
- If textbooks, library materials/equipment, musical Instruments, athletic equipment/uniforms are lost or damaged, it will be the responsibility of the student and parents to pay for the replacement cost.
- It is recommended that students bring school supplies according to teacher expectations in each class.

### **2. Photo Media Release/Use of Likeness/Use of Voice**

Photographs, slides, film, audio recordings, and other visual images of students, faculty, and administration that are taken on campus during SPTH activities throughout the year are the property of SPTH. They may be subsequently used in school publications, the school website, radio Public Service Announcement and other promotional materials for the school. By signing the statement of acknowledgement in the back of this handbook, parents/guardian and students give permission for their likenesses and recordings to be used in this manner. Parents/guardian not wishing to have their child's photos published or voice recorded must submit a written statement to the Superintendent's office.

### **3. Playing Musical Instruments – Sound Volume Level**

Students are permitted to play their musical instruments (either issued from school or brought from home) in designated areas and times on the school campus. Playing musical instruments is allowed before school, at

lunch, after school and not permitted when classes are in session. The sound volume of played musical instruments must be kept to a level where it does not offend other school members and will not disturb the educational environment. Violators can be prohibited from bringing musical instruments/electronic devices onto the school campus. The privilege to bring a musical instrument back on campus may be granted only after a parent/guardian conference with the Principal or designee.

## **D. CONTRABAND ITEMS**

The following items are not allowed at school:

**Explosive Devices (Fireworks)**

**All Energy Drinks**

**Graphic / Violent Video Games**

**Cologne/Perfume**

**Rubber Bands**

**Sling Shot**

**Laser Pointer**

**Permanent Markers**

**Inhalants (see definition of terms)**

**Homemade Tattoo Device**

**Lighters/Matches**

**Aerosol Spray (deodorant, etc.)**

**Tobacco – Smoking, Chewing**

**Vaping devices**

**Playing cards & other gambling paraphernalia**

**Illicit Powdery Substances (see definition of term)**

**Rubber Cement, Glue, Fingernail**

**Polish/Remover**

**Nail Clippers/Tweezers/Straight**

**Pins/Razor**

### **1. Search and Seizure**

The administration has the right to search and seize property, including but not limited to school property temporarily assigned to the students, when there is reason to believe that material or matter detrimental to health, safety, and welfare of the student(s) exists. Items provided by the school for storage (e.g. desks or lockers) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision (Students have no reasonable expectation of privacy in lockers, desks, storage areas, bags, etc., and may be inspected at any time by school personnel, for any reason, without notice and consent of students without a search warrant)

- School officials under law and school policy have the authority to search within the school environment. It is clear that, in the school environment, two major types of warrantless searches can be “reasonable” and hence legal under the Fourth Amendment: first, warrantless student searches based upon individualized reasonable suspicion; and second, warrantless student-body-wide searches where all students are searched, especially for weapons or drugs, with or without individualized suspicion. Utilization of such constitutional searches by school officials and law enforcement officials can make our schools safer and more conducive to learning.

- Students are allowed the use of backpacks for their school supplies and related educational purposes. Contraband will be confiscated, illegal items will be reported to the administration and law enforcement may become involved. To keep all students safe, backpack checks will be conducted during the school year upon individual student basis following “reasonable suspicion” standards.
- 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 school discipline and/or legal consequences. Purses, fanny packs and other containers; e.g. bottles, cans, flasks, canteens, etc. will be subject to checks as well. Backpack/school bags should not display statements contrary to the school mission and vision statements or purpose.

Any items seized during searches will not be returned. If the confiscated item is considered dangerous, toxic or illegal, it will be released to the proper officials. All items will be disposed of, at the end of the school year.

SPTHS reserves the right for law enforcement to conduct a K-9 searches on campus without prior notice. K-9 searches are done randomly; however, they are limited to automobiles, lockers, book bags, desks, purses, etc. Dogs do searches only on inanimate objects. Random searches do not require a warrant or suspicion of illicit behavior to be conducted. SPTHS will be placed on lockdown for all K-9 searches. The class group will remain in their classroom until the administrator announces that the lockdown has been lifted. If a student needs to use the restroom during the lockdown, he/she must notify the teacher in the classroom. Teachers will follow protocols in reference to the lockdown.

If a student is to be interviewed by an officer, he/she must be apprised of his/her rights to participate. The person in charge will sit in with the student during the interview. If the student is under 18 years old, the student has the option of whether or not to take part in the interview or respond or not respond to the questions. No minor student may be removed from the school premises by law enforcement personnel without the consent of a parent or legal guardian, except upon service of a valid warrant of arrest or if there's an apparent threat to self and/or others

## 2. Alcohol, Drugs, Narcotics, Tobacco (Smoke, Smokeless and E-Cigarettes) Policy

Shonto Preparatory Technology High School is a DRUG/ALCOHOL FREE ZONE. Federal, state and tribal codes prohibit consumption, possession and/or distribution of alcohol, illegal substances, drugs and tobacco, or any form of drug paraphernalia in educational institutions/buildings.

- **Students participating in consumption, possession and/or distribution of such alcohol, tobacco, illegal substances or paraphernalia will be disciplined for policy infractions and can be recommended for dismissal from school on the first offense.**

The school substance abuse/use policy is in effect at all times at or on the school campus, on the school bus (to and from school) and at all school sponsored activities at or away from school property. The school's alcohol, drug and tobacco enforcement responsibility begins once a student leaves his/her residence for school and is in effect until he/she returns to their residence into the care of an adult. Any person (including all students) comes under this provision at any time they are on school property or engaged in school activities. The school 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 on school grounds during school hours, during school activities, or before or after school is subject to dismissal from SPTHS. Purchase or Sale of drugs within this area is a felony.

## 3. Student Drug Test

A student who manifests an odor or residue from drugs, tobacco, and/or alcohol will be; or appears incoherent or intoxicated establishes a reasonable suspicion for SPS Lead Security or designee to administer a drug impairment assessment to the student without parent permission.

- If there is evidence from the drug test/ impairment assessment, the student will be disciplined for school drug policy infractions.
- The school will report the incident to the Navajo Nation Law Enforcement.
- The student will be provided an opportunity to write his/her statement explaining the cause of the odor and/or his or her visual physical appearance.

If both the parent(s)/guardian(s) and student refuse the school's request for the drug impairment assessment, the school will inform the parent to remove the student from the school campus and will notify the Navajo Nation Law Enforcement or county and state law enforcement agencies. It will become the parent(s)/guardian responsibility to provide a validated drug screening result, that needs to be administered within 12 hours of the incident to the school from an outside agency before the student can return to the school campus and cannot participate in any school sponsored activities. The student cannot be on the school campus prior to submitting the test result. The school can charge the student for a drug policy infraction if the student's test result is positive for evidence of drug use or can dismiss a student who does not provide a valid drug screening result.

## **IV. STUDENT SERVICES**

### **A. EXCEPTIONAL STUDENT SERVICES**

Exceptional Student Services provides services to eligible students based on their Individualized Education Plans (IEP). The IEP considers the unique individual strengths, needs, and outcome preferences to determine the appropriate service needs of each student. Decisions regarding education in various environments are made in partnership with regular and special education resources, parents and family, and the community.

ESS services are in compliance with state and federal statutes that govern special education. The Individuals with Disabilities in Education Act (IDEA) ensures students with disabilities are provided services and are provided access to general education curriculum to meet the educational standards.

### **B. CHILD FIND**

Mandated by the Individual with Disabilities Education Act and the Arizona Department of Education, Child Find insures that each year all students with and without disabilities will be screened, identified and provided with services to meet their needs. The screening components include the academic, visual, hearing, communication, behavioral / emotional, and fine/gross motor areas.

### **C. Free and Appropriate Public Education (FAPE)**

Shonto Preparatory Technology HighSchool is responsible for providing a free and appropriate public education (FAPE). FAPE means special education and related services that:

- Are provided at public expense, under public supervision and direction, and without charge;
- Meet the standards of the State education agency;
- Include pre-school, elementary, or secondary school education in the State; and
- Are provided in conformity with an Individualized Education Program (IEP) that meets Federal requirements.

SPTHS will refer any child who is suspected of having a disability for evaluation and, if appropriate, for services. SPS will make FAPE available to any child who needs special education and related services, even though the child has not failed or been retained in a course or grade, and is advancing from grade to grade.

SPTHS will make the determination that a child is eligible for special education and related services by an established team and will be made on an individual basis.

### **D. SECTION 504 OF THE REHABILITATION ACT**

Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: (1) have

a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

## **E. TITLE I, VI & JOHNSON O'MALLEY**

The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by improving the academic achievement of the disadvantaged students

The policy of the United States to fulfill the Federal Government's unique and continuing trust relationships and responsibility for the education of Native American students.

The purpose of Title VI is to meet the educational and cultural needs of SPTHs, implemented in accordance with A.R.S. 15-244, Indian Education Act, including parental involvement activities.

Further, it serves to provide resources for Native American students to benefit the academic achievement and cultural awareness of Arizona's indigenous youth.

The Johnson O'Malley provides supplemental funding, pursuant to 25 CFR Part 273 for eligible Native American students in public schools with unique and specialized educational supports and opportunities, and other necessary supplemental programs.

These programs are implemented with active parental involvement through subcontracts to establish a local Indian Education Committee (IEC) as provided for by 25 CFR Section 273.16 to conduct needs assessments, planning, development, implementation and evaluation.

## **F. MCKINNEY VENTO (HOMELESS EDUCATION ACT)**

The 2002 reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers.

## **G. HEALTH & WELLNESS**

Shonto Preparatory Technology High School strives to ensure the health and well-being of our students. In order to ensure the safety and well-being of our students, outside food is not permitted at school unless it is with a party or other approved school activity. Parents need to check in at the office when bringing food items for students. SPTHs also prohibits bringing outside beverages to school except for water in approved containers.

### **Coffee**

Students are not permitted to drink coffee or coffee flavored drinks at school.

## Energy Drinks

Energy Drinks such as *RockStar*, *RedBull*, *Reload*, *Monster*, *NOS*, *Full Throttle*, *Amp*, *KickStart*, and etc. are not permitted at school. All energy drinks will be confiscated by the SPTHS staff. Parents will be notified if students do not comply with this rule. Energy drinks are not safe or healthy for adolescent use.

## Outside Food and Drinks

In order to ensure the safety and well-being of our students, outside food and drinks are not permitted in the classrooms and hallways, unless it is with a party or other approved school activity. **Birthday cakes and other treats may not be brought to classrooms without permission from the Principal or designee.** Parents need to check in at the office when bringing food items for students. Food or drinks will only be allowed in the cafeteria. Water will be allowed in classrooms with teacher's permission and must be in a clear water bottle. Coffee mugs and any thermoses will not be allowed.

## Parties

Parties must have pre-approval by the Principal or designee. Parties must be supervised by a certified staff member. Students cannot bring food items on the bus. Parents who bring in food for parties must check in at the office before going to the classroom to ensure student safety.

## School Nurse/First Responder

The school nurse/first responder/designee is the consultant for student concerning health problems. If a student is injured or becomes ill at school, they should report to his/her teachers and obtain a pass to the school nurse/first responder/designee. The school nurse/first responder/designee will call the parent when necessary. Students requiring medication at school, including Tylenol, must have updated medication/health consent forms signed by parent(s)/guardian on file. All prescription medication must be brought to the school nurse/first responder/designee in the original prescription bottle by the parent or guardian. The medication will be kept and administered to the student in the nurse's office. This includes any over-the-counter medicine such as cough drops, cough syrup, etc.

All students requesting an excuse from P.E. must bring a signed note to the school nurse/first responder/designee and P.E. teacher from his/her parent/guardian. The school nurse will then write an "Excused from P.E." pass for the student. Any excuse over one week must be accompanied by a doctor's written note. If a student is injured while in a supervised activity, he/she immediately should report the injury to the supervising teacher. Athletes should report all injuries to the athletic trainer/director.

Your child must be current on all immunizations. The state requirements include five doses of DTP (diphtheria, pertussis, tetanus). Four doses of OPV/IPV (polio), two MMR (measles, mumps and rubella) and the Hepatitis B series.

**Parents, be aware of your child's health or any illness before sending them to school. Your child must be fever free for 24 hours before sending them to school. Please keep your child at home, a student cannot focus on learning if they are ill or feeling sick and runs the risk of infecting others. For students with head lice or nits, please refer to policy K on Pediculosis (Lice or Nit Infestation) on page 22, SPTHS Student and Parent Handbook.**

## Physical Activity

All students and staff are encouraged to be physically active during the school day.

## H. NUTRITION

Shonto Preparatory Technology High School has established an initiative to promote healthy eating habits utilizing the food pyramid guidelines. SPTHS students are provided an opportunity to eat breakfast and lunch in the school cafeteria.

- Breakfast and lunch is free and provided every day for all students at the high school. The lunch program follows State nutritional guidelines.

### **Cafeteria Rules**

- Students are to clean up after themselves and dispose of all trash properly.
- Students are not to run to or inside the cafeteria.
- Each student is to wait his/her turn without pushing, shoving, or saving places in line.
- Each student must get at the end of the line and refrain from cutting in front of others.
- Food can only be consumed in the cafeteria. Duty personnel must prevent food from exiting the cafeteria.

## V. ATHLETICS

***“Academics first, Athletics second.”***

SPTHS provides extra-curricular activities in athletics and student clubs that promote healthy well-being and lifestyles. All team coaches, sponsors, and students are expected to conduct themselves properly and respectfully while representing the school. We encourage students, parents, and the community to support our school programs enthusiastically; within a behavioral framework that reflects good sportsmanship and correlates with our school mission and vision statement.

SPTHS athletic program will make every effort to complement the school mission in achieving excellence. Athletics are an integral part of the educational process and will help support the school’s academic program.

### **A. Athlete Participation Requirements:**

#### **1. Student Responsibility:**

- a. A current annual physical exam form will be on file at the Athletic Director’s office and SPTHS front office.
- b. A non-refundable activity fee of \$30.00 must be paid before the start of each sport season. The fee shall be applied toward meals during the sport season. Students are responsible to pay for their own meals during the regular season.
- c. A completed AIA requirement packet (MTBI-Concussion Form, Brain work)
- d. A student must have a parent/guardian permission form to participate, including insurance information, and emergency contact numbers of parent and/or guardian.
- e. Students will remain with the coaches, teachers, and chaperones during school sponsored activity and cannot leave without permission. If a parent wishes to take his/her child from a sport, club or activity at the end of the competition/event, the parent will need to sign him/her out with the coach or sponsor.

### **B. Academic Eligibility:**



The State Board of Education as mandated by the Arizona State Legislature requires that each school district must have a NO PASS, NO PLAY policy. SPTHs Athletics is defined as extra-curricular activities that fall under this NO PASS, NO PLAY policy. All AIA sponsored activities are covered by this policy.

Any student wishing to participate in any athletic program must meet eligibility: grade checks, attendance, behavior and AIA age requirements.

**1. Grade Checks:**

- a. The Registrar will publish the eligibility status of all members of the team.
- b. Grade checks will be due by Monday at 4:00 p.m.; every two weeks.
- c. This will determine eligibility for the next two weeks of activities – Monday through Saturday.
- d. At the conclusion of the quarter, a new grading period ensues.
- e. **No pass, No play.** Athletic Grade Eligibility Checks will be given every two weeks to all athletes. Student Athletes must maintain a “C-” grade or higher in every class to participate in AIA sponsored activities.
- f. When a student has been on the ineligibility list three consecutive times within a given season, as determined by the athletic director, the student will be removed from the team.
- g. Students cannot compete on weekends if ineligible and cannot participate in games, travel or sit with the team.
- h. Ineligible students must attend both tutoring and practice during duration of ineligibility.
- i. Athletes may regain eligibility as soon as the athlete brings the grade back up to a “C-” or better. A “D” or an “F” grade prohibits participation in all extra-curricular activities.

**2. Ineligible Appeal Process:**

An appeal process shall be established to enable any participant determined to be ineligible to have his/her case reviewed upon request of the participant, his/her parents, or the sponsor. The process shall be as follows:

- a. Appeal is to be initiated with the Athletic Director.
- b. The Principal shall convene a committee consisting of the parent, the athletic director, and the teacher(s) who have awarded failing grades to the appellant.
- c. The committee will examine pertinent school records of the student, his/her attitude about school, and the presence of any extenuating circumstances affecting his/her performance.
- d. If the appellant is not satisfied with the disposition determined by the committee, he/she may appeal to the Athletic Director with supporting documents.

**3. Attendance:**

- a. Student-athletes must be in school the entire school day/no tardies in order to attend practice.
- b. Student-athletes must be in attendance at school and practice the day prior and the day of the athletic event to be eligible to compete that given day.
- c. The student-athlete may bring a doctor’s note if he/she was absent to be excused and may be approved by the Athletic Director in order to participate.
- d. If a student-athlete is absent from school on Friday due to sickness, a doctor’s excuse must be provided to participate in a Saturday game.
- e. A student-athlete will be removed from the team if they have 7 or more unexcused absences from either a game or a practice.

- f. Parents/Guardians must make prior arrangements for their student-athlete's transportation home from SPTHs after all athletic events/competitions (home/away games).
- g. Student-athletes are expected to be on time every class period. Student-athletes who are tardy to two or more classes will not participate in the day's activity or travel.

#### **4. Discipline/Behavior:**

- a. Students are required to follow all school rules as stated in the SPTHs Parent Student Handbook during school hours, practice, and while on travel with the team.
- b. The privilege to participate in athletics is just that – a privilege. Student-athletes are role models in their behavior and academic commitment in the school.
- c. Student-athletes who are suspended, (OSS), from school will be removed from the team for the remainder of the season. SPTHs student-athletes will follow the discipline paradigm.
- d. When a student-athlete quits the team he/she will not be allowed to join another sport until the current regular season is completed.
- e. Student-athletes will abide by all school rules, coaches expectations and team policies.

#### **5. Age Requirements:**

- a. SPTHs student athletes are eligible to participate provided he/she does not turn 19 years old before September 1<sup>st</sup> of the academic year

#### **6. Participation Limitations:**

- a. Student-athletes may only participate in one sport at any given time.
- b. Any athlete who during the regular season of a given sport qualifies for the state finals: will be required to participate in all practices and sports contests for the remainder of that given sport/season. Failure to do so will eliminate them for participating in the state finals.

### **C. SPTHs Athletic Amplifying Instructions and Guidelines**

1. Students who are determined eligible to receive Special Education Services will not be discriminated against and must adhere to rules and regulations set forth for participation in extracurricular activities, including complete physical form on file and attendance. If your child has physical challenges, please provide proper documentation.
2. SPTHs perceives interscholastic athletics as an integral part of the total school curriculum. We encourage the school and community to view a "successful season" as one that has shown evidence of meeting objectives as reflected in the attitude and work ethic of the participants.
  - a. Any athlete displaying flagrant behavior towards officials, coaches or opposing teams, and inappropriate language will be removed from the game and/or from the playing area.
  - b. Athletes shall not mingle with the opposition or get into arguments with parents, fans, or students from another district.
  - c. Any athlete who has been disqualified for unsportsmanlike conduct shall have the case referred to the Athletic Director.
3. Athletic coaches will place the safety and welfare of the players first. The coaching staff is to keep constant watch on the development of the student/athletic in the classroom as well as in the Athletic

arena. Coaches will be held to the same standards as their players in regards to sportsmanship, professionalism, dress codes and the integrity of the programs of SPTHS.

- a. In the event of an injury:
  - i. Student will be taken to the hospital or clinic for medical assistance and parents will be immediately informed (Please keep phone number updated). A student cannot participate in practice or competition until a new updated medical release is provided for the current incident.
  - ii. If a student has an existing medical condition, a doctor's statement with clearance to participate in athletic activities is necessary to participate.
4. Students participating in any form of athletic activity shall be required to wear standard protective equipment customarily used for such type of activity with the coaches and teachers giving due consideration to gender, age, size, and capabilities of the participants. Mouth guards are required and highly recommended for all other contact sports. In all sports where mouth guards are not required, parents must sign a waiver form acknowledging responsibility if injury to the mouth occurs.
5. Any athlete who fails to return school-issued equipment or uniforms or refuses to pay for equipment not returned, will be ineligible for practice or participation in any other sport until the account is settled.
  - a. SPTHS shall require a non-refundable fee of \$35 to safeguard against equipment or uniforms that are damaged due to negligence or not returned.
  - b. If the damage or loss is greater than \$35, the student or parents shall pay the difference.
6. A student who is participating on a school athletic team is not allowed to participate simultaneously in any other outside athletic team (i.e. team that has a coach, organized practices and/or schedule, local tournaments).
7. At least once during the athlete's high school participation, the athlete and parent must attend a "right to know" program, which provides specific information regarding the potential risks of participating in high school interscholastic athletics. The Athletic Director is responsible for implementing this policy and enforcing its provisions. Secondary school administrators shall monitor this policy and its execution as it pertains to their students.
8. All school extracurricular activities/competitions require parents to complete a permission form that will indicate whether the student will be returning on the bus or be picked up at the event site by an authorized parent or guardian listed on the check-out form.
9. Additional SPTHS student-athletes code of conduct:
  - a. Disruptive cell phone usage (flash, speaker) is prohibited on the bus.
  - b. A dress code policy will be enforced among student-athletes at coaches' discretion.
  - c. All student-athletes will be required to participate in team photos.
  - d. Student will be disciplined in accordance with Student and Parent Handbook in regards to infractions listed in Discipline process and procedures.

## 10. Energy Drinks, supplements, etc.

All student-athletes are to comply with the Student and Parent Handbook in regards to use of contraband materials.

## D. Parent Code of Conduct - Athletics

### 1. Parent Responsibility:

- a. For the safety and welfare of student athletes and coaches all practice sessions are close sessions. Complying with the **AIA bylaws 17.2.1** all athletic practices are close sessions.
- b. To set a positive example of sportsmanship and respect for others around you.
- c. You are representing SPTHs and your reputation as a spectator of our student-athletes is important to maintain our positive image.
- d. Never speak negatively about any teammates or competitors with your child.
- e. SPTHs takes pride that all student-athletes get along with their teammates as well as their competitors and parents help set the stage for the team's success.
- f. Always encourage your student-athlete to attend practice and athletic events on time. It is the basis for the lesson on accountability and helping them be courteous to their teammates and opponents.
- g. Assist your student-athlete in preparation prior to athletic events (i.e., uniforms, transportation, expenses).
- h. Keep your concerns private. Wait 24 hours, then set up a meeting according to the proper channels of communication, but never plan a meeting during a competition.
- i. Playtime is earned and not guaranteed. Decisions made to play an athlete is at the coaches' discretion based on student ability, emotional state, etc.
- j. Understand the commitment you and your child have made to the school, team and themselves to ensure positive experience while participating in school athletic programs.

### 2. Bleacher Etiquette:

- a. Encourage good sportsmanship during all athletic events at high school games.
- b. Refrain from using negative comments directed at an opposing team or their visiting members.
- c. Conversations about SPTHs team members should always be positive to ensure camaraderie among all team members.
- d. Never shout at the referees during high school games.
- e. Do not coach your child or fellow team members from the side lines.
- f. Always have a positive attitude about athletic event and its' participants. Be a great positive fan of Shonto Preparatory Technology High School.
- g. Failure to abide by these guidelines may result in loss of future participation to athletic events sponsored by SPTHs.

## VI. EXTRA CURRICULAR ACTIVITIES

### 1. Student Council (STUCO)

- a. STUCO is designed to provide an opportunity for students to develop leadership skills and be active in student government. Representatives from grades 9 through 12 grades will be elected by their class in August of the current school year. Student council members are required to meet academic and behavioral standards set forth by STUCO organization according to their by-laws. The school administration and student council sponsor reserve the right to remove students from their elected offices if these standards are not maintained or met according to STUCO procedures and protocols.

## **2. Student Clubs**

- a. Club activities may be offered based on the interest and the ability of sponsors. Parents who would like to volunteer their services are encouraged to notify the school to ensure visitor policy is followed according to SPTHS policy.
- b. SPTHS student clubs must submit an updated constitution to STUCO, the principal's office and the business office according to ARS 15-1121. Clubs must operate within their established constitution by following all SPTHS rules and fundraising guidelines. The certified sponsor or coach of the club must be present during planned and approved club/school events. All fundraising events are to be approved two weeks in advance by STUCO and administrative personnel. Club sponsored activities must also be approved before they are advertised publicly to the community.

## **3. Student Field Trip**

- a. Students participating in all school sponsored activities/field trips will need to be in good academic standing and passing all their classes with a C- grade or better.

## **4. Fundraising/Sales**

- a. All fundraising must be approved by SPTHS STUCO and SPTHS Principal. No fundraising activities will be allowed during instructional time. Students or sponsors selling food must have a valid food handler's permit and practice appropriate safety/health guidelines required by the Navajo Nation Office of Environmental Health/Code Enforcement Department. Student organizations must follow fundraising and district accounting procedures approved by the Shonto Governing Board of Education, Inc. during that current school year. The Student Activities Handbook is available on the district's website under the Business Office.

## **5. Vendors:**

- a. Concession during athletic events or extra-curricular activities will be approved according to the fundraising guidelines of STUCO and district policies. No concession at school sponsored events will be allowed for personal or financial gain of individuals not associated with a club or sports team.

## APPENDIX

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### A. Civility Policy

Although the school is public property, the school must maintain control over its property for the safety of its occupants. The school can limit access of parents who threaten or abuse school personnel or public property. The **Arizona Revised Statutes (A.R.S)** SPTHs has adopted are as follows:

**A.R.S. § 15-507**: Abuse of teacher or school employee in school; the statute states, “A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor.”

**A.R.S. 1 § 5-521. 2**: Hold pupils to strict account for disorderly conduct.

**A.R.S. § 13-2904**: Disorderly Conduct makes it a class one misdemeanor to intend to, or with knowledge of doing so, disturb the peace or quiet of a neighborhood, family or person by engaging in fighting, violent or seriously disruptive behavior; making unreasonable noise; or using abusive and offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person.

**A.R.S. § 13-1204**: makes it a class 6 felony if a person does the following:

- Intentionally, knowingly or recklessly causes any physical injury to the teacher or to other school employee, or,
- Intentionally places the teacher or other school employee in reasonable apprehension of imminent physical injury, or,
- Knowingly touches the teacher or other school employee with the intent to injure, insult, or provoke, while the teacher or school employee is on school grounds, grounds, adjacent to schools, school vehicles, at school sponsored activities, or even in a private home if there while carrying out duties on behalf of the school.

**A.R.S. § 13-2911** states that a person commits the crime of interference with or disruption of an educational institution by doing any of the following:

- Intentionally, or knowingly or recklessly interfering with or disrupting the normal operations of a school by:
- Threatening to cause physical injury to any employee or student or any person on school property; or

- Threatening to cause damage to any school, school property, or the property of employees or students. These are class 6 felonies.
- Intentionally or knowingly entering or remaining on school property for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others. This is a class 1 misdemeanor.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or designee to maintain order by ordering the person to leave the property. This is a class 1 misdemeanor.

**A.R.S. § 12-1809** Injunction against Harassment permits a person to file a petition with a magistrate, justice of the peace or superior court for an injunction prohibiting harassment. The school can file such a petition against abusive parents as follows:

- “Harassment” means a single threat or act of physical harm or damage or a series of acts over any period of time that would cause a reasonable person to be seriously alarmed or annoyed.
- The petition must be verified under oath.
- The petition must include a specific statement showing the events and dates of the acts that constitute harassment toward the employer or any person who enters the employer’s property or who is performing official work duties.
- Restrain the defendant from coming near the employer’s property or place of business and restrain the defendant from contacting the employer, or other person while that person is on or at the employer’s property or place of business or is performing official work duties.
- Grant any other relief necessary for the protection of the employer, the workplace, the employer’s employees or any other person who is on or at the employer’s property or place of business or who is performing official work duties.
- It cannot be used to prohibit speech or other activities that are constitutionally protected or otherwise protected by law, including actions involving organized labor disputes.

Parent/Guardian Liability: Under Arizona law, (**A.R.S. §15-843**) the parents/guardians of minors who cut, deface, or otherwise damage any school property shall be liable for all damages caused by their children.

## **B. Definition of Terms**

**Abuse or Child Abuse** means the infliction upon a child or allowing another person to inflict upon a child any of the following:

- Physical injury, impairment of bodily function, or disfigurement;
- Emotional damage or mental injury; or
- Sexual abuse, assault, molestation, contact, conduct, exploitation, incest or commercial exploitation/prostitution.
- Failure to maintain reasonable care and treatment or exploiting or overworking a child to such an extent that his or her health, morals or emotional well-being is endangered.
- A case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, and where such condition is not justifiably explained or may not be the product of an accident occurrence.

**Endangerment** refers to an act that endangers someone to risk personal physical injury.

**Mental injury** means harm to a child's psychological or intellectual functioning which may be exhibited by severe anxiety, depression, withdrawal, or outward aggressive behavior, or a combination of those behaviors, which may be demonstrated by a change in behavior, emotional response, or cognition.

**Neglect or Negligent treatment:** The terms neglect or negligent treatment shall include:

- the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of a child; or
- the inability or unwillingness of a parent, guardian, or custodian of a child to provide that child with supervision, food, clothing, shelter or medical care if that inability or unwillingness causes substantial risk of harm to the child's health or welfare, except if the inability of a parent or guardian to provide services to meet the needs of a child with a disability or chronic illness is solely the result of the unavailability of reasonable services. Physical Injury includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe bruising, or serious bodily harm.

**Reportable offense** includes indecent exposure, public sexual indecency, sexual abuse, sexual conduct with a minor, sexual assault, molestation of a child, furnishing to a minor over the Internet items that are harmful to a minor, surreptitious photographing, videotaping, filming, and/or digitally recording of a minor; child prostitution; and incest.

**Reasonable belief:** The term "reasonable belief" should be interpreted liberally, such that the reporting requirements of this Policy are triggered whenever there is sufficient information to indicate that a child is or may be the victim of abuse or neglect. Individuals are not expected or required to investigate the suspected abuse before making a report.

**Sexual abuse** includes the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in, or assist another person to engage in, sexually explicit conduct (actual or simulated) or the rape, molestation, prostitution, or other form of sexual exploitation (including pornography) of a child, or incest with children.

**Academic Misconduct/Dishonesty** can include, but is not limited to cheating, forgery, lying and plagiarism. Examples that could apply include: (1) Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment; (2) Using the signature or initials of another person; (3) Knowingly giving false or misleading information, including false accusations against others with the intent to deceive; (4) Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately. In addition to disciplinary action, students may face academic sanctions per teacher and administrator discretion.

**Aggravated Battery** shall be defined as knowing and intentional inflicting of injury on a person that creates a substantial risk of death or causes serious impairment or disfigurement.

**Aiding and Abetting** is classified as the criminal act including any nature of assistance offered by an individual or individuals in order to engage in criminal activity.

**Breach of Contract** shall be defined as a violation of an official written agreement between the school, student, and parents.



**Breaking and Entering School Property** shall be defined as the unauthorized entry into SPTHS applying force with or without the intent to do a crime.

**Bullying** shall be defined as a situation in which one or more students repeatedly single out a student and engage in behaviors intended to harm, humiliate, or threaten another student or students. This includes but is not limited to the following.

Threats	Cyber-Bullying	Stalking
Coercion	Fear	Harassment
Intimidation	Terrorizing	Emotional harm

**Cheating** is using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.

**Contraband** is defined as items not allowed on school campus. This includes but not limited to the following:

Laser Pointer	MP3 Player	Rubber Cement
Liquid Correction Fluid	Strait Pins	Propane
Cell Phones	Rubber Bands	Permanent Markers
Paint Guns/Balls	Aerosol Sprays	Tobacco
Paint Thinner	Gasoline	Water Guns/Balloon
Razor Blades	Scalpels	Matches
Hairspray	Video Games	Sling Shots
Energy Drinks Supplements Devices	Homemade Tattoos Devices	Fingernail Polish/Remover
Fidget Spinners		

**Defiance** shall be defined as an open, bold, or hostile refusal to obey or conform. Insubordination shall be defined as refusing to obey orders or submit to authority. This includes but is not limited to the following actions:

Talking Back	Excessive Defiance	Lack of Participation
Disruptive Behavior	Assembly Behavior	
Failure to follow evacuation procedures		

**Destructive Acts** shall be defined as actions resulting in physical and malicious damage to school property. This includes but is not limited to the following:

Vandalism	Graffiti	Trespassing
Destruction of School property		

**Dress Code** – Students will show neat and clean appearance at all times. Clothes, hats, caps, beanies, belts, scarves or other personal items which display vulgar or obscene messages, symbols, language or which promotes drugs, alcohol, sex, death, or suicide are not allowed on school campus. Clothing that exposes the body or items such as gang-related chains, including wallet chains, spikes, bandanas, hairnets or “do-rags” are prohibited. Body piercing other than on earlobes is not allowed. Tattoos are to be covered at all times while on school campus.

**Drug Paraphernalia** – The term “drug paraphernalia” refers to any equipment that is used to produce, conceal and consume illicit drugs. This includes but is not limited to the following:

Pipes	Rolling Paper	Straws
Mirrors	Roach Clips	Syringes
Homemade Devices	Tobacco Rolling Machines	

**False Reporting** - A person commits false reporting by initiating or circulating a report of a bombing, fire, offense or other emergency knowing that such report is false and intending: (ARS 13-2907.A).

**Fighting** - mutual fist fighting between two people/students.

**Gang Involvement and Activities** shall be defined as a group of young people who spend time together and engage in delinquent behavior.

**“Hazing”** is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act may contribute to a substantial risk or actually cause physical injury, mental harm or personal degradation.
- “Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Homicide** shall be defined as the act or an instance of unlawfully killing another human being.

**Indecent /Inappropriate/Lewd Behavior** shall be defined as unacceptable and offensive sexual actions. This includes but is not limited to the following.

- |                    |                        |                        |
|--------------------|------------------------|------------------------|
| ▪ Hostile Gestures | Inappropriate Behavior | Indecent Exposure      |
| ▪ Incest           | Viewing Pornography    | Disturbing Pornography |

**Illicit Powdery Substances** any powdery substances that are intended for proscribed usage.

**Kidnapping** shall be defined as an action or crime of forcefully taking away and holding somebody prisoner.

**Lying** is knowingly giving false or misleading information, including false accusations against others with the intent to deceive.

**Disorderly conduct** – A behavior that is immoral or unethical; this includes but limited to the following:

- |                              |                          |                      |
|------------------------------|--------------------------|----------------------|
| ▪ Excessive Profanity        | Stealing                 | Food Fighting        |
| ▪ Horse Play                 | Littering                | Manipulation         |
| ▪ Disobeying Cafeteria Rules | Computer/Internet Misuse | Disobeying Classroom |

- Disobeying Residential Rules                      Disobeying Transportation Rules
- Falsification of Documents                      Falsely Reporting Incidents

**Motor Vehicle Theft** shall be defined as the criminal act of stealing or attempting to steal a motor vehicle, including an automobile, truck, bus, motorcycle, ATV, or any other motorized vehicle.

**Plagiarism** is the practice of taking another person's work and ideas and passing it off as your own.

**Poor Academic Performance** shall be defined as a student who is lacking productive potential in their academics such as homework, assignments, projects, assessments, and testing. Poor academic performance will be identified through grade checks, progress report and teacher referrals.

**Pornography** shall be defined as possessing, sharing or posting sexually explicit depictions of persons, in words or images, on the school campus or school District facility, including both in print and on cell phones or other electronic devices.

**Possession of Drugs and Alcohol** shall be defined as consumption, possession, purchasing, or distributions of dangerous or addictive drugs or alcohol, which are prohibited on school campus.

**Possession of Inhalants** shall be defined as anything a student breathes into their lungs, which has not been prescribed by a medical physician. Inhaling, possessing, purchasing, or distributing of inhalants are prohibited on school campus. Inhalants are volatile substances that produce chemical vapors that can be inhaled to induce a psychoactive, or mind-altering, effect.

**Physical assault** – with the intent to harm another person physically.

**Prescription/OTC Drugs Misuse/Abuse** shall be defined as the excessive and harmful usage problems a student has with prescription medication or over the counter medication.

**Public Display of Affection** may be classified as excessive kissing, sexual touching, or inappropriate displays of affection in violation of school policy.

**School Threat** shall be defined as the expression of an intent to cause harm or pain to Shonto Preparatory Technology High School, its students, and faculty. This includes but is 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.

**Self-Endangerment and Endangerment of Others** shall be defined as putting themselves or someone at risk or jeopardizing their safety.

**Self-Mutilation** shall be defined as a student inflicting serious injury on their body. This includes but is not limited to the following:

- Cuts    Cigarette Burns                                      Unexplainable Bruises

- Broken Bones
- Choking
- Burns
- Scratches
- Piercing

**Sexual Assault** shall be defines as a person committing sexual assault by intentionally or knowingly engaging in unwanted sexual contact.

**Sexual Harassment** shall be defined as any unwelcome sexual advance, request for sexual favors, derogatory or pornographic posters, suggestive or lewd remarks, or any other verbal or physical conduct or a sexual nature.

**Simulated Firearm** shall be defined as a falsely representing one’s self in possession of a firearm.

**Student Fraternization** shall be defined as a student who enters into a sexual relationship with another student. This includes but is limited to the following:

- Inappropriate Hugging
- Hickeys
- Holding Hands
- Kissing
- Love Letters
- Inappropriate Touching
- Public Displays of Affection (PDA)

**Tardy** is arriving beyond the expected time of arrival for school and/or class.

**Theft** shall be defined as a person who controls property of another with the intent to deprive the other person of such property.

**Truancy** shall be defined as excessive tardiness and absenteeism. Tardiness shall be ten (10) minutes after classes have started and excessive tardiness shall be 3 tardies in a single week. Absenteeism shall be more than five (5) unexcused absences for a class within a school year.

*Arizona Revised Statutes 15-803: Habitually truant means a truant child who is truant for at least five school days within a school year. Truant means an unexcused absence for at least one class period during the day.*

**Unauthorized Departure** during school hours/school sponsored activities without permission of the teacher/administrator.

- Leaving the Classroom
- Leaving School Activities
- Riding in private vehicles
- Leaving housing area
- Ditching

**Verbal Provocation** shall be defined as an act to provoking somebody or something that makes somebody angry or indignant. This includes but is not limited to the following:

- Name Calling
- Provoking People
- Gossiping
- Rumor Creating
- Argumentative Language

**Violent Behavior** shall be defined as any act or threat of physical aggression and/or abuse by one student or group of students, which causes or intends to cause physical injury or harm to another. This includes but is not limited to the following:

Fighting  
Spitting  
Shoving

Hitting/Slapping  
Pushing  
Biting

Kicking  
Scratching  
Hazing

## RESOURCE LIST

### **National Domestic Violence Hotline**

1-800-799-7233  
[www.thehotline.org/](http://www.thehotline.org/)

### **National Runaway Switchboard**

1-800-786-2929  
[www.1800runaway.org](http://www.1800runaway.org)

### **National Child Abuse Hotline**

1-800-422-4453  
[www.childhelp.org](http://www.childhelp.org)

### **National Dating Abuse Helpline**

Love is Respect  
1-866-331-9474  
[www.loveisrespect.org](http://www.loveisrespect.org)

### **National Sexual Assault Hotline**

1-800-656-4673  
[www.rainn.org](http://www.rainn.org)

### **On-Line Safety**

[www.netsmartz.org/teens](http://www.netsmartz.org/teens)

### **Good Eating**

[www.choosemyplate.gov](http://www.choosemyplate.gov)

### **National Suicide Prevention Lifeline**

1-800-273-8255  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

### **Health:**

[www.kidshealth.org/teen](http://www.kidshealth.org/teen)  
[www.girlshealth.gov](http://www.girlshealth.gov)

### **HOTLINES:**

DOMESTIC VIOLENCE HOTLINE  
(877)697-8591

POISON CONTROL CENTER  
1-800-362-0101

AMERICAN RED CROSS  
1-800-842-7379

### **FIRE/AMBULANCE/POLICE EMERGENCY:**

KAYENTA POLICE DEPT.  
(928)697-5600  
Fax: (928)697-4286  
<http://navajodps.org/Kayenta.aspx>

TUBA CITY POLICE DEPT.  
(928)283-3111

PAGE POLICE DEPT  
(928)645-2462  
Fax: (928)645-4128  
[www.cityofpagepd.com/](http://www.cityofpagepd.com/)

### **HEALTH CARE PROVIDERS:**

INSCRIPTION HOUSE HEALTH CENTER  
(928)672-3000  
Fax: (928)672-3062  
[www.ihs.gov/Navajo/index.cfm?module=nao\\_hcc\\_inscription](http://www.ihs.gov/Navajo/index.cfm?module=nao_hcc_inscription)

KAYENTA HEALTH CENTER  
(928)697-4000 Fax: (928)697-4145

### **EMERGENCY ROOM**

(928)697-4100  
[www.ihs.gov/Navajo/index.cfm?module=nao\\_hcc\\_kayenta](http://www.ihs.gov/Navajo/index.cfm?module=nao_hcc_kayenta)

TUBA CITY REGIONAL HEALTH CARE CORPORATION  
(928)283-2501

### **EMERGENCY ROOM** (928)283-2661

<http://tchealth.org/contact.html>

LAKE POWELL MEDICAL CENTER  
(928)645-8123  
Fax: (928)645-3862  
[http://cchcaz.org/lake\\_powell.html](http://cchcaz.org/lake_powell.html)

CANYONLANDS URGENT CARE  
(928)645-1700  
Fax: (928)645-1701  
[http://canyonlandshc.org/canyonlands\\_urgentcare.html](http://canyonlandshc.org/canyonlands_urgentcare.html)

### **BEHAVIORAL HEALTH:**

INSCRIPTION HOUSE IHS COUNSELING SERVICES  
(928)672-3018  
Fax: (928)672-3000  
[www.ihs.gov/Navajo/index.cfm?module=nao\\_hcc\\_inscription](http://www.ihs.gov/Navajo/index.cfm?module=nao_hcc_inscription)

KAYENTA IHS COUNSELING SERVICES  
(928)697-4185  
Fax: (928)697-4189  
[www.ihs.gov/Navajo/index.cfm?module=nao\\_hcc\\_kayenta](http://www.ihs.gov/Navajo/index.cfm?module=nao_hcc_kayenta)

TUBA CITY BEHAVIORAL HEALTH  
(928)283-2831 Fax: (928)283-2832  
[www.tchealth.org](http://www.tchealth.org)

PAGE COMMUNITY BEHAVIORAL HEALTH SERVICE  
(928) 645-5113  
Fax: (928)645-3254  
[www.encompus-az.org](http://www.encompus-az.org)

KAYENTA DEPARTMENT OF BEHAVIORAL HEALTH  
(928)697-5570  
Fax: (928)697-5574

KAIBETO BEHAVIORAL HEALTH SERVICES  
(928)673-3267  
Fax: (928)673-3267

### **SOCIAL FAMILY SERVICES/CPS**

KAYENTA FAMILY SERVICES  
(928)697-5530 Fax: (928)697-5540

KAIBETO SOCIAL SERVICES  
(928)673-5861 Fax: (928)673-5870

TUBA CITY SOCIAL SERVICES  
(928)283-3266 Fax: (928)283-3676

## EMERGENCY & CRISIS HOTLINE NUMBERS

# SY 2019-2020 School Calendar:

SHONTO PREPARATORY SCHOOL 2019-2020 CALENDAR						
<b>July 2019</b>						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>4 - Independence Day Holiday</b> <b>8 - 11 Month Staff Return</b> <b>22 - 10 Month Staff Return</b> <b>26 - NCA Prep Day - No students</b> <b>29 - First Day of School</b> <b>3 days</b>						
<b>August 2019</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<b>14 - Navajo Code Talker Day Holiday</b> <b>19 - Staff Professional Learning - No Students</b> <b>21 - Late Start - Professional Learning</b> <b>20 days</b>						
<b>September 2019</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
<b>2 - Labor Day Holiday</b> <b>11 - Late Start - Professional Learning</b> <b>25 - Late Start - Professional Learning</b> <b>25 - 40 day count</b> <b>30 - Professional Learning Day - No students</b> <b>18 days</b>						
<b>October 2019</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
<b>2 - Late start professional learning</b> <b>4 - 1st quarter ends (46)</b> <b>7-11 - Fall Break</b> <b>23 - Late Start - Professional Learning</b> <b>18 days</b>						
<b>November 2019</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
<b>6 - Late Start - Professional Learning</b> <b>11 - Veterans Day Holiday</b> <b>28 - Thanksgiving Day Holiday</b> <b>29 - Family Day Holiday</b> <b>18 days</b>						
<b>December 2019</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>20 2nd quarter ends (47 days)</b> <b>25-Christmas Day Holiday</b> <b>23-31 Winter Break</b> <b>15 days</b>						
<b>January 2020</b>						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
<b>1 - New Year's Day Holiday</b> <b>2-3 - Winter Break Cont.</b> <b>6 - Professional Learning Day - No Students</b> <b>7 - Students return / 3rd quarter begins</b> <b>15 - Late Start - Professional Learning</b> <b>15 - 100 day count</b> <b>20 - Martin Luther King Jr. Day Holiday</b> <b>29 - Late Start - Professional Learning</b> <b>18 days</b>						
<b>February 2020</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
<b>12 - Late Start - Professional Learning</b> <b>14 - NCA Prep Day - No students</b> <b>17 - President's Day Holiday</b> <b>26 - Late Start - Professional Learning</b> <b>18 days</b>						
<b>March 2020</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>11 - Late Start - Professional Learning</b> <b>13 - 3rd quarter ends (46)</b> <b>16-20 Spring Break</b> <b>25 - Late Start - Professional Learning</b> <b>17 days</b>						
<b>April 2020</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
<b>8 - Late Start - Professional Learning</b> <b>22 - Late Start - Professional Learning</b> <b>27 - Navajo Sovereignty Day Holiday</b> <b>21 days</b>						
<b>May 2020</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>14 - 4th quarter ends (38)/Last day of school</b> <b>15 - last contract day 10 months</b> <b>25 - Memorial Day Holiday</b> <b>29 - last contract day 11 months</b> <b>10 days</b>						
<b>June 2020</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
<b>177 Instructional Days.</b> <b>Holidays/Breaks (No School)</b> <b>Late Start for Professional Learning 10:30am</b> <b>Early Release 12:30pm</b> <b>Begin/End Quarter</b>						
<b>School Board Approval: February 22, 2019</b>						
<b>10 Months - 197 Contract Days/10 Paid Holidays</b> <b>11 Months - 217 Contract Days/11 Paid Holidays</b> <b>12 Months - 262 Contract Days/12 Paid Holidays</b>						



# School, Parent & Family, Student Compact



## SHONTO PREPARATORY SCHOOLS

PO Box 7900 • Shonto, AZ 86054-7900 • (928) 672-2652 • [www.shontoprep.org](http://www.shontoprep.org)

Haleebee Na'nitin Binahj8' Da'Olta'7 Binitz4kees d00 Bina'nitin Bidziil  
Empowering Student Learning Through Quality Education

### SCHOOL, PARENT & FAMILY, STUDENT COMPACT

STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
(MO-DAY-YR) (PHYSICAL LOCATION & PO BOX)

The **mission** of Shonto Preparatory School is to nurture positive character in a safe, engaging, caring and creative environment with high academic expectations while instilling Dine' language and culture, where all learners are successful, responsible, and independent thinkers.

The **vision** of Shonto Preparatory School is to promote creative problem solving through critical thinking while embracing Dine' Language and Culture to create collaborative life-long learners.

Effective schools are a result of home and school working together to ensure that each student is empowered to achieve his or her fullest potential to become a collaborative life-long learner that is successful, responsible, and an independent thinker. A compact is a voluntary agreement among groups that firmly unites them under Title 1, Part A of the Elementary and Secondary Education Act (ESEA). You are invited to be involved in a partnership with Shonto Preparatory School.

#### SCHOOL RESPONSIBILITIES:

- Create a welcoming and positive learning environment for students, parents, and family.
- Provide parents with frequent reports on their children's academic and behavioral progress with progress reports listing all assignments, samples of student work, and parent/teacher conferences.
- Provide individualized easy to read updates on reading, writing, and mathematics assessments.
- Provide opportunities for parents to participate in decisions about the education of their child.
- Provide opportunities for parents and family to volunteer and participate in their child's class, observe classroom activities, and chaperone class events as defined by the grade level team.
- Set high expectations for staff, students, parents, and families by ensuring challenging curriculum, programs targeted at increasing student achievement, and a commitment to recruit and retain a highly qualified and trained staff.

#### PARENT & FAMILY RESPONSIBILITIES:

- Make sure my student attends school daily. Send a note or call, with an excuse, when my student is absent.
- Establish routines to support my student's success in school by 1) providing and enforcing an appropriate bed time, 2) monitoring school attendance, and 3) providing an environment that supports homework and reading during defined hours every day.
- Help my student with daily homework assignments and check and make sure they are turned in.
- Check my student's planner for assignments and daily learning objectives, ask for letters or fliers from the school, and check my student's backpack for unfinished work.
- Strive to provide my child an opportunity to practice mastery of the Dine language.

#### STUDENT:

- Attend school daily and come prepared to learn.
- Do daily homework and reading assignments and turn them in when due.
- Complete all class assignments.
- Make good choices in school on how to spend time wisely and how to participate and work safely.
- Be responsible for giving my family members all information sent home from school.

\_\_\_\_\_  
(Teacher's Printed Name & Signature/s) Date

\_\_\_\_\_  
(Parent/Family Member Signatures) Date

\_\_\_\_\_  
(Student Name & Signature) Date



**SHONTO PREPARATORY TECHNOLOGY HIGH SCHOOL**

**SCHOOL YEAR 2019-2020**

**STUDENT & PARENT HANDBOOK**

**ACKNOWLEDGEMENT**

This document certifies that we (Parents/Student) received a copy of 2019-2020 Shonto Preparatory Technology High School Student and Parent Handbook. We have read and understand the contents of this handbook and will maintain a copy for our reference during the academic school year.

This document will be placed in the student's file.

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

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

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

\_\_\_\_\_  
Parent's Signature

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

**\*\*\*\*\*For Office Use Only\*\*\*\*\***

\_\_\_\_\_ **Received and filed**

\_\_\_\_\_ **Initiated by Principal or Designee**

## STUDENT HANDBOOK

Protecting the health and well-being of all students is of utmost importance to the school. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

- 1 Students will learn about the recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems and seeking help for themselves and friends. This will occur in all health classes.
- 2 Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
- 3 When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
- 4 Students will have access to national resources which they can contact for additional support, such as:
  - The National Suicide Prevention Lifeline  
1.800.273.8255 (TALK)  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - The Trevor Lifeline – 1.866.488.7386  
[www.thetrevorproject.org](http://www.thetrevorproject.org)
- 5 All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff members if they, or a friend are feeling suicidal or in need of help.
- 6 Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
- 7 For a more detailed review of policy changes, please see the SPS's full suicide prevention policy.

## Checklist to Recognize Subtle Signs of Suicidal Thoughts

Children and youths who are experiencing suicidal thoughts do not always make commonly recognized red-flag gestures, such as giving away their prized possessions to family members and friends. Uncover subtle signs of suicidal ideation early to ensure students receive timely intervention. Use this checklist to detect lesser known signs of suicidal thoughts in students and determine if a suicide risk assessment may be necessary.

	Sign	Manifestation
•	Social-emotional regression	A student may suddenly act more immature than his chronological age and connect poorly with peers. He may make uncharacteristic emotional outbursts.
•	Cognitive decline	A student's established skills, such as executive function, may abruptly deteriorate. She may demonstrate a weakening of decision-making and problem-solving skills.
•	Prolonged depression.	A student who rarely misses school and is outgoing might start accumulating absences and become more irritable than usual and withdraw from classroom participation and interaction with peers when he attends.
•	Risk-taking	Bolstered by the idea that he is going to die soon, a student may suddenly take risks he would not previously have taken, such as speeding the school parking lot.
•	Trouble sleeping and eating.	A student may show signs of poor sleep or complain of insomnia. She may not eat at lunchtime.