

Shonto Preparatory Schools Residential Program Operations Manual

Student First Principle Based Program

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Personnel Expectation

Student First: Safety, Learning and Fun

2021-2022

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DRAFT

SHONTO PREPARATORY SCHOOLS RESIDENTIAL PROGRAM OPERATIONS MANUAL 2021-2022

SHONTO PREPARATORY SCHOOLS

MISSION & VISION STATEMENTS

VISION STATEMENT

Promote creative problem solving through critical thinking while embracing Dine' Language and Culture to create collaborative life-long learners

(Vision Statement)

Diné bizaad dóó be'iina' bee néésgóó óhoo'aah bee hadít'éego ádoolníł biniiyé 'as'ahgo síhoochosii bineinish dooleel

MISSION STATEMENT

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

(Mission Statement)

Sháá'tóhí Ólta' Bił hahodít'éédóó ei yiniiyé át'íinii 'iiná bee yá'át'éehgo anooséel doo anáhóót'i'góó, lhojooba' índa óhoo'aah bee il'ílinii bee hahodidooníł Diné bizaad dóó be'iina' bił ahii'siláago, t'áa altso hooł'aahii yee la' dooníł, yee ákonízingo, dóó yee bitsékees náas hideezláago yee nooséel dooleel

BUREAU OF INDIAN EDUCATION FUNDED

Shonto Preparatory Schools Residential Program receives federal allocations through the Bureau of Indian Education on a fiscal year basis beginning on the first day in July of the current year and ending

on the last day in June of the following year. The program receives funds for first to eighth grades students. The Shonto Preparatory Schools Governing Board allows high school students to participate in the residential program. The residential program accepts five (5) high school students for every twenty (21) eligible determined ISEP count students, First through Eighth Grade, which is determined by the current three week BIE ISEP School Year Count. (For COVID re-entry procedure, limits students in the residential halls to 10 per wing with one high school student participating in each residential hall.)

PROGRAM STUDENT MANAGEMENT

SHONTO PREPARATORY SCHOOLS RESIDENTIAL PROGRAM MISSION/VISION STATEMENTS

Mission

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

Vision

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

Residential Program Purpose

The Shonto Preparatory Schools Residential Program is located on the school campus which operates as a five(seven night) BIE residential program for students attending Shonto Preparatory Schools during the school year. The program provides a structured safe learning environment for its students to learn, self-care, personal hygiene, life skills and study skills. The purpose is to bring students up to their grade level in reading and math, or above current grade level.

The students are between the ages of 6 to 17 years from first to the twelfth grades. High school grades have to meet a criterion to participate in the program. Kindergartens’ participation are not accounted for ISEP count, therefore, they can participate under unique circumstance with recommendation after the count period completion. The residential program is staffed with personnel in accordance to student/personnel ratio, which is adhered to and followed in the guidelines set forth in this manual. The residential program works in compliance with 25CFR, Part 36, Subpart G, regulation, Navajo Nation Tribal 10 Code and uses the Arizona Revised Statutes as reference for student safety.

INTRODUCTION

This working manual is designed to provide guidance to the personnel to educate students and their parent(s) to ensure the personnel protect boundaries and safeguard student rights (FERPA). The residential program, in partnership with the SPS Personnel, leadership, updates this manual annually. The Shonto Preparatory Schools Governing Board Inc., at their duly held meeting, approves it. All stakeholders must abide by the governing board adopted doctrine in the best interest for an effective residential program operation.

As indicated before, high school students from Shonto Preparatory Technology High School can participate in the residential program. The Shonto Preparatory Schools Residential Program abides by the 25 CFR, Part 36, Subpart G, requirements to maintain eligibility status for the funding source. Therefore, every program initiative must first meet the standards outlined in the Federal Code

Regulations for all participating students. Personnel are responsible to meet and extend the service standards to promote program excellence.

The Shonto Residential Program operates its program activities and services by the following philosophy, goals and objectives developed by residential leaders and personnel. It is updated to meet the current student trend and federal mandates.

STATEMENT OF PHILOSOPHY

The Shonto Preparatory School Residential Program protects all stakeholders and guests right to a safe learning and working environment, which promotes and supports the individual's overall physical, emotional, mental and spiritual health.

The Residential Program focuses on the goals and objectives, which are student age and trend appropriate for personal hygiene, self-care, life skills, study skills instruction with understanding, and supports the students' dignity.

Statement Of Philosophy, Goals & Objectives

The Shonto Preparatory Schools Residential Program operates its program activities and services on a students' first based principle. The statement of philosophy, goals and objectives were developed by the residential program leaders, personnel and legal parent guardian(s).

Statement Of Philosophy

It is the philosophy of the Shonto Preparatory School Residential Program that all stakeholders and visiting guests have the right to a safe learning and working environment, which promotes and supports the students' physical, emotional, intellectual and spiritual growth.

The Residential Program ensures that faculty utilizes student age-appropriate personal hygiene, self-care and life skill instruction with the understanding and without injuring the students' dignity.

Statement Of Goals And Objectives

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

- **Goal 1 - Students will learn to practice self-reassurance and awareness through multi-cultural practices and activities.**
 - ❖ **Objective A**, Students will recite their four tribal clans and understand their relationship to others using the kinship system as a daily practice.
 - ❖ **Objective B**, Students will practice their tribal greetings and words of appreciation to others on a daily basis.
 - ❖ **Objective C**, Students will practice and read basic tribal words throughout the residential halls.
 - ❖ **Objective D**, Students will attend a multi-cultural education on self-esteem, self-identity, and family values to gain a sense of belonging as provided by the residential presenters.

- ❖ **Objective E**, Students will attend multi-cultural workshop to instill awareness and appreciation on culture, history, and government.

Goal 2 - Students will develop and demonstrate *safety* practices for themselves, people, property, and situations in living and learning environment for all.

- ❖ **Objective A**, Students will be orientated on safety protocols in the school, residential halls, cafeteria, campus facilities, and peer interaction, for personal safety, includes COVID-19 CDC guidelines.
- ❖ **Objective B**, Students will gain knowledge of emergency, evacuation, lockdown, shelter in place and curfew procedures through residential guidance lessons for individual practice and group demonstrations.
- ❖ **Objective C**, Students will receive safety training regarding the harmful effects of cleaning chemicals, paint, pesticides, adhesives, asbestos, etc. on a semester basis.
- ❖ **Objective D**, At the beginning of each Semester, students will be orientated and sign off after the student handbook has been reviewed with them by the residential personnel.
- ❖ **Objective E**, Students will attend educational presentations on positive relationships with peers, on self-confidence and goal setting throughout each Semester.

Goal 3 - Students will develop and demonstrate *responsible* practices to attain life skills. “Hojíyá” (Learning how to take care of myself).

- ❖ **Objective A**, Students will learn to practice responsibility in the school, residential halls, cafeteria, campus facilities, peer interaction and situations to build character each semester.
- ❖ **Objective B**, Students will learn and practice daily self-care and personal hygiene which includes: keeping beds clean and units organized, sweeping and mopping floors, completing chores in a timely manner, folding clothes, and being respectful of personal boundaries. Personal hygiene standards will be learned and practice by the students: showering, brushing teeth, hair brushing, self-dressing, wear clean clothes, includes COVID-19 CDC guidelines.
- ❖ **Objective C**, Students will learn life skills for time management; 4X4 breathing exercise throughout the Semester. The breathing exercise to deescalate student-heightened sense, so they can reduce their distress, anxiety, stress, and anger.
- ❖ **Objective D**, Students will learn manage personal financial responsibility on a semester basis.
- ❖ **Objective E**, Students will learn to recycle and pick up trash on a monthly basis, weather and climate permitting during the school year on the residential campus.

Goal 4, Students will develop and demonstrate *respectful* practices to ensure a safe and secure learning environment for self and others.

- ❖ **Objective A**, Students will learn to demonstrate manners (etiquette) in the residential halls, cafeteria and school campus during the school year, includes COVID-19 CDC guidelines.
- ❖ **Objective B**, Students will learn by practicing their tribal kinship on the residential campus during the school year. This will includes kinship ties and clan groups.
- ❖ **Objective C**, Students will learn and practice team building skills and unity through guidance lessons on the residential campus during the school year.
- ❖ **Objective D**, Students will learn to practice conflict resolution through using de-escalation skills using the 4X4 breathing, 80 percent of their time in the residential hall during the school year.
- ❖ **Objective E**, Students will attend quarterly multi-cultural lessons presented by traditional elders to learn about the natural order of the world of indigenous people, i.e., Diné philosophy of life (Iina) during the school year.

Goal 5 - Students will receive professional guidance and support to achieve academic success individually and as a group.

- ❖ **Objective A**, Qualified tutors will be available to assist the students with class assignment(s). Tutors will monitor the students learning progress with innovative teaching techniques in study hall during the school year.
- ❖ **Objective B**, Technology hardware and software, literature, media, and mentors will be available to the students to use for their class assignments and studying on a daily basis during the school year.
- ❖ **Objective C**, Standardized testing preparation will be scheduled one week prior to the testing dates for the students and their parents to understand the data, scores, standards, and performance objectives.
- ❖ **Objective D**, Students will earn points and/or privileges to participate in residential program sponsored activities and trips, i.e., honor roll, and year end trip.
- ❖ **Objective E**, Students will participate in the elementary and technical high schools' Dine' language revitalization related programs as offered during the school year.

○ **Goal 6 - Students will achieve healthy body and mind through active participation in physical activities. The CDC, COVID-19, protocol will be followed during activities.**

- ❖ **Objective A**, Students will learn and practice the Health & Wellness Policy in accordance with Arizona Department of Education. The residential program follows the nutritional recommendation at cafeteria meals and residential student snack program on a daily basis during the school year.
- ❖ **Objective B**, Students will participate in the one hour of required daily physical activity for residential students during the school year in accordance to 25 CFR, Part 36.
- ❖ **Objective C**, Students will be exposed to unique recreation activities such as golf, flag football, soccer, dummy roping and personal fitness during the school year for recreation.

- ❖ **Objective D**, The weight room, rumpus room, track, football field, and ropes course are available to the students for incorporating fundamental techniques of personal fitness.
- **Goal 7 – The parents will support their students to live in a safe, responsible, respectful, and healthy environment in the residential program to become honorable individuals with limitless potential.**
 - ❖ **Objective A**, Parents will participate through virtual media 80% of the residential program sponsored events, activities, meetings, and workshops during the school year.
 - ❖ **Objective B**, Residential personnel will communicate in partnership with their assigned student's parent about the student's academic progress and achievement at each quarter grading period of the school year.
 - ❖ **Objective C**, Parents will support and assist the residential program to get 90 % of the first through eighth grades students to meet the three week BIE residential count verification standard for the school year.
 - ❖ **Objective D**, Students will participate in a student residential council election at the beginning of the school year to promote leadership and plan activities for their peers on the monthly basis during the school year.
 - ❖ **Objective E**, Parents will participate in the Residential Parent Committee election at the beginning of the school year to promote partnership in leadership and policy development for support and guidance of the residential program plan on a quarterly basis during the school year.

Goal 8 - Students will receive social work and counseling services through a variety of strategies and resources to increase their residential program adjustment for academic learning and mental and physical well-being.

- ❖ **Objective A**, Social Worker/Counselor will be used on an emergency basis through documentation referral by the personnel to the residential manager for repeated incident referral on the same behavior for wing assigned students. Student's parent will be notified to participate in this intervention.
- ❖ **Objective B**, Social Worker/Counselor will plan, schedule, and coordinate and provide *individual, group, and family counseling* sessions throughout the academic school year.
- ❖ **Objective C**, Social Worker/Counselor will plan, schedule, coordinate and provide *preventive education and support group sessions* for students.
- ❖ **Objective D**, Social Worker/Counselor will coordinate *crisis intervention services* through collaborative efforts with community resources throughout the academic school year.

STUDENT FIRST PRINCIPLE

Shonto Preparatory School Residential Program Personnel focus is to keep the residential enrolled students safe and instruct them on personnel hygiene, self-care, life skills and study skills. Students are

served first in all residential related purchases and activities including: teaching, guiding, supporting, acknowledging and validating students on the residential campus. The residential program approaches with the idea that if we do not teach our students sound character to become a contributing members of society, who will; is an underlying factor for teaching the students' personal responsibility and life skills. Personnel instructs and directs each student at the student's appropriate maturity level in the best interest of the student and best practices.

Student Enrollment Information and Eligibility Criteria

The residential program operates on Federal ISEP funds for the first through eighth grade students based on a three year rolling average during a three week period in September and October of the current school year. Eligible students are counted for a minimum of two verified checks, one being after school and the other at the midnight bed count. A student is counted eligible if the student is recorded as physically present during the specified time by an assigned personnel. The attendance is only official if the count of a student is within a nine (9) days attendance count period for the week. The count validation will be recorded on the NASIS record within a 24 hour period by the recording personnel.

1. A promoted as middle school student from Shonto Preparatory Schools.
2. Cumulative 2.5 GPA
3. Shonto Preparatory-Technology High School Principal recommendation letter
4. Physical residence is located outside the school district busing routes.
5. Must have no prior record for out of school suspension, substance use or possession, which includes paraphernalia, threats, zero tolerance and/or school disruption.
6. Prior school year successful residential completion.
7. Extenuating home situations for graduating high school seniors, McKinney & Vento Act.
8. Must utilize the residential stay five nights a week for the duration of the school year, Sundays through Friday mornings.
9. Must be seventeen (17) years of age or younger.

*Residential program reopening plan for high school enrollment will be limited 1:9 ISEP students, until at which it authorize to return to full operation by government agencies.

CODE OF FEDERAL REGULATIONS FOR RESIDENTIAL PROGRAMS

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

§ 36.92 Addresses activities which are offered by a residential program.

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

§ 36.93 Requires the residential program to provide a published handbook to the students and parents.

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

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

§ 36.94 addresses residential handbook contents:

- (a) Mission/Vision Statement; (b) Discipline Policy; (c) Parent/Student Rights and Responsibilities; (d) Confidentiality; (e) Sexual Harassment Policy; (f) Violence/Bullying Policy; (g) Home living Policies and Procedures; (h) Services Available; (i) Personnel and Position Listing; (j) Emergency Procedures and Contact Numbers; (k) Bank Procedures;
- (l) Transportation Policy; (m) Check-Out Procedures; (n) Dress Code; (o) Drug/Alcohol Policy; (p) Computer Usage Policy; (q) Medication Administration Policy and Procedure; and
- (r) Isolation/Separation Policy.

§ 36.95 addresses the sanitary standards the residential program must meet.

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

§ 36.96 addresses daily or weekly cleaning for the residential students.

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

§ 36.97 What basic requirements must a program's health services meet?

- (a) Requires the residential program to have basic medical, dental, vision, and other necessary health services for all students residing in the residential program.
- (b) A homeliving program must have written procedures for dealing with emergency health care issues.
- (c) Parents or guardians may opt out of any non-emergency services by submitting a written request.
- (d) The homeliving supervisor or designee must act *in loco parentis* when the parent or guardian cannot be found.

§ 36.98 Must the homeliving program have an isolation room for ill children?

Yes, the homeliving program must have an isolation room(s) available for ill students. The isolation room (or rooms, if needed) must be made available for use by students with contagious conditions. Contagious boys and girls should have separate rooms.

The isolation room(s) should have a separate access to shower and restroom facilities. Students isolated for contagious illness must be supervised as frequently and as closely as the circumstances and protocols require, but at least every 30 minutes.

§ 36.99 Are immunizations required for residential program students?

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

§ 36.100 Are there minimum requirements for student attendance checks?

Yes, there are minimum requirements for student attendance checks as follows:

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

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

§ 36.102 What student resources must be provided by a homeliving program?

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

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

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

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

Privacy

§ 36.110 Must programs provide space for storing personal effects?

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

Safe and Healthy Learning Environment

Personnel must create and maintain a learning environment that will allow excellence in student safety and academic achievement. The personnel must build a relationship by building rapport with each student to create a safe environment, which facilitates optimum learning for a healthy social skills development. This operation manual promotes a working environment that safeguards and protects both student and employee on the residential campus. Personnel are required to exercise reasonable judgment and training to ensure a quality-learning environment for the students in the residential halls. The personnel must take preventive measures and teach the students to learn about preventive and proactive practices.

Student Disciplinary Due Process

Shonto Preparatory Schools Residential Program students and personnel have a right to learn and work in a safe and prejudice-free environment. Personnel will enforce discipline policy for students who violate the rights of others on the residential campus in accordance to the current revised Governing Board approved Residential Operation Manual and Student Parent Handbook.

Personnel must afford students who violate the residential discipline policy their right to a due process with each incident report and discipline in accordance to this policy. Students who violate the residential discipline policy found during an investigation that has been previously reviewed with the student and parent guardian, can be included as part of the evidence. Circumstantial or allegations without an incident report from personnel or students are not grounds for investigation. A reasonable suspicion must be established with documentation before an investigation or the personnel can make search after establishing a reasonable suspension search with another personnel as a witness, after communicating their reasonable suspension search to Residential Manager or designee.

STUDENT DISCIPLINE

Residential Program Personnel Student Discipline Procedure

The personnel will follow the steps to complete a student discipline infraction process with each formal discipline documentation. The personnel will complete the following steps for student discipline enforcement:

1. Complete an incident report form by filling in the offending student's name, gender, grade, date and time, including the witnessed infraction. In order to maintain the integrity of a incident report or discipline referral a strict adherence to the discipline process must be followed by the documenting personnel. In the case of multiple infractions by student, the student violator will be disciplined for most severe infraction and all lesser infractions can will be listed in the incident form. For multiple violators in a single incident, the reporting personnel completes an individual report for each student offender. The report includes the policy infraction by the student with a complete description of the infraction. For Level One infractions the personnel must follow its disciplinary category protocol and when a student accumulates four level one incidents. The personnel must submit all four completed reports which includes the student's due process, and dated parent acknowledged signature(s) for each one.
2. The reporting personnel must provide the student being reported his/her due process in which the student presents his/her side of the story about the written infraction. The personnel cannot call out a student's integrity during the student's due process. The personnel will contact the student's legal parent guardian to explain the incident and the purpose of the call. For a student who refuses to exercise his/her due process, the personnel will call for the parent to come onto the campus and must wait for the parent to come onto the school campus before the discipline process can proceed. The parent must come onto the residential campus to assist their child to complete the due process. If legal parent guardian is not available, personnel will invoke the in loco parentis to complete the discipline process and can request assistance from the school security for assistance.

3. Student must use the residential program phone to call his/her parent to explain his/her discipline policy infraction and explain their due process.
4. Student can be removed from the residential campus for Level 2, Level 3, and Zero Tolerance Discipline infractions pending a parent conference. Parent/Guardian have the responsibility to come onto the residential campus to remove their child. The residential program can assist with student transport for an extenuating circumstance, which prevents the legal parent guardian(s) to come on campus to pick up their child.
5. Student and parent conference will be scheduled with the Residential Manager within 48 hours after a student's removal from the residential campus. The student and parent can reschedule a conference within 24 hours of the scheduled conference during the 48 hour period.
6. Student can be suspended from the residential hall from three to nine days in accordance to the handbook policy.
7. A parent legal guardian can appeal their child's discipline to the residential program discipline committee to review an infraction within 10 days of the dated discipline signed document. The committee will be comprised of the residential manager and two residential personnel representatives from each hall, and the school principal or designee from the student's respective school. The residential manager will facilitate the committee. Only a consensus vote amongst the committee members can a student's discipline appeal be overturned. The student can request for any residential or school personnel to be present with him/her as an advocate on his/her behalf during the hearing along with the student's legal parent guardian.
8. Student can appeal his/her discipline determination to Superintendent and Governing Board if a student and legal parent guardian do not agree with the student's discipline review determination in accordance to authority order.
9. Student can appeal a discipline for due process infraction by the personnel to the residential manager and then to the superintendent, if the student feels a due process was not sufficiently considered by the personnel or residential manager.

Student Discipline Category

		First Offense	Second offense	Third offense	Fourth offense
Level One	Defiance/Insubordination (1 st -5 th grades)	• Document Incident	• Document Incident	• Document Incident	• Document Incident
	Dress Code Violation	• Student Due Process	• Student Due Process	• Student Due Process	• Student Due Process
	Residential Unit Policy	• Student & RA Conference(review student discipline record)	• Student & RA Conference(review student discipline record)	• RA Parent Phone Notification	• Student Due Process
	*Misconduct	• RA Parent Phone Notification	• RA Parent Phone Notification	• RA &Parent Conference(review student discipline record)	• Parent Conference
	Residential Detail Policy	• Residential Manager Support/Guidance	• Residential Manager Support/Guidance	• Residential Manager Support/Guidance	• Student (review student discipline record)Residential Hall Removal
	*Verbal Provocation	• Parent document acknowledgement signature	• Parent document acknowledgement signature	• Parent document acknowledgement signature	• Level 2 infraction implementation. Student intervention Request
	Academic Expectation Po				
	Proselytizing				
	Wing Rules				
	Study Skills				
	Student Safety Protocol				
	Student Technology Policy				
	Student Curfew Policy				
	Student Check-in Policy				

	Student Cleanliness Policy				
	Student Transportation Policy				
	*Student Violent Behavior Act Policy (1 st -5 th grades)				
	First Offense		Second Offense		Third Offense
Level Two	Truancy	• Document Incident	• Document incident	• Document Incident	
	Bus Rule Violation	• Student Due Process	• Student Due Process	• Student Due Process	
	Contraband	• Parent Phone Notification, Workforce Leader	• Parent Phone Notification, Workforce Leader Residential	• Parent Phone Notification, Workforce Leader	
	Defiance/Insubordination (6 th -12 th grades)	• 4 th Level One Incident	• Police Notification (if necessary)	• Police Notification (if necessary)	
	Destructive Acts	• Police Notification (if necessary)	• Student residential Removal/parent pickup	• Student Residential Campus Removal	
	School Property Misuse	• Student Residential Campus Removal	• Workforce Leader, Parent & Student Conference (review student discipline record)	• Parent Conference(review student discipline record)	
	Energy, Supplement & Performance Enhancers Policy	• Behavior Intervention Plan/Residential Counseling Intervention	• Residential & Parent-Student Contract	• Residential Hearing Committee	
	False Fire Alarms	• Residential Manager & Parent, Student	• Residential Counseling Intervention Referral	• Contraction Infraction	
	4 th Level One Infraction**	• Conference(review student discipline record)	• 6 days Residential Hall Suspension	• Loss of Residential Privilege for the Remainder of the Semester	
	Indecent Behavior	• 3 days Residential Hall Suspension	• Notify the school about the student's contract	• Referral to Outside Resource Agencies	
	Student Fraternization	• Restitution (if applicable)	• Referral to outside agency for intervention	• Restitution (if applicable)	
	Integrity Issues	• **Student will be placed on a graduated plan for remainder of the school year.	• Restitution (if applicable)		
	*Student Violent Behavior Act Policy (6 th -12 th Grades)				
	First Offense		Second Offense		
Level 3	Alcohol Use or Possession	• Document Incident	• Document Incident		
	Illicit Drug Use or Possession	• Student Due Process	• Student Due Process		
	Illicit Drug Paraphernalia Possession	• Parent Phone Notification, Workforce Leader	• Parent Phone Notification, Workforce Leader		
	Alcohol Possession of Drugs/ Alcohol; Tobacco includes all items that contain alcohol	• Student Campus Removal pending parent conference	• Student Campus Removal pending parent conference		
	Residential Drug Policy on Prescription/OTC Drugs	• Police Notification	• Police Notification		
	Misuse/Abuse-Distribution or Unregistered medication	• Parent Conference(review student discipline record)	• Parent Conference (review student discipline record)		
	Inhalants Possession	• 9 days Residential Hall Suspension	• Residential Hearing Committee (Parent-Student Option)		
	Self-Mutilation	• Residential Hearing Committee	• Loss of Residential Privilege for the Remainder of the School Year		
	*Self-Endangerment and Endangerment of others	• Residential Counseling Intervention	• Re-enrollment upon completion of counseling		
	Theft (School & Personal Property)	• Referral to Behavioral Health Services	• Restitution (if applicable)		
	School Property Destruction	• Substance use counseling Invention program referral			
		• Student Residential contract			
		• Restitution (if applicable)			
	First Offense				
Zero Tolerance	Aggravated Battery	• Document Incident			
	Breach of Contract	• Student Due Process			
	*Breaking and Entering School Property	• Parent Phone Notification, Workforce Leader			
	*Bullying	• Student Campus Removal pending parent conference			
	Weapon/Fire arm	• Police Notification			
	*Gang Involvement and Activities	• Parent Conference (review student discipline record)			
	Hazing	• Residential Hearing Committee			
	Homicide	• Violation of the Residential Zero Tolerance Policy			
	• Recommendation to the Governing Board to revoke residential privileges indefinite period as deemed appropriate by the Board.				

Kidnapping	*The Superintendent discretion to permit a parent to withdraw his/her child from the residential hall without the Governing Board action. Restitution (if applicable)
Motor Vehicle Use	
*School Threat	
Sexual Battery (actual or attempted)	
*Sexual Harassment	

For asterisk(*) listed next to a discipline infraction. When a referring personnel is enforcing student discipline infraction with a *(asterisk), he/she needs to provide a simple and clear explanation that the asterisk(*) mark is a Zero tolerance discipline infraction that the student has received prior notification that their behavior is a zero tolerant policy on the residential campus. If an infraction has happened before and could possibly repeat that in the future. Including, the behavior is aggressive and makes the other student(s) feel uncomfortable, intimidated or fearful for their safety and welfare on the residential campus. Imbalance power over another student or person.

The documented proof of explanation and understanding of an incident report is reviewed with the legal parent guardian for their signature, along with the student's signature. A student's repeat of an *(asterisk) mark infraction can grounds for Zero Tolerance Discipline Infraction. An asterisk (*) is listed next to each infraction, which can be classified as Zero Tolerance are bullying, Gang Involvement and Activities, and Harassment. The required document, incident report, accompanied with appropriate signature is required to show proof that an infraction is a repeated offense. The residential program is responsible to remove a student's residential privilege for the school year, for repeated asterisk (*) discipline infraction. The Level 1,2, 3 infractions listed with an asterisk* are: Self-Endangerment and Endangerment of Others, Student Violent Behavior, Verbal Provocation and Misconduct.

Definition Terms

Asterisk(*) is used to determined that an infraction can be used as a zero tolerant if the infraction meets the campus bullying definition: it is repeated, aggressive behavior and imbalance of power which makes the other person uncomfortable(intimidated, fearful, uneasy or unsafe).

Aggravated Battery is defined when a student knowing and intentional inflicts injury on another student that creates a substantial risk of death or causes serious impairment or disfigurement.

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

Breaking and Entering School Property is defined as the unauthorized entry into SPS buildings, Wings or Offices by forced entry.

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

Contraband is defined as items prohibited on the residential campus which distracts, defaces, and interferes with welfare and safety of the residential campus educational services. These include, but

are not limited to the following: Laser pointers, Rubber cement, Liquid correction fluid, Straight pins, Propane lighter, Unregistered Cell phones/tablets/laptops/electronic devices, Rubber bands; Permanent markers, Paint guns/balls, Aerosol sprays, Paint thinner, Gasoline, Water guns, Razor Blades, Scalpels, Matches, Hairspray, Sling shots, Alcohol-based products, Items used for temporary or permanent disfigure, deface, or harm personal physical body/disfigurement.

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

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

Destructive Acts is defined as when a student's careless/reckless actions results in physical and damage to school property. The student can be charged for this act whether he/she unknowingly or knowingly destroys school property. This includes but is not limited to the following: Vandalism, Graffiti/defacing, Trespassing, and Destruction of school property.

Dress Code Infraction is defined as when a student's dress attire does not reflect the school and residential mission and vision statements. Student clothes, hats, caps, beanies, belts, scarves or other personal items shall be free of vulgar, innuendos or obscene messages, symbols, language or which promotes drugs, alcohol, sex, death or suicide are not allowed on residential campus. Student attire shall be free of gang-related chains, including wallet chains, spikes, bandanas, hairnets or "do-rags". Body piercing other than on earlobes is not allowed. Tattoos shall be covered at all times while on the residential campus.

Drug/Tobacco Paraphernalia refers to any equipment that is used to produce, conceal, illicit drugs, or which shows residue evidence. These include but are not limited to the following: Pipes, Rolling paper, Straws, Mirrors, Roach clips, Syringes, Homemade devices, Rolling machines, Lighter.

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

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

Indecent Behavior is defined as a student whose acts of sexual or deviant behavior is unacceptable or offensive. The acts are not limited to the following: Hostile gestures, Inappropriate touching, Indecent exposure, Incest, Viewing and/or Distributing pornography.

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

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

Intimidation is to fill with fear through use of authority, personality, physical which makes the other student feel inferior, uncomfortable, fearful, and confused.

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

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

Misconduct is a behavior in which a student is reckless or unethical; this may include the following: Repeated profanity, Repeated Stealing food, Repeated Horse playing, Repeated Littering, Repeated residential rule violation, repeated internet rules violation, Falsification of documents, Falsely reporting incidents.

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

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

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

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

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

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

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

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

Possession of smoke/smokeless tobacco, commercial, or ceremonial by a student is prohibited on the residential campus.

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

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

Proselytizing is an attempt to convert other persons from their religion, belief, or opinion to the converting person's preference. Also defined when a staff member and students imposes his/her their own values or beliefs such as religious or political views upon students.

<http://www.bing.com/search?q=proselytizing+definition&form=PRUSEN&pc=U009&mkt=en-us&refig=f19cca1d482f4b628d8e3a11a9931eb8&q=AS&pq=proselytizing&sk=AS1&sc=813&sp=2&cvid=f19cca1d482f4b628d8e3a11a9931eb8>

The residential program is a proselytizing free institution.

Threat is defined as the expression to intentionally inflict pain, injury, damage, or other hostile action to the Shonto Preparatory Schools community, its students, visitors and personnel. The expressed threat can be verbal, texted, emailed, posted on social network median, or made on or off the residential campus. These include but are not limited to the following: Bomb threats, Arson, Firearms, Sharp weapons, Explosives, Verbal threats, Gang violence.

Arizona Revised Statute 15-841: States that possessing a deadly weapon on school grounds is misconduct and are grounds for expulsion.

Reasonable Suspicion is defined as a situation that raises a concern for safe learning and working environment.

Scope of Integrity is defined as simplified and clear documentation of reports and referrals with facts and objectivity of an incident.

Self-care is defined as taking care of personal belonging, device, clothing and supplies; and assigned/shared living spaces. It also includes appropriate rest hours, exercise, nutrition and etc.

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

Self-Mutilation is defined for a student who inflicts personal self-injury to his/her personal body. These include but are not limited to the following: Cut patterns, Cigarette burns, unexplained bruises, broken bone(s), Choking, Burns, Scratches, and Piercing.

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

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

Student Fraternization is defined as a student who engages in a romantic or intimate, public display of affection, relationship with another student on the residential campus. Romantic or intimate contact between students is not permitted on the residential campus. Student age, local indigenous

customs and emotional development are some of the reasons for this policy enforcement. Intimate or romantic gestures include inappropriate hugging and touching, Hickeys, Holding hands, Kissing, Love letters, social media (online dating) or Sexting.

Self Advocacy is defined as the act of representing self in own personal view and interests.

Study Skills is defined as tools a student will use to meet the academic standards of the school their enrolled in for the school year grade level promotion, including 8th grade and high school graduation. This includes homework, reading and study aids the residential program purchases to bring the student to current/above academic grade level standards.

Truancy is defined when the student's parent and school official do not know the physical location of the student. A student is truant without the expressed consent of leave or written permission from their assigned personnel. An example of student truancy, is when a student leaves a designated area without personnel permission. This includes but is not limited to the following: Leaving an assigned residential wing, Leaving residential campus, Riding in private vehicles without authorization, Leaving residential activity area, Leaving residential/school campus for campus housing area.

Theft (School or Personal property) is defined as a student who falsely possesses property that does not belong to them and it is actually property of another student or the school. Taking unlawful possession of a personal or school property without consent or extortion for the purpose of personal ownership. This includes failure to return or loss of borrowed items to its original owner.

Verbal Provocation is defined as a student who intentional induces anger, rage, or any form of retaliation towards a fellow peer. This includes forcing a personnel to enforce discipline on them self. This includes but is not limited to the following: Name calling, Provoking people, Gossiping, Rumor creation, Argumentative language, i.e., talking back, any unreasonable or unjustified questioning of authority.

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

SEXUAL HARASSMENT POLICY

Sexual harassment is an inappropriate and unwelcome behavior which is prohibited on the residential campus by personnel, students, parents and visitors. The behavior can be verbal: comments about body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories; physical: groping, grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault; or visual: display of naked pictures or sex-related objects, obscene gestures. Sexual harassment can happen between genders or same gender. Any one on campus is susceptible to sexual harassment: residential manager, personnel, teachers, principals, janitors, coaches, other school officials and students.

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

Accordance to the Shonto Preparatory School Personnel Manual, workplace harassment or any unwelcomed behavior should be reported to the immediate supervisor when it is witnessed by seeing, hearing, feeling uncomfortable, is scared or confused which interferes with the work and learning place.

For student related incident, the personnel will report the incident as a violent behavior policy infraction, and the sexual harassment policy will be reviewed with the student offender while their legal parent guardian is present with the understanding the student's infraction is zero tolerance infraction and it will be documented. Thereafter, a repeated infraction will result in a zero tolerance infraction discipline enforcement. Personnel will need to be clear with their students about sexual harassment under their supervision and monitoring under their care.

For personnel incident, the personnel will report the date, time, location and behavior to the immediate supervisor. The supervisor will use the personnel manual as a guide to proceed with the personnel's report. Refer to the personnel manual.

VIOLENCE & BULLYING POLICY

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

Examples of violent behavior include:

- Bullying
- Fighting (e.g., punching, slapping, kicking)
- Weapon use
- Electronic aggression
- Gang violence
- Hazing

School violence occurs:

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

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

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

The personnel will use the information below for further information on Bullying as information provided from the Center of Disease Control (CDC), on youth violence. The personnel will educate first and eventually discipline a student or report a personnel for repeated or highly likely to be repeated bullying behavior on campus. When a personnel identifies an incident as a bullying behavior. The incident report will include, "This is behavior,..., is a form of Bullying. "

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

Definition of Bullying Among Youths as provided from CDC:

Bullying is any (1)unwanted aggressive behavior(s) by another youth or group of youths who are not sibling or current dating partners that involves an(2) observed or perceived power imbalance and is

(3) repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.

Modes and Types of Bullying

Modes of Bullying

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

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

Types of Bullying

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

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

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

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

Context of Bullying

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

Bullying that occurs using technology is considered electronic bullying and is viewed as a context or location, such as a school, where verbal, relational, and property (e.g., deleting personal data) bullying

occurs through electronic means. Electronic bullying can be identified using the general definition of bullying.

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

Key Terms

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

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

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

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

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

Harm is a range of negative experiences or injuries and can include a) physical cuts, bruises or pain, b) psychological consequences such as feelings of distress, depression or anxiety, c) social damage to reputation or relationship, and/or d) limits to educational opportunities through increased absenteeism,

dropping out of school, having difficulty concentrating in class, and poor academic performance. (CDC online Bullying Information,

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

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

ARS. 15-134.30 requires educational institutes to report to local law enforcement agencies any suspected crime against a person or property that is a serious offense as defined in section 13-706 for all incident which involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school. (<http://www.azleg.gov/ars/15/00341.htm>)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

Personnel will exercise privileged information to protect information of their assigned students. Unauthorized student or family information sharing is prohibited with others not working with students or family. Personnel policy manual will be enforced for personnel who shares unauthorized information with others who do not work with the student or family.

Student Attendance Policy

The residential program operates a five day program which opens on Sunday at 4PM (local time) and closes at 8AM (local time) on Fridays after all the students are in their instruction classrooms. Personnel are required to complete the BIE criteria for an eligible residential student by performing and logging two beds checks during the school week, at 3PM and 12AM to determine eligibility. Once the personnel records a student's presence in the attendance log, the student is considered a residential student when he/she is counted during the designated times. A student can choose to participate in the residential program with a 9-day residential program attendance. When a student is absent for 10 consecutive days without explanation or documentation from the student's legal parent guardian, the student will be dropped from the residential program participation. The students who miss 10 consecutive days must re-enroll to eligible to participate in the residential program. Legal parent

guardian can proactively contact the assigned personnel to prearrange the day(s) their child(ren) will participate in the residential program.

Residential students from first through eighth grades participate in the three week ISEP count in September and October and in May. The current year count is added with the two previous attendance count years and are averaged to determine the program funding for the current count school year. The ISEP eligible residential students are critical to be verified by count each week of the three (3) week ISEP Count period which the residential program uses to fund program service and activities.

The residential program reopening plan is to operate a seven day operation with 10:1 ratio. The enrollment criteria will be based on the following:

ISEP students 1st through 8th grades.

Students without the basic needs: water, heating, electricity and internet service.

Reside one mile from any established road, Indian Route or highway.

Limited transportation options.

One high school student will participate in each residential hall.

PERSONNEL ROLE AND RESPONSIBILITIES POLICY

The personnel have specific responsibilities that extend beyond the student safety and welfare; the following is the personnel's discharge accountability listings during the course of their duty. They are as follows:

Personnel Responsibilities

- Notify the legal parent guardian about their child's academic progress through Parent-Residential Conferences.
- Notify the legal parent guardian about their child's residential progress through quarterly report at residential family night activities.
- Notify the legal parent guardian when their child becomes sick or injured on the residential campus.
- Notify the legal parent guardian when their child violates any of the following, Residential Wing or Discipline Policy.
- Requests their assigned students current reading and math levels from their students' teacher.
- Provide services free of prejudice in a safe, responsible and respectful learning environment.
- Teach the participating residential students: personal hygiene, self-care, life skills and study skills.

The personnel will review the legal parent guardian responsibilities to assist the residential program to provide a quality student home living program. The following list will be reviewed with legal parent guardian during conferences. The legal parent guardian responsibilities listed as follows:

Parent Responsibilities

- Support and encourage their child to learn healthy work ethics.
- Support the residential program rules and policies set forth in this handbook to help their child learn self-discipline, which develops independence in the child.

- Participate in their child's residential program activities sponsored through the school year.
- Participate in their child's school scheduled teacher parent conference.
- Available to assist the school and residential program when their child should become ill and be available to meet their child at the urgent care site.
- Check for lice/nit in their child(ren)'s hair before their child(ren) returns to the residential hall.
- Complete their child(ren)'s clothing form upon returning them to the residential hall from the weekend.
- Participate in the residential program parent committee as member and can be nominated as an officer of the committee if one chooses to for one school year.
- Participate in residential fundraising activities.
- On call with a working phone in case of emergency or urgent situation which would require their immediate assistance.
- Enforce and support the residential program's learning objectives for personal hygiene, self-care, life skills and study skills with their child.

Personnel will create an environment to build a rapport with the students to learn to have a purpose, build confidence and grow into independent persons with life plans and goals when they leave the residential program. The personnel will help the students learn the following listed responsibilities:

Student Responsibilities

- Understand and accept his/her role as learner on the residential campus
- Responsible for meeting expectations of rules set by the residential program.
- Follow directions provided to him/her by the school personnel.
- Exercise proactive personal growth intellectual, emotional, physical, and personal spiritual aligned with the school mission and vision statements.
- Apply healthy work ethic to complete residential detail assignments.
- Apply healthy work ethic to complete homework assignments, learn to request for assistance and use tutors when in need of extra help.
- Respect for own personal space and that of other peers.
- Personal responsibility to maintain a drug, tobacco, violence, and bullying and prejudice free learning environment for self and others.
- Physically accounted for at all times to the assigned residential personnel.
- Catalog their cell or tablet before lights out and study hall to the assigned residential personnel.
- Not possess energy drinks, supplement or performance enhancing products on the residential campus.
- Learn and practice the residential program's learning objectives of personal hygiene, self-care, life skills and study skill for their personal development as program participants.

STUDENT ALCOHOL/DRUG/TOBACCO POLICY

Shonto Preparatory Schools and Residential Program are DRUG FREE ZONES. Federal, state and tribal codes prohibit consumption, possession and/or distribution of alcohol, illegal/illicit substances, drugs (prescription/over-the-counter) and tobacco, or any form of drug paraphernalia in educational institutions/buildings. Personnel participating in consumption, possession and/or distribution of such alcohol, tobacco (smokeless/smoke/e-cigarettes), illegal/illicit substances or paraphernalia while on their

tour of duty/on-duty will be disciplined in accordance to the personnel policy manual enforcement and can lose their privilege to be employed by Shonto Preparatory Schools on the first offense.

The personnel substance abuse/use policy is in effect on campus, on the school bus (to and from school) and at school sponsored activities at or away from school/residential program property. The school's alcohol, drug and tobacco enforcement is 24 hours, 365 ½ days a year.

Personnel enforces substance abuse/use policy when students comes onto the residential campus and which begins once a student leaves his/her residence for the school/residential campus and remains in effect until he/she returns to his/her residence into the care of an adult. This provision safeguards students to live and learn in a drug free zone while they are on school property or engaged in school activities. The residential program will request the assistance from the Navajo Nation Police, Behavioral Health Services, Social Services and/or Family Courts for immediate prevention or intervention for students in need of outside intervention for their substance abuse/use.

Personnel will enforce discipline for a student found selling illicit drugs/narcotics on residential and school grounds at any time while on the school/residential campus. The personnel will educate their students that selling illicit drugs/narcotics is subject to expulsion of residential privileges and referral to law enforcement intervention after legal notification.

Student Drug Test Policy

Personnel will enforce student drug policy by actively circulating among the students in the residential wing, activities and study hall throughout their tour of duty. When the personnel witnesses a student manifest an odor or residue from drugs, tobacco, and/or alcohol use; or appears incoherent or intoxicated establishes a reasonable suspicion for the residential personnel to ensure student welfare and safety. The discipline can be enforced after the student's welfare and safety are secured. Personnel will take the following steps for student welfare and safety; including discipline enforcement.

- Take the student aside to ask them if they are ok, and personnel will explain to the student what was observed which raised reasonable suspicion in personnel for the student's welfare and safety. Let the student know what behavior, actions and odor they are displaying which raised the suspicion.
- Contact the student's legal parent guardian to report the reasonable suspicion about the student requires a sobriety test to be administered by qualified school personnel.
- Request for assistance for a student to submit to an alcohol or drug screening test with the legal parent's permission to administered by school personnel. Student will not be left alone.
- Document the date and time of the: request, parent permission, screening and results.
- Give an opportunity for the student to write his/her statement explaining the cause of the odor and/or his or her visible physical appearance. The Residential Manager or designee with a witness can administer a drug impairment assessment to the student.

If both the legal parent guardian and student refuse the residential program's requirement for the alcohol or drug impairment assessment, the personnel will inform the legal parent guardian will need to voluntarily remove the student from the residential program and the Kayenta Police District will be notified. From this point, it becomes the parent's responsibility to provide a validated drug screening result to the residential program by an outside agency before the student can return to the residential campus. The student cannot be on the residential campus until a validated test result has been submitted

to the residential manager. The residential program can charge the student for a drug policy infraction if the student's test result is positive for evidence of drug use. The student will be disciplined for residential drug policy infraction. The residential program will call the Child Protective Services to report the incident to the agency. If applicable a critical incident will be submitted to the BIE office in Albuquerque, NM by the responding personnel.

When a personnel observes a student, who is checked in from home and appears to be incoherent. The legal parent guardian will be asked if the family and student participated in a ceremony. The personnel will review the residential policy on student ceremony participation policy of the handbook.

STUDENT CEREMONY PARTICIPATION POLICY

The residential program respects the students' and families' cultural and traditional ceremonial practices and participation. The personnel will review with the a student's legal parent guardian with respect to the family's preference it is in the best interest to bring their child back to the residential hall after the ceremonial participation wears off. This includes the observant after the ceremony. A documentation of this activity is sufficient to BIE to excuse a student for ceremonial absences.

SEARCH AND SEIZURE & REASONABLE SUSPICION POLICY

School officials under law and school policy have the authority to search within the public school environment. The residential building, a school property, is a public environment. Under the Fourth Amendment: the first warrantless student search is based upon individualized reasonable suspicion; and the second warrantless is student-body school-wide searches where all students are searched for illegal possession of weapons or drugs, with or without individualized suspicion. Utilization of such constitutional searches by school and law enforcement officials can make the residential program safe and conducive to learning.

Students have the right to use personal bags and backpacks to bring their clothes and school supplies which are related for health cleanliness and educational purposes. Contraband that is found in a student's possession will be confiscated; illegal items will be reported to the residential manager or designee. The law enforcement will be contacted for weapons and drugs/drug paraphernalia that are confiscated on the residential campus. To keep all students safe, Wing unit and bag checks will be conducted during the school year upon a case-by-case basis following "reasonable suspicion" standards.

A letter will be sent to the parents of residential students about the random school year random searches on the residential campus the beginning of the school year. Local authorities (including police and K-9 units) may be present during bag checks. If inappropriate items are discovered, parents will be notified and the student will be subject to residential discipline and/or legal consequences. Purses, fanny packs and other containers (including bottles, cans, flasks, canteens, etc.) will be subject to checks as well. Backpack/clothesbag/school bags should not contain or display statements contrary to the school mission and vision statements or purpose.

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

The Navajo Nation Canine Unit will conduct periodic impromptu illicit drug searches on the residential campus and parking lot to maintain a drug free campus. Canine searches are completed on an inanimate object: automobiles, lockers, bed/drawers, book bags, desks, purses, and etc.; and performed randomly

Random canine searches do not require a warrant or reasonable suspicion to be conducted. The residential halls will go into lockdown for the canine search. Students will not be permitted to go to the restroom or run an errand to other parts of the campus. The wing group will remain in their meeting room until the residential manager or designee announces that the lockdown has been lifted. If a student needs to use the restroom during the lockdown, he/she must notify the assigned residential personnel in the Wing. The personnel will communicate the student's request to the residential manager or designee who is monitoring the hallway.

A legal parent guardian will be contacted by the residential personnel prior to the student law enforcement officer interview on the residential campus. A parent/legal guardian must be present when a law enforcement officer questions a student on the residential campus. If a student is to be interviewed by an officer, he/she must be apprised of his/her rights to participate. In the case of a legal parent guardian is unable to be present for their child's interview, the personnel can be the *en loco parentis* of the guardian. Guardian needs to be apprised of this act on their behalf.

The personnel in charge and legal parent guardian must sit in with the student during the interview. No minor student can be removed from the school premises by law enforcement personnel without the consent of a 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.

INTERDEPARTMENTAL COMMUNICATION

Residential personnel will communicate with the understanding that listening is an essential part of their work. The residential program will communicate with the student's legal parent guardians and other district departments in the best interest of the student and the program. The personnel will introduce the department, their name and ask how they can assist the visitor or caller. Personnel always protect student confidentiality. Only legal parent guardians are eligible to speak to a student or person's of legal authorization through the courts or child protective services. Personnel will adhere to the FERPA protocol at all times on the job or off site.

SAFE SCHOOL PRACTICE POLICY

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

WING RULES POLICY

The Residential Wing Rules includes all level one-violation infractions of the residential program handbook. Personnel will enforce discipline as a learning situation for the student, and the student's behavior may be a learned habit through practice over time. Shonto Preparatory Schools Residential Program understands that discipline is an important aspect of a person's life; it also understands that children live in the moment. Children react to their immediate life situation and emotions, peer acceptance and revert to their defensive methods in accordance to what they learned from their constant environment. The residential program uses its understanding to teach the students to learn how to

control their response through its discipline process that will teach appropriate self-discipline skills. This will be accomplished through structure and consequences set through the residential discipline and wing rule system. The residential goal is to teach student self-discipline through positive intervention between the personnel and student.

The residential personnel will set uniform Wing Rules which are based Student First Principles:

- Reasonable & Respectful
- Teachable
- Appropriate, Responsible and Safe
- Fair, Objective
- Consistent
- Develop Self-Discipline
- Develop Self-Care
- Develop Study Skill
- Develop personal hygiene
- Develop life Skill

Personnel must teach and interact with the students in a proactive manner by using language, which engages the student to learn the personal hygiene, self-care, life skills, and study skills that is being taught. They will **demonstrate** the skill to the student. **Guide** the student as he/she performs the skill. **Praise** the student for completing the skill. Therefore, personnel demonstrates, guides and praises the students when work with them to build rapport.

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

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

The Personnel must:

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

Residential Unit Décor Policy is an expectation set for students assigned a unit in their residential hall wing. The floor free of litter or clothes, towels and clothes hung, clothes folded and put away in assigned drawer; fire blanket hung at the foot of the bed, shoes placed at the foot of the bed, assigned locker organized with clothes hung or folded and free of litter and the top cleared off. Student must

maintain his/her room in compliance with the residential room criteria and standard. All students must ensure their rooms are free from insults, inappropriate, and sexually explicit posters or pictures; and listed contraband. Personnel must address the residential expectations on a continuous basis to make sure their students learn about the expectations. The unit Décor policy violation is listed in the level one discipline infraction category. Students must be disciplined and assessed for careless and reckless property destruction in their assigned wing unit. Refer to property destruction infraction.

STUDENT ILLNESS POLICY

Personnel are responsible to monitor the students are physically and emotionally well and safe on the residential campus. Teach them to report when they feel ill or is injured as soon as possible to allow a quick response to address their report. Students need to be informed that they are expected to report their health concerns to the personnel as soon as they notice they are not feeling well. The personnel must take immediate steps when a student reports feeling sick or ill by taking the student's temperature. The personnel will follow the steps according to student's temperature.

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

For COVID-19 reopening, the school nurse will be on-call for temperature check, personnel will assess the student with COVID symptoms questions and isolate in the isolation and monitor at 15-minute intervals.

STUDENT INJURY POLICY

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

CPR/AED trained, therefore it is incumbent on them to use their training to assess student at the onset of the injury.

Physical injury is always potential risk during activities when a person's body begins to tire from the activity. Personnel are to monitor the activities to meet the students' physical abilities. In a situation when a student is physically injured during an activity on the residential campus, the personnel in the immediate vicinity will administer first aide to the student. The personnel must call the security for assistance. So you will remove the student from the group first, if you are not the RA in charge of that wing you can assign your student to another RA to watch your students while you help the injured student. The area must be isolated from students, with the remaining students assigned to a personnel not assisting with the injured student. Personnel are expected to use reasonable judgment as it applies to the situation. The following procedure is set in place for injuries when they are occur on the residential campus as it relates to the personnel in the area to assist the attending residential personnel:

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

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

Personnel will post, In case of an Emergency Plan steps, in their assigned wings and all activity areas.

Student Emergency Transport Policy

In situations which require medical for urgent/emergency care to the nearest medical facility. The personnel must have in their possession the following documents when transporting a student for urgent care. Residential program procedure is to include a completed Incident/Accident report with the student illness concern or purpose of the referral for the physician's care.

- Parent must be contacted to arrange parent takeover of the student care and time noted
- Student check out card
- Student medical consent
- Student Immunization Record

Student Snack Policy

Shonto Preparatory Schools Residential Program maintains compliance with the school health plan policy. Student may bring snacks from home, which must be portioned size to the student's age and body size. Part of the residential responsibility is to teach students about healthy snacks and choosing to lead a healthy eating habit that personally benefits the student in the long term. Personnel will educate and monitor student nutrition to make certain the students are learning to monitor their diet on the residential campus.

Student Personal Device Policy

Personnel monitor students on their personal devices to make certain they are on appropriate age sites. Students will be educated first about student safety and welfare on their personal device use on the residential campus. Education and setting, will determine the personal device criteria by the personnel in the living environment for students and personnel. The personnel orientate the student and their legal parent guardian about bringing their personal device onto the residential campus is at the owner's own risk. One personal electronic device per student is allowed at one time on campus. Personnel will notify the legal parent guardian and student that personal device is a privilege and can be confiscate by the personnel after repeated requests when the device distracts the student from their responsibilities: study, lights out, shower, meal time, scheduled activities, detail and etc. The personnel will submit an incident report with a description on how it is a distraction for the student, refer to confiscation process. Games which depict violence, destruction, rated mature, adult, derogatory or explicit scene or language or promote criminal or antisocial behavior are prohibited on the residential campus. The video games (Xbox/PlayStation) must be rate E (Everyone) or CE (Early Childhood).

For COVID-19 reopening protocol, if the school issued laptop to a student is considered a personal device, because it is assigned to the student. A student personal device and ear phones(or earbuds) are acceptable during this time. The continuation of the 3 devices will depend on how a student is responsible with their device during their stay at the residential hall. Student will be disciplined in accordance level one personal device infraction policy. The device will be returned to legal parent guardian after the completion conference and signed document. The residential hall phone is available for students to call legal parent guardian or can be contacted at the provided number.

Girls Hall

- Wing A, (928)672-3541
- Wing B, (928)672-3542

Boys Hall

- Wing A, (928)672-3543
- Wing B, (928)672-3544

Student Device Etiquette

Residential program schedule limits student personal device usage. Scheduled residential program activities are a priority over the student use of personal device. Tasked assigned detail, self-care, life skill, personal hygiene and study skill must be completed before a student can use their personal device for personal use. Student will be disciplined in accordance level one personal device infraction policy.

Student Violent Behavior Act Policy

The residential program is a structured student home living learning environment which is maintained by personnel for personal safety for self and others while on the residential campus. It is clearly understood that each home structure is unique to the family, personal education, however it is important to provide instruction about the residential program purpose to the legal parent guardian and students to understand about the residential policies provides procedures and routine to insure campus safety for all students. Students who violate personal boundaries of others, including spaces, which causes injury, or harm to another student's person is subject to student violent behavior policy infraction. Personnel are constantly monitoring for the following student behavior for:

Fighting
Hitting
Slapping
Kicking
Spitting
Pushing
Shoving
Biting
Hazing
Horse playing
Recklessness
Carelessness

Personnel recognize that behavior discipline enforcement are different according the student grade level. Students who are in the First through fifth grades will be disciplined for level one discipline violations. 6th -12th Grades will be disciplined for level 2 discipline infractions, because of the age and maturity of the students.

Students' possession of their personal device with the understanding that it is a privilege which can be removed at the discretion of the residential assistant in accordance with student handbook due process if it is distracting the student's residential participation. Refer to student handbook for students who refuse to comply with reasonable requests for personal device use enforcement.

The residential program anticipates that mobile technology is in the forefront of its students' academic, personal and professional lives. The program is setup to teach the students to be in control of their lives and to use technology as their tool to live a purposeful life. Personnel will educate students about being permitted one mobile device and using the device as a tool on the residential campus at any time. All mobile devices are checked into the technology cart at 8:00 PM for Wing A & 8:30 PM for Wing B, prior to going to bed for lights out. Personnel can make device available to the student after 7:00 AM to 8:00 PM for Wing A and 7:00 AM to 8:30 PM for Wing B, Sunday to Saturday. Students have to take their device home for the weekend or school breaks. The residential program provides a landline phone for student to use in their assigned residential wing. School laptops are issued to the students from their schools. The residential program enforce personal device policy with school issued equipment.

Personnel will ensure that all student personal devices are listed on the student's weekly clothing form at each check-in, to the residential hall. Unregistered devices cataloged, as a contraband, legal parent guardian will be notified to pick up the device and it is placed in the technology cart as a confiscated item. The residential personnel will followup with a contraband infraction for the infraction. The documenting personnel to follow up with the discipline process must contact legal parent guardian.

School issued laptops with Wi-Fi connection to printers are available to the students for schoolwork. School issued laptops/devices can be used during study hall. Students will check in their personal devices in the laptop cart at the end of day. This procedure is used to charge, safeguard the device and to ensure our students get enough rest overnight.

The student and legal guardian parent technology policy agreement form will completed with signature and date, student's file. The completed form must be on file before a personal device can be used on

campus. Student violation of student technology policy will be disciplined for repeated level one discipline policy infraction.

Student Personal Property

The Shonto Preparatory Schools Residential Program monitor's student personal property possession under their care on the residential campus. Personnel educate the students to learn to secure their personal property possession in accordance to Wing Rules & Expectation in the handbook and the signs are posted in the residential hall buildings. Students and their legal parent guardians must follow residential program criteria that teaches the students to learn to take responsible care of their personal belongings on the campus. However, legal parent guardians will be orientated to reinforce the lesson to their child at home at the beginning of Semester. The responsible for care and use of personal property are the student and legal parent guardian's responsible for bringing the items onto the residential campus.

Although students personal values are discouraged to be brought onto the residential campus. This is due to the potential risk for loss, damage or thief of the valuable on the campus. Despite the risks, students continue to bring valuables onto the campus.

Personnel personal device use is restricted to when there are no students in the immediate area for supervision or monitoring in the cafeteria, activities, and during wing scheduled activities or daily routines.

Personnel Personal Device Use Policy:

Personnel will exercise reasonable judgment with their personal device during their tour of duty. Personal device use is limited to checking messages and phone calls in cases of emergencies. When personnel clock in, their time is reserved for student first policy practice.

Personnel engaged personnel device in the immediate area of student will be verbally warned about the the personnel device use policy. Personnel operation manual will be enforced for repeated written documented and conferenced interventions by the immediate supervisor.

Personnel Student Confiscation Incident Report Procedure:

The residential personnel incident report should provide a simple and objective with a description of how the device is a distraction for the student, including the narrative information about the incidents in the time chronology. Personnel are responsible to enforce that students register all personal property items they choose to bring onto the residential campus on the student clothing forms. Abuse of privileges or non-waivered items will be treated as contraband.

Student Non-Alcohol Products Policy

Personnel will need to supervise and monitor items students bring onto the residential campus and during the student's stay. Students are permitted to possess non-alcohol based products, mouth wash, hair sprayer, deodorant, nail polish or remover and etc., on the residential campus. Personnel and legal parent guardian must cross check all of the students' personal hygiene items at each check-in into the residential hall. A student found in possession of alcohol based product will be charged for contraband policy infraction. Personnel will enforce student alcohol/drug policy infraction for a student found ingesting alcohol products. The trained school personnel and/or local authority can assist with the field test. The legal parent guardian will be contacted by the school personnel about the reasonable suspicion

for the field test. If the legal parent guardian refuses, they will meet the personnel transporting the child be taken to nearest urgent care for verification.

The student cannot resume participation in the residential program until a proper physician's document is provided by the legal parent guardian. In cases, when a student is intoxicated or under the influence or unknown substance, the personnel will call the security, ambulance, legal parent guardian, and residential manager. Assigned personnel are responsible for their assigned students' safety and welfare during their tour of duty. Student found intoxicated from alcohol or illicit/illegal substance by a personnel will be discipline for student alcohol/drug policy infraction.

Student Theft Policy

The Shonto Preparatory School Residential Program is a public institution that can be a risk for theft of school property and personal property among the program population. Personnel will teach students to learn to account and for care of their personal property. Personnel will constantly look out and pick unattended student personal items. This is a part of the personnel's role in the residential wings to teach the students about self-care. Personnel will provide guidance lesson on the unattended valuable before returning it to the student. Students should consider to not bring personal item(s) which they do not want to be disciplined for, damaged, theft, loss or loaned out to other students on the residential campus. It is important for the student and legal parent guardian to log all personal property brought onto the campus, by listing items on a clothing form provided by the residential program. Personnel will check off the list and verify that a student brought the listed items on campus. Personnel will ensure that the clothing form is completed with each student return to the residential halls from their residence.

In the case of a theft is been reported, the assigned personnel will check the reporting student's current clothing form for verification. If the item is listed, the personnel will complete an incident form and contact the security on duty for assistance. The personnel will notify the legal parent guardian of the student who reported the stolen/loss property. The personnel must inform the students in the Wing about the stolen item and ask for it to be returned; the residential theft discipline must be reviewed with the students. The personnel can use reasonable judgment to do a warrantless search with the assistance from the security and another personnel as a witness through the units of the wing by having the students empty their bags, drawers and lockers. The personnel will create a written record of the step process for record. In the incident, when a student is found in possession of a stolen item, the search will cease and the student will be disciplined for Level 3 Discipline Infraction.

STUDENT SERVICES PROVIDED BY PERSONNEL

- Monitor and account for student daily, and average daily attendance for in their assigned wings.
- Exercise en loco parent (in place of the parent) for students after they have been recorded checked on the student roll as under their care during residential program hours and not release a student to legal parent guardians or others if there is reasonable concern for student well-being and safety.
- Provide daily guidance lessons on personal hygiene, self-care, study skill, and life skills to their students in the assigned wings. The residential services include a learning experience through contemporary and cultural activities.
- Monitor assigned students maintain the minimum grade point average (GPA) of 2.0.
- Seek tutoring and student homework assistance request for their assigned students from their students' teacher(s) and study hall tutoring.

- Each student completes a minimum of one hour scheduled study hall, Monday through Thursday.
- Teach, monitor and schedule laundry for students from Grades 6th through the 12th, including clothing folding, and storage. Group students by unit to perform laundry responsibilities. Orientate students on laundry care prior to the performing their responsibilities, detergent (only personnel handle detergent) and machine settings. Instruction includes sorting and folding clothing for storage.
- Teach nutritional meals consisting of breakfast, lunch, and dinner which are served at the main cafeteria. Personnel will follow the Food Wellness Policy and Arizona Department of Education standards. Personnel through teaching students healthy eating habits with the support from the cafeteria personnel enforce rules of the cafeteria.
- Schedule one hour recreation activity, Monday through Thursday.
- Follow up with legal parent guardian on the student field trip consent form signed by the parent(s)/guardian(s) on file for field trips and class field trips requested from the schools.
- On duty security officers are available by two-way radio or cell number, (928)206-9268, 24 hours a day Sunday through Friday.
- Enforce visitor sign for all building visitors. Student visitation hours are from 3:00 PM to 8:00 PM. Verify the visitor is an eligible student visitor.

EMERGENCY PROCEDURES AND CONTACT NUMBERS

BIE CHILD ABUSE HOTLINE (800) 633-5155

• FIRE/AMBULANCE/POLICE EMERGENCY

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

• HOSPITALS/CLINICS

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

• MENTAL HEALTH

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

• SOCIAL/FAMILY SERVICES

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

• HOTLINES

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

Child Abuse/Neglect

Personnel are mandated reporter to report a reasonable cause of suspicion on a child who is a suspected victim of abuse or neglect immediately to their supervisor and download the report form from the BIE website. The report criteria is a digital SCAN report with the BIE Office in Albuquerque, NM at fax number (505)563-5290. The personnel can request for assistance to fill out the form from the residential manager or designee. The report must be based on the reported factual information from the student or observed physical markings: abrasions, bruising, swelling broken skin or fractures; or malnourishment, uncleanliness and etc. This also applies to children threatened with abuse or neglect. Reporting incidents of suspected child abuse: Any person, including a School employee or volunteer, shall report incidents of abuse or neglect under any of the following circumstances:

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

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

Any person furnishing a report, information, or records required or authorized by Navajo Nation, State or Federal child abuse reporting laws, or a person participating in a judicial or administrative proceeding or investigation resulting from a such report, information or records is immune from any civil or

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

Dress Code Policy

Shonto Preparatory Schools Residential Program personnel enforces the student dress code on the school campus with their assigned students. The campus is a place for the students to learn about personal hygiene, self-care, life skills and study skills, which includes teaching the students to learn to dress for success. Personnel plan a routine to check their students dress before escorting them to their school for the day. The student dress attire will reflect the educational environment, culture, safety, health and welfare for all students.

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

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

Visible body piercings and ear gauges are prohibited. Ear rings should be worn aligned with the school culture, mission and vision statements. The personnel is responsible for the student dress before they leave for school. They will teach and enforce the student dress code from the initial student interaction,

teach the policy through their daily guidance lesson. This includes student dress code policy follow up with the students' legal parent guardians by asking them if they have any questions regarding the policy.

Every time personnel interact with their assigned student, it should be focused on instruction which the personnel is teaching the student and look for feedback that shows signs that the student is learning the skill being taught. After the personnel has taught the skill and student demonstrates ability to perform the task. The student has a choice between complying with the personnel's instruction(s), or handbook enforcement. Personnel can discipline a student for dress code policy infraction, following a repeated request.

Student Computer Usage Policy;

School issued laptops are available to the students for academic and reading learning tool, includes online printer(s) online in each wing. The laptops are available for academic research, complete class assignments and school-related communication tool. Personnel will monitor and enforce student computer usage policy when students are using any all telecommunication devices, school laptops, including personal devices.

Students are prohibited from viewing, printing, distributing pornographic or inappropriate material, downloading music, and movies. This includes transmitting and receiving illegal and harassing communication from school or personal device, prohibited. Personnel can refer a student for discipline when a student is found misusing or abusing the student computer usage policy infraction. Printed documents, data and electronic messages are considered school record.

Computer surveillance is conducted 24 hours a day, 7 days a week. Student and personnel access to computers and the internet is a privilege, therefore, by signing the statement of acknowledgement in the back of this handbook or operational manual, students, parents and personnel understand these conditions. Any violations may result in loss of access, or other disciplinary or legal actions.

Student visitation of social network sites on program computers and laptops are prohibited. Wifi is available on school issued devices, laptops and devices, intended for educational and work related use. Wifi is not available for personal devices, smart phone, or tablet, students or personnel. Personnel will monitor students using the network with non-educational intentions will be disciplined for network infractions and can lose network use privileges and subject to school property misuse infraction.

Student use of personal data is discourage because the school district cannot filter the content which can safeguard the student from getting onto potential harmful sites without adequate supervision. SPS provides technology for its students' "academic enrichment".

Academic Expectation Policy

Personnel will monitor their assigned students' academic progress throughout the school year at each grading period. Students are required to earn and maintain a minimum C, Satisfactory or Pass grade in each attempted subject to be considered in good standing and eligible for residential incentive trips. Personnel will assist their students to complete the grade checks process by maintaining continuous contact with their students' teacher throughout the school year. Student grade checks will be due at the end of each nine-week academic quarter in collaboration with the school register. The personnel will

review the residential academic policy throughout the school year with their assigned students and legal parent guardian(s).

Student Cleanliness Policy

Personnel will enforce that student under their care service shower at least one time daily. Shower includes shampooing and body wash. Personnel will visually check the student while protecting the student's privacy to confirm that a student is practicing appropriate cleanliness. Personnel will orientate their assigned students prior to the students' first shower and explain the cleanliness policy. Personnel will contact the legal parent guardian of a student who refuses to comply for cleanliness policy to review and request assistance in the policy enforcement. Personnel can submit an incident form for repeated requests and policy infraction.

Personnel will enforce that their assigned students brush their teeth for a minimum of two times daily, after breakfast and dinner. Student nails, toes and fingers, must be trimmed at home because students cannot possess cutting tools on the residential campus. Personnel will check the students' to wear clean clothes and footwear is in tack to wear to school daily.

Student Detail Policy

Personnel will monitor and teach the students to learn personal hygiene, self-care, life skills and study skills. The residential program detail tasks address the students to learn how to keep their areas of use clean for themselves and others. The student details are led by the personnel in the preparation and completion of each detail task. Areas of detail tasks to be completed daily:

- Building entry steps & access ramps
- Hallways (wings & building)
- Resource rooms
- Rumpus rooms
- Restroom (sinks, walls, mirrors, toilets, urinals, stalls, floor)
- Shower room (stalls, walls, floor, toilet, sink)
- Laundry room
- TV room
- Theatre

Personnel will post bi-weekly student detail task assignment listing in the assigned wing. Students will be rotated through each task at least once. The detail task is a teaching component for personnel to teach students about responsibility and life skills. Personnel will first teach the skills and relate it to the student future home ownership.

Students are prohibited from handling cleaning solution for cleaning or solution application. The personnel orientate a student with each new detail assignment and guide the student to perform the task appropriately and safely. Personnel will participate in the teaching and learning of the task with the student. Detail must be completed in series such as, restroom, shower room, floors, resource room and etc. The residential personnel will be visible as the students are completing their assignments. Students will learn and practice cleaning their area of use as assigned to them. Students refusing to perform their detail after repeated requests will be discipline Level One ocumented for violation of the policy and disciplined in accordance to the infraction.

Student Check-in Policy

Personnel will ensure the students and their legal parent guardians to complete the clothing form and the student's hair are checked for lice/nits before they return to residential hall from their weekends, school breaks and holidays. This includes returning from their temporary checkout during the school week.

Legal parent guardian must physically check in their child into residential buildings, by walking them into the building and sign them in with their assigned personnel. Student clothing form will be updated in the student's record file with each checkin.

Residential Curfew Policy

The residential curfew is set at 7PM for Wing A Students and 7:30 PM for Wing B Students, lights out are at 8 PM for Wing A and 8:30 PM for Wing B. Personnel will enforce and monitor that students are accounted for, at curfew and lights out. Account for the student device check in, use restroom, and last minute personal issues before the lights are turned off. The personnel will review curfew and lights out with their assigned students before the group begins their activity. The review includes explaining the consequence of the policy infractions involved and check for understanding. Once the lights are turned off, the personnel will remain in the assigned wings with students until end of shift. The students cannot roam the wing hall or go into other wing unit(s). Students must check with the personnel when going to the restroom after lights out. Students found roaming the wing or unit(s) or reported by other students for disrupting their sleep will be charged for curfew policy infraction.

Energy, Supplements and Performance Enhancers Policy

Personnel will lookout and monitor drinks and snacks brought to residential hall from home by the students. Energy drinks, e.g., Monster, Red Bull, Rock Star and etc.; supplements, pills powder, and liquids, and performance enhancers such as steroids and etc. and substances which can medically harm a human body are not permitted on the residential campus. Personnel can submit a referral on a student found in possession of an energy drink or supplement after a repeated infraction, after the personnel has explained to the student and legal parent guardian about the campus policy and the consequence. If the student repeats the infraction, the personnel will refer the student for Level 3 discipline to the residential manager. The first incident infraction with conference date with the legal parent guardian and student signature will be provided with the discipline referral form.

Guidance Lesson Policy

The Shonto Preparatory Schools Residential Program uses Dineh Life Principles instructions with the students as part of the daily guidance lessons. Personnel provide guidance lessons for 10 minutes to review person hygiene, self-care, life skill, and study skill once a day in the morning and followed up in evening by the personnel working with the students. The guidance lesson is logged in, in the residential program duty log. The personnel can use their own life experiences by using the following criteria when providing lessons to the students. Personal hygiene, self-care, life skills and study skills can be reviewed in the lesson to reference the overall purpose of the students' life purpose on campus. Personnel can request for assistance with their guidance lesson to make it align with the residential program purpose, mission and vision statements. A model of the lesson guideline are posted and available upon request in written Navajo font.

Hódzá / Hojýá / Há'áhwíinít'í Bóhoo'aah ó
Nínáníłtsojì' bee iiná ázhdoolíł.
Nítsáhákees, Thinking
Háni', emotion

Nahodit'áh, Goal, life plans
Gáál, Journey, foot print
Hatsíís, physical

15 Minute Reading Policy.

A 15 minute reading is a residential campus policy for students and personnel. The time must be arranged when it is possible for all students and personnel to schedule 15 minutes to read a book or reading material. Students can choose to be read to the residential personnel. The 15 minutes reading must be scheduled Monday through Thursday when the entire campus can stop and read as a program. Personnel are to be an example of having a personal book on campus and reading along with the student during this activity.

Bedding/Linen Policy

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

Students sleep between the sheets and use pajamas, night gown or t-shirt and short cuts to bed. The personnel review the policy with students and their legal parent guardians, who refuse to wear a pajama or t-shirt and short cuts to bed. Students are taught about the residential program's wellness and hygiene policy throughout the school year. Personnel can refer student for a level 1 infraction with a repeat infraction.

Residential Program Schedule/Routine Evening Schedule/Routine

Time	Schedule/ Routine
3:15PM-3:45PM	Meet Residential Assistants at School
3:45PM-4PM	Free Time
4PM- 5PM	1 st Study Hall
5PM- 5:30PM	Dinner at Cafeteria
5:30PM-6PM	Return to Residential Hall
6PM-7PM	2 nd Study Hall,
6PM-7PM	Activity Stations (4)
7PM-8PM	Wing A Curfew
7:30PM-8:30PM	Wing B Curfew
8PM	Wing A Lights Out
8:30PM	Wing B Lights Out

Morning Schedule/Routine

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

Activity Schedule(Movie night or Family Night)

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

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

Time	Schedule/ Routine
3:00PM-3:30PM	Meet Residential Assistants at School & Boys Hall
3:30PM-4:45PM	Study Hall
4:45PM- 4:55PM	Clean up for dinner
4:55PM- 5:25PM	Dinner at Cafeteria
5:25PM-5:35PM	Return to Residential Hall to brush teeth, clean up
5:35PM-8:00PM, Wing B activity area room clean up	Activity: Movie, family night & etc. Wing B- Laundry, Study Hall
8PM-9PM	Wing A Curfew: details & shower
8:30PM-9:30PM	Wing B Curfew: details & shower, laundry
9:00PM	Wing A Lights Out
9:30PM	Wing B Lights Out

Morning Schedule/Routine

6AM	Lights on/Wake-up Call, Fix Bed
6AM-6:30AM	Fix Bed, Wash up, Get Dress & Ready for School
6:30AM-6:55AM	Clean Unit
6:55AM-7:25AM	Breakfast at the Cafeteria
7:25A-7:40AM	Return to the residential hall, brush teeth, get ready for school

7:40AM	Excuse High School Students
7:45AM	Students escorted to Elementary School Building

Late Start Morning Schedule

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

Cafeteria Expectation Policy

Personnel teach students dining etiquette at the cafeteria for breakfast and dinner. The instruction and monitoring of students include: sitting at the table with both feet on the floor, back straight, and elbows in and off the table. Use utensils to eat their meals when applicable. Students finish their food and wait for the other students at their table to finish before engaging in social conversation. Student meals are important because what they consume will help their bodies grow healthy and at same time learn healthy eating habits. Students who repeat cafeteria expectation policy violation must be taken aside by the personnel to teach the student dining etiquette.

COVID-19 Reopening protocol, students will be seated in designated alternating seating arrangement in the cafeteria. Students will wear their masks when they finish eating. Maintain current CDC social distance guideline, while seated or standing in line.

Isolation/Separation Policy

When a student is ill, the personnel will take precaution to isolate the student from the rest of the wing. If the student's illness is determined contiguous by a license physician, the residential program will have the student rest in the isolation room until the sickness runs its course pending parent pick up for care at home as the illness/sickness runs its course and the student is cleared by a licensed physician. The isolation room can also be used for a sick student to rest when directed by the school nurse while the parent comes onto the campus to pick up their child.

A fifteen-minute interval sign-in list will be posted on the room door for personnel to sign off on each fifteen minutes the personnel checks on the student. Personnel will notify other colleagues in the building about the student in isolation room. Personnel cleans an isolation room and restroom each week by wiping down the entire room and restroom with disinfectant and mop floor each week, after each use. Clean linen used with each time and washed after each use.

The isolation room is also used as a safe temporary intervention setting by the residential program for a student suicide watch when it is designated as such by the residential manager. The residential manager or designee will designate extra personnel to watch the student while emergency transport is in route to

the school campus. Personnel will be designated by the residential manager while intervention is in route to secure the student's safety.

Residential Incentives

Year End Trip Criteria

THE STUDENT SHALL MEET THE FOLLOWING REQUIREMENTS THE SCHOOL YEAR END RESIDENTIAL FIELD TRIP:

- Been counted during the three week ISEP count period are first priority to participant in the trip. Personnel monitors and keeps an accurate count of the students and keeps a running tabulation of the count week, including the three-week period for their assigned wing.
- Personnel provide documents on a student who he/she feels is not ready for the trip. Documents needed to be completed with legal parent guardian and student signatures and date.
- Be counted for a minimum of one night, after school and midnight bed count, per school week. Personnel maintains accurate records of the students' attendance on the wing roster, NASIS average daily membership (ADM). The record keeping begins immediately at the enrollment start date.
- Maintain a minimum cumulative of "C" Grades in all subjects. Personnel consistently monitors students' grade and progress at each grade period. This includes when the students' grades drop below 2.0 GPA, "C," or passing grade in the subject they are attempting for the school year.
- Cumulative satisfactory progress report. Personnel provide feedback about students' progress in the residential program through quarterly progress report. Student graded on their assigned tasks and following instructions in the residential wing. Grade objectively with focus on the area the student needs to learn or improve on. Example of the learning or improvement be included in the explanation.
- Grade check is current and on file. Student record be currently updated with application, quarterly progress report, completed incident referral and discipline forms (if applicable).
- Not have been out of school or residential suspended before the year end trip. Satisfactory progress report through the school year. Student suspended for discipline infraction in the residential program or academic school is ineligible to participate in the year end trip. Level one discipline can be appeal to the discipline review committee with support from both wing assigned personnel.
- Parent must participate in one (1) parent activity per quarter equals 4 per year. Personnel tracks parent participation through visitor sign in sheet.
- Earn 90 points or more on the Quarterly Student Progress Report. Personnel tracks student earned points through the quarterly progress report. Alternate Selection Process.
- The three week ISEP count can be waive one time for a student to participate in the end of the year trip. Personnel can qualify a student, if the student enrolled at the beginning of the Third quarter, learning the skills being taught, a GPA higher than a 2.0.

RESIDENTIAL REWARD TRIP CRITERIA

The student must meet the following requirements to be eligible residential rewards incentive trips: (1) Maintain a cumulative of "C" Grades in all subjects; (2) Been counted for one night per school week; (3)

Not have been out of school suspended or from the residential suspended before the trip; (4) Grade check is current and on file; and, (5) Satisfactory progress report before the trip

Personnel will inform and update students about incentive trips during the school year.

INCENTIVES:

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

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

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

Student must meet each school's extra-curricular activities participation criteria before s/he will be deemed eligible to participate in accordance to the policy of each school. Personnel will review this policy per new interscholastic season and encourage their students to participate in after school activities during the school year.

PROGRAM PERSONNEL MANAGEMENT

Shonto Residential Program Personnel will:

- Professionally conduct him/herself outlined in the Shonto Preparatory School Personnel Manual and the Residential Student Parent Handbook.
- Obtain a valid Food Handlers permit and CPR/First Aide/FACT certifications.
- Teach student to live and work competently to maintain a safe, responsible and respectful educational home-living environment, free of personal conflict or agenda.
- Submit personal leave requests two (2) weeks in advance to the residential manager. Unanticipated leaves can be granted, but need a physician's statement before returning to duty. An exception to personnel leave policy and denial of a leave request will be based upon residential program staffing and the student enrollment workload.
- Not be granted leave the first two (2) months and last two (2) weeks of the school year. In accordance with the SPS Personnel Overriding exceptions rests with approval from the Superintendent.
- Use "Prep Time" as a period for planning and preparing the duty station schedule of activities

and documentation.

- Communicate and collaborate with school personnel, students, parents/legal guardians, and co-workers in the best interest of the students and Shonto Preparatory Schools Governing Board of Education.
- Report & document daily, weekly and monthly reports; attendance, incidences, nursing care, and so forth, all of which shall be generated via digital input and hardcopies, respectively.
- Attend mandated professional learning development, staff meetings, workshops, and in-services for personnel professional growth to build a competent workforce using tools/resources/knowledge/skills to meet necessary compliance at federal, state and local levels and tour of duty professional practice.
- Enforce and comply with the school mission and vision statements as an agent of Shonto Preparatory Schools. Personal allegations, creation or circulation, are not tolerated. Worksite shall be free of emotional, intellectual, physical, and violence.
- Practice the ethical professionalism and accountability standards
 - Be well groomed and wear appropriate work-related dress for duty.
 - Professional work promptness and clocking in are essential work responsibilities.
 - Provide quality experience program to the students, their legal parent guardians, colleagues and visitors.
 - Counsel and guide the students without prejudice or enabling the student's adverse behavior.

TOUR OF DUTY SUMMARIES

RESIDENTIAL ASSISTANTS:

- Offer quality residential program experience to the student, legal guardians and visitors.
- Reports to the Residential Manager
- Student first supervision:
 - Implement the residential daily schedule;
 - Housekeeping and record keeping throughout the tour of duty
 - Escort students to school sponsored activities, circulate and cover the designated area.
- Carry a two-way radio at all times.
 - Escort students to/from cafeteria and school buildings.
 - Safeguard students from potential threat or harm from others or to themselves.
- Provide daily guidance lessons in accordance to the Residential Program Philosophy and Goals and Objectives; includes personal hygiene, self-care, life skills and study skills; sportsmanship; health and safety; and student achievement skills.
 - Initiate counseling referral to the residential counselor for student with coping needs.
 - Participate in student and parent conferences.
 - Support and encourage students with academic support: tutoring and homework assistance.
 - Record logbook in a professional, legible and readable report using digital/electronic submission at the end of the shift for accurate shift transition.
 - Complete quarterly progress reports
 - Complete Quarterly Grade Checks
 - Administer immediate first aid
 - Write intervention referrals.
 - Responsible for inadequate student housekeeping duties.

- Perform daily inspection of immediate work area/play areas; submit online work orders, prepare supply orders; and, inventory furniture and equipment.
- Submit factual narrative incident/accident reports by the end of the shift; follow up on results of your reports.
- Continual student record update and note it on the duty log to notify co-workers of the assigned student's record update. Perform routine at designated time indication for student attendance checks.
- Remain on duty if one of your students is reported AWOL, until student is found.
- Lead students with their housekeeping details; schedule a weekly general cleaning day with your students.
- Submit monthly wing status and activities report on the third Thursday of each month.
- Attend an assigned student's IEP meetings.
- Serve on the student discipline committee when designated
- Serve on the personnel committee when designated
- Attend personnel meetings the last Thursday of each month.
- Perform Fifteen (15) minute interval student bed checks.
- Input student attendance in NASIS bin before end of duty, and document on log.
- Care for a ill student or a self-reports about feeling sick:
 - Write the time and student information down on the incident form; and take the student's temperature.
 - Notify the school nurse, after school:
 - Request assistance to the student escorted to the school nurse;
 - Follow the school nurse's instruction
 - Contact student's legal parent guardian by using the numbers listed on the student check out card to arrange for student medical care.
 - Disclose the student's temperature to the parent(s).
 - Arrange for the legal parent guardian(s) to meet the personnel at the nearest urgent care center or the legal parent guardian may volunteer to check-out their child to transport them to urgent care.
 - Provide the student information to personnel who is transporting the student for medical treatment, including the next personnel coming on shift.
 - Post a sign for periodic fifteen (15) minute interval supervision for students with contagious illness the sick student in the isolation room.
 - Arrange for personnel to stay with the student if ordering a sick tray for the student.
 - Record the progress of the sick student in the Wing Log.
- Follow physician's instruction:
 - When administering a prescribed medication to students.
 - Record administered medication in the student's medication report
 - Update the school nurse with student medication updates including new or refilled prescription(s).
 - Keep medication locked up at all times
 - Record all medication administration errors
 - Follow physician's instruction:

NIGHT ATTENDANTS ASSIGNMENTS:

- Offer quality residential program experience to the student, legal guardians and visitors.

- Reports to the Residential Manager
- Safeguard and account for student welfare.
- Perform hourly or more frequent walk-throughs and student counts, fifteen minute interval
- Complete the Fifteen (15) minute interval student check log.
- Secure building by making sure the doors and windows are locked.
- Perform housekeeping duties: do laundry, clean staff bathrooms, RA office and, laundry room.
- Closely monitor and tend to sick students.
- Carry a two-way radio at all times.
- Exercise professional conduct during tour of duty.
- Attend assigned student's IEP meetings.
- Complete additional assigned duties.
- Serve on the student discipline committee when designated
- Serve on personnel committee when designated.
- Input student attendance in NASIS before end of duty.

RESIDENTIAL/RECREATION ASSISTANT:

- Offer quality residential program experience to the student, legal guardians and visitors.
- Reports to the Residential Manager.
- Plan and coordinate recreational after schools activities, Monday-Thursday, for residential students.
- Provide safe and low risk recreational activities for the students.
- Schedule and organize recreational activities on a monthly basis according to assigned group level.
- Communicate and coordinate activities-with assigned group level Residential Assistants or Afterschool Enrichment Coordinator to avoid schedule conflicts.
- Submit monthly activities and accomplishment report which includes: activity schedule, monthly activity calendar to the Workforce leader, third Thursday of each month.
- Exercise professional conduct and performance as it applies to residential/recreation assistant.
- Attend an assigned student's IEP meeting.
- Serve on the student discipline committee when designated
- Serve on personnel committee when designated.
- Additional duties:
 - Dormitory or wing coverage
 - Clinic-runs and emergency transportation
 - Conduct cafeteria monitoring duties
 - Responsible for the residential vehicle bi-weekly report

RESIDENTIAL MANAGER:

- Reports to the Superintendent
- Offer quality residential program experience to the student, legal parent guardians, personnel and visitors.
- Supervise residential personnel to operate the residential program and halls.
- Prepare performance evaluations of residential personnel.
- Submits two program BIE narrative reports within 4 weeks of the beginning school year and end of the school year.

- Maintain residential program in compliance with 25 CFR, Part 36, Subpart G. requirements.
- Maintain residential program/personnel compliance with Shonto Preparatory Personnel Manual including personnel conduct and enforcement of employee personnel policies and procedures.
- Maintain residential program compliance with Residential Program Student Parent Handbook on an annual basis and present to the board for approval.
- Initiate recommendation for employee disciplinary action to appropriate administrator in compliance with the Shonto Preparatory School Personnel Policies and Procedures.
- Substitute and cover shifts for residential assistants/night attendants.
- Act as the liaison between the personnel and administration to ensure quality employee support service and residential service delivery.
- Communicate and ensure building safety and operation within standard codes and regulations.
- Provide technical support to the personnel for the welfare and safety of students on the residential campus.
- Responsible for personnel: schedules, records, leave requests, timesheets, and certification requirements in compliance with Residential Program Regulations.
- Communicate with residential personnel and business office personnel for proper program operation.
- Provide adequate supplies and equipment for effective Residential Program operation
- Coordinate and conduct personnel meetings, workshops, and in-services in accordance with 25CFR, Part 36, Subpart G.
- Implement/enforce the discipline referral process in alignment with the Residential Program Student & Parent Handbook.
- Follow up with personnel on accident reports and facilitate immediate resolution.
- Assist personnel with incidents reports, including monitoring proper process and intervention in the best interest of the student and legal parent guardian(s).
- Coordinate and facilitate employee wellness activities and support services to create a positive work environment and morale.
- Recruit and retain enrollment of first (1st) to eighth (8th) grade students by facilitating COUNT WEEK activities for the residential halls in compliance with NN BIE guidelines and Quarterly and End of the Year Incentive Field Trips.
- Oversee/Supervise residential student services: Recreation, Counseling, Academic Support Services, and Daily Guidance/Life Skills services.
- Oversee/Supervise residential service operation to ensure compliance with the National Dormitory Standards.
- Responsible in replenishment of inventory supplies and equipment to ensure safe and consistent residential service operation.
- Oversee/Develop an annual budget based upon the number of eligible students counted for the residential program.
- Oversee/Supervise residential service expenditures to ensure compliance with business office standards and requirements; collaborate finances with the Business Manager.
- Oversee/Supervise supply orders, food requests, field trip requests, and other requests as appropriate and availability of funds.
- Oversee/Develop effective protocols and procedures that ensure residential student and employee safety and welfare.
- Oversee/Maintain the manuals and handbooks for the Residential Program.
- Oversee/Ensure a nurturing and safe environment for student achievement, parent/legal guardian

assurance and personnel morale.

- Oversee/Participate in other duties as specified in Job Description and as assigned by the Superintendent.
- Provide individual with support group intervention for students as an intervention and prevention strategy.
- Coordinate and facilitate parent conferences.
- Monitor monthly schedule of activities submitted by residential personnel to ensure a comprehensive and appropriate schedule of daily activities for student health, safety, and welfare.
- Ensure immediate and appropriate response to emergency needs of students by residential staff.
- Respond immediately and appropriately to parent/legal guardian and student concerns and needs.

RESIDENTIAL COUNSELOR:

- Reports to the Superintendent
- Conduct individual and group counseling to students to promote student mediation, self-esteem, self-awareness, and maturity based upon referrals and incident reports.
- Assist with student discipline and guidance with intervention strategies as a student advocate.
- Assist with maintenance of student counseling files for integrity, required signatures and confidentiality.
- Coordinate, initiate and participate in student intervention referrals to the school social worker, deans, principals and counselors; and outside resource agencies as appropriate to ensure that student receives services.
- Schedule student workshops, including but not limited to: Gang Awareness, Substance Abuse, anger management, and teen pregnancy.
- Provide technical assistance to residential personnel with student guidance and support for behavior modification.
- Advocate a positive and professional rapport with residential staff and legal parent guardians.
- In Charge of case staffing for at-risk students and family through parent conferences and intervention referrals.
- Coordinate and facilitate monthly prevention and intervention activities for residential students.
- Assist the Residential Manager with planning and organization professional development training in student prevention and intervention skills for the personnel.
- Submit a monthly report and activity schedule on counseling and guidance service on the third (3rd) Thursday of each month.
- Perform duties and performance standards of residential assistants/night attendants.
- Serve on the student discipline committee when designated
- Serve on personnel committee when designated.
- Collaborate and coordinate student intervention service with the Residential Program Residential Manager in the best interest of the student.

SUPERINTENDENT:

- Concurrence signature on all program correspondence submitted by the Residential Manager.
- Ensure compliance with Disciplinary Procedures of students and personnel.
- Maintain collaboration and communication between the Residential Program, the administration, the schools and parents to ensure student achievement through quality student services delivery.

- Provide technical support to residential personnel to ensure appropriate behavior management and daily guidance standards.
- Have the final authority as to recommend whether students need to be suspended or expelled to the Shonto Preparatory School Governing Board Inc.
- Verify case staffing and committees that address student achievement, health, and safety.
- Maintain a positive and professional rapport with residential staff and legal parent guardians to ensure students receive quality residential care.

PROGRAM REQUIREMENTS

PERSONNEL QUALIFICATIONS

25 CFR, Part 36, Subpart G § 36.86, (a) requires personnel who supervise students in the residential program/hall (in home-living services and activities, BIE terminology/definition) must have the appropriate certification or licensing requirements up to date and on file. Programs must provide annual and continuous professional training and development appropriate to the certification and licensing requirements. This regulation is in conjunction with in accordance with the Shonto Preparatory Schools Personnel Manual policy adopted by its Governing Board.

PERSONNEL TRAINING

25 CFR, Part 36, Subpart G § 36.86, (b) requires the residential program to provide annual training to all personnel who supervise students participating in residential program (home-living services and activities, BIE terminology and definition) before the first day of student residential hall occupancy for the year. Personnel will be trained or provide documentation of current certification, prior to the start of the new school year. The training update can be provided in June of the ending school year or in July before the start of the new school year. The following is the list of the annual training the program will provide training on for the personnel. A record of professional development is to be on file in the residential office.

1. First Aid/Safety/Emergency & Crisis Preparedness;
2. CPR—Automated External Defibrillator;
3. Student Checkout Policy;
4. Confidentiality (Health Information Privacy Act and the Family Education Right to Privacy Act.);
5. Medication Administration;
6. Student Rights;
7. Child Abuse Reporting Requirements and Protection Procedures; and
8. Suicide Prevention.

STUDENT RECORDS

Residential personnel are responsible for maintenance of student records, updates, accuracy, and of Student Residential and Health Folders, which include:

- ✓ Student Patient Registration form
- ✓ Parent contact information update
- ✓ Release of Information forms
- ✓ Current immunization record
- ✓ Identification documents: birth certificate, and Certificate of Indian Blood.
- ✓ Medical consent form (I.H.S.-47)
- ✓ Emergency Contact information

STUDENT CHECK IN PROCEDURE

Personnel will perform preventive measures by completing body scans when a student returns to residential hall from home, the scan shall consist of:

- Interview questions for legal parent guardian about the student for injury or illness over the weekend at home.
 - Are there any injury or illness while child at home?
 - Did a licensed physician review the child's injury or illness
 - We would like to request for a copy of the statement for our student record.
- If there are any medication prescribed for the student.
- Visual check for scratches, sores or any skin irritations (scalp, nails and toenails), or other possible injury indicator markings.
- Sign of illness is a case for reasonable suspicion for the personnel to take the student's temperature in the presence of legal parent guardian. If the student's temperature is elevated above 98.6 degrees, the personnel will notify legal parent guardian about their child's temperature and inform them that their child will need a physician's document clearance before the child can return to the residential hall. An incident report will be completed by the personnel who witnesses a possible ill student is returned to the residential hall without a legal parent guardian. Personnel will complete an incident report with each incident of such case. It is mandatory that the personnel will submit each completed incident form to the Residential Manager. The Residential Manager will follow up with the submitted report with the legal parent guardian with each report. Each incident report logged in the daily log completed at the end of duty. Repeated incident reports will be forwarded to the residential intervention support system to assist the legal parent guardian and student. After repeated support system intervention, the committee will forward their recommendation to an outside intervention agency, KSU/IHHC counseling center NN Behavioral Health, NN Social Service, the BIE SCAN report further intervention.
- Student hair check for lice or nits protocol as follows:
 - Examination in a designated location in the residential hall
 - Wing assigned personnel will perform hair lice/nits scan at the same time as of the student body scan when they during the student check-in.
 - Students with visible hicky marks will be asked to the go home with their legal parent guardian, an incident report to be filed with the Residential Manager.

The residential personnel will follow these steps for head lice/nits removal:

- Personnel will review the residential program student hair lice/nit removal with the students, including their legal parent guardians, at the beginning of school session and throughout the school.
- When a student does return to the residential hall, the personnel will follow these steps to assist the student the hair lice/ nits removal with the legal parent guardian. Please note students are not to remove the hair lice/nits on their own. Personnel will work with the legal parent guardian to coordinate the student hair lice/nits removal process. Home remedy lice/nit removal solutions are not to be practiced by personnel in removing student hair lice/nits on the residential campus.
 - Lice/Nits removal products are available to the legal parent guardians at their request to the personnel. Legal parent guardian can request for the removal product and take in home for student hair lice/nits removal.
 - Legal parent guardian can assist in treating their child's hair lice at the residential hall.
 - Shampoo hair with regular shampoo
 - Thorough rinse and towel dry the hair
 - Allow the hair to dry for a couple of minutes.
 - Shake the bottle of hair nit/lice liquid well
 - Lend over a sink to apply the hair treatment, do not use a shower or bath tub.
 - Completely wet the hair and scalp with the solution, along the areas behind the ears and back of the head.
 - Keep the solution on for ten (10) minutes
 - Rinse the solution out completely after ten (10) minutes.
 - Dry hair with a new clean towel
 - Comb hair out the lice and larvae with a fine comb.
 - Wash hands to remove the medication
 - Wash the comb and brushes with the solution and rinse it thoroughly to remove the drug.
 - Laundry all bedding, towels, including the clothes student wore before the solution application and wash in hot water.
 - Important to note that lice and larvae need a human to stay alive and multiply.
 - Document for record to filed with the school nurse and student record.

STUDENT MEDICAL CARE

INDIAN HEALTH SERVICE

25CFR, Part 36, Subpart G, § 36.97 (a) requires the residential program to provide basic medical, dental, vision and other necessary health services for all students residing in the residential (home-living) program, subject to agreements between the BIE and the Indian Health Service or between a tribally-operated home-living program and the Indian Health Service or tribal health program.

EMERGENCIES

25CFR, Part 36, Subpart G, § 36.97 (b) provides the standard for the residential program to have written procedures for emergency health care situations.

MEDICAL EMERGENCIES

Personnel contact the school nurse or first responders for students with the following symptoms:

- ❖ Drainage from ears
- ❖ Eye irritations not responding to washing
- ❖ Complaints of severe sore throat
- ❖ Severe cuts, bruises, falls
- ❖ All illnesses and symptoms must be recorded on nursing notes.
- ❖ Physical injury or illness

If student appears to ill: coughing, temperature about 98.6, body aches, sore throat, trouble breathing, sneezing, ear ache, eye redness, notify parent/legal guardian, isolate the student, trouble swallowing, rash/hives, shortness breath, or abnormal anatomical disfiguration and etc. Contact by other personnel for assistance with student supervision and contact the first responders for assistance. Residential manager to arrange student transport or ambulance service for urgent care. The documentation of the timeline. Document event intervals to the point where relieved of the care responsibility.

- ❖ Follow doctor's orders and prescription medication administration.
- ❖ Complete a "Prescribed Medication Form" and log doctor's orders in logbook for next shift.
- ❖ Make the student comfortable
- ❖ Order meals (special diet, if ordered by doctor).
- ❖ Maintain a constant periodic check at fifteen (15) minute intervals; post a fifteen (15) minute interval check-sheet on the isolation room door.

STUDENT INJURY PROCEDURE

When student is physically injured on the residential program campus, personnel in the immediate vicinity will administer first aid to the student. The personnel will call first responders or security for assistance. The area should be isolated from students, with remaining students assigned to personnel not assisting with and away from the injured student. The following procedure is set in place for injuries on the residential campus:

- ❖ Administer First Aid
- ❖ Call for Security
- ❖ Call ambulance for severe injury situation or medical attention beyond training certificate scope
- ❖ Request co-worker to supervise the rest of the wing students
- ❖ Apply first aid up to training level
- ❖ Contact the student's parent to inform them of their child's situation
- ❖ Submit document with the following description: nature of the incident and injury, care provision, arrival of emergency care service, release student to the parent/guardian.

The student injury procedure is a standard practice for all injuries or illnesses on the residential campus. Policy is set to protect the school and personnel from any liability for not providing an appropriate medical service to its students.

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

AFTER HOURS STUDENT ILLNESS PROCEDURE

Personnel take immediate measures when a student reports feeling sick or ill by taking the student's temperature. The following personnel steps include:

- For temperature for 98.7 to 99.99°degrees,
 1. Notify the student's parent/legal guardian to disclose information about your concern of their child's temperature.
 2. Inform parent/legal guardian that they can pick their child to take him/her to the clinic for a physician check-up; or, we may monitor the student on campus. However, once the student's temperature reaches 100° degrees, we will automatically transport the student to the Emergency Room in Inscription House AZ, Kayenta, AZ, Tuba City, AZ,
 3. A physician's medical release statement is mandatory when student returns to the residence hall.
- For student temperature reading of 100.0° degrees or more,
 1. Notify student's legal parent guardian about their child's temperature, call the emergency medical service for assistance, if it is not available, contact the nearest urgent care center to notify them about the student's temperature. Contact the student's legal parent guardian about where the student will be transported and to meet their child at the emergency room.
 2. Inscription House AZ, Kayenta, AZ or Tuba City, AZ are the urgent center contacted for urgent care treatment.
 3. call the Workforce Leader or designee
 4. Arrange student transport to contacted urgent care center.

EMERGENCY TRANSPORTATION PROCEDURES

When personnel transport a student for urgent care to the hospital or clinic, the personnel must be cleared by the school district to operate a school vehicle. The residential program provides school vehicle for emergency transport.

The personnel is required to have the following documents when operating a school vehicle:

- Valid State Driver's License
- Travel Authorization
- Schools Insurance Driver Clearance from District Personnel Office

The listed documents are required when transporting a student to urgent care. Prepared incident report of student's illness, personnel narrative report, and prescribed medications if applicable.

- Student check-out card
- Incident Report indicating the injury or illness
- Student legal parent guardian consent form.
- School medical response form if one was completed by a first responder
- Contact legal parent guardian to arrangement meeting at the urgent care center.

Personnel can transport injured or ill students to the nearest available urgent care center or meet the ambulance if medical condition is acute.

Personnel or designee will ride the ambulance to the urgent care center with the student and residential manager or designee will follow to bring the personnel back to the residential campus. The student will be accompanied until the legal parent guardian arrives at the urgent care center and informs the personnel they will take over the student care provision. Personnel will have the legal parent guardian complete the student's check out card.

EMERGENCY MEDICAL PROCEDURE:

The personnel shall consider the following extreme emergencies:

- Body temperature of 100° or above
- Difficulty breathing
- Unresponsiveness
- Possible fractures
- Respiratory problems
- Severe bleeding
- Allergic reactions
- Poisoning
- Chemical burns or physical burns
- Drug overdose
- Attempted suicide
- Loss of consciousness
- Falls
- Self-harming

Assess the scene and student injury (physical deformity, head trauma) or illness (take body temperature), provide first aid (within scope of training), isolate the scene, keep the student calm and initiate emergency contact procedure:

- ✓ Security
- ✓ First responder
- ✓ Kayenta Police Department 911 or 697-5600
- ✓ Emergency Medical Service
- ✓ Contact Immediate Supervisor or Designee
- ✓ Student's Legal Parent Guardian

Complete an incident/accident report as follows:

- State location, time and date of incident
- Student info: name, birth date, dorm, wing

- Name of staff involved and completing form
- Names and times of contact
- Complete factual report(scope of integrity)
- Include witnesses if applicable
- Attach incident/accident report
- Submit report to residential manager by the end of the work shift.
- Log incident in logbook to inform next shift
- Residential manager will follow up on incident/accident report for accuracy and resolution to the event at the start of the personnel's next shift.

○ ***SUICIDE EMERGENCY PROCEDURE:***

In the case of a student suicide attempt or ideation: administer first aid (if applicable), call for assistance on the radio to security or available personnel, have the student write his or her statement about their verbal statement. Such self-harm or injury spoken on the residential campus will be addressed as critical situation which requires a SCAN BIE Report. This includes student transport to the nearest urgent care facility for immediate intervention. Contact the legal parent guardian to provide information about their child and explain the protocol for urgent care transport for physician intervention. Two personnel will accompany the student for the transport to urgent care. A chronological timeline of the incident in a report will need to be provided by the documenting personnel by the end of their shift. Student will be isolated (in the isolation room, if most safe) or in the office with the personnel during the intervention.

Organize paperwork, Xerox forms and contact legal parent guardian before leaving for the urgent care center. Document event, care and observation until relieved by a trained professional; provide urgent appropriate information about the care provided to the student. The initiating personnel is responsible to complete the BIE SCAN report by end of shift and providing all valid documents to the residential manager. Personnel can notify the immediate supervisor for overtime hours to complete their report.

Personnel assessment and reasonable judgment for CPR/First Aide care in situational student incident require immediate action for the student safety and welfare. Apply first aide to training level.

25CFR,Part 36, Subpart G, § 36.97 (c) is an explanation that parents/legal guardians may opt out of any non-emergency services by submitting a written request.

Student legal parent guardian consent is student file and assessable in case of urgent care and transport.

EN LOCO PARENTIS

25CFR,Part 36, Subpart G, § 36.97 (d) gives the Residential Manager (home-living supervisor) or designee to act *in loco parentis* when the parent or guardian cannot be found, located or contacted through telecommunication. Personnel will exhaust all contacts on the student check out form and document the date, time, the phone number and repeated attempt to the Residential Manager before exercising *en loco parentis*. Documented incident report should include the purpose of the legal parent guardian contact, including the repeated calls, date and time. The report will be submitted to the residential manager office for legal parent guardian follow up. The residential manager will need to keep the personnel update until situation is resolved for student safety and welfare.

ISOLATION ROOMS

25CFR, Part 36, Subpart G, § 36.98 The Residential Program provides isolation rooms for sick students with contagious conditions. The rooms are separate with shower and restroom facilities. Students isolated for contagious illness must be supervised as frequently and as closely as the circumstances and protocols require, at least every thirty (30) minutes. Despite the thirty (30) minute intervals, the Shonto Preparatory Schools Residential Program will use the fifteen (15) minute interval for students in isolation rooms and after lights out through-out the residential halls. During the regular school days, the residential manager is the only personnel on duty. Personnel will telephone parents immediately to arrange the check-out their child for clinic visits/medical needs. A substitute/residential assistant or recreation technician will be assigned to watch the student until parent arrives to check out the student or transport the student to the nearest medical care facility.

In cases when the legal parent guardian is unavailable, the personnel will transport the student to the medical care facility, chaperone the student during the medical procedure, pick up the student's prescription, and transport the student back to the residential hall. If Parent lacks transportation, personnel may pick-up the parent and transport both, student and parent, to the student's medical care facility. Student medical transportation is specified in and appropriate initiation of CPR/First Aid procedures prevail in responding to emergency situations.

PRESCRIPTION MEDICATION PROCEDURE

ARS (Arizona Revised Statutes) Prescription Policy

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

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

All student medication/prescription are recorded by the personnel and given to the school nurse for registration for appropriate administration. The school nurse distribute to the student unless a dosage is needed after school hours. Medication form is needed to log administered dosage to a student on the residential campus.

Residential Medication Administration Policy the

The school health office is located in the Elementary Building. A student must immediately report all illnesses and injuries sustained while on school campus to school personnel. Personnel will assess the

injury, illness, and make appropriate referrals. In case of severe illness or injury, the student will be transported to the nearest available urgent care service for emergency medical care. The student must have a Student Emergency Card on file for immediate parent notification. A parent signed Medication Consent Form signed by the parent(s) must be on file so it will be available for the personnel to arrange student transport for urgent care. The student file and check out card must accompany the personnel transporting the student. A prescription, instruction and log must be available for students to receive and be administered prescribed medication(s).

Parents/legal guardians are responsible to take their child for scheduled or follow-up medical appointments. Parents are required to notify the school and residential personnel at the earliest convenience so that the school can be notified of the student's absence and doctor's statement must be brought in by the student or parent when the student returns to school or residential hall.

Student prescription medication must be turned into with the residential personnel, who will then check it in with the school nurse. The order of dispensing medication for the student will be issued by the school nurse to the residential personnel. Student in possession of unreported, undocumented or over-the counter medication, including vitamins and performance enhancer products, will be disciplined for drug possession on school infraction. Once the order is received, the personnel will set up the residential medication dispersion form. The residential personnel must document all order of dispensing medicines, which includes the students with the name of the student, medicine dispensed, date, time, and dosage given. All medicines must be kept locked when not in use.

All prescription medication will be provided to the school nurse each time it is brought on campus to be logged in the school record.

The personnel shall:

- Consult with the student's legal parent guardian before accepting any prescription medication.
- Shall record the medication name, measurement/dosage and administration.
- All prescription drug or medication shall be locked and secured from student access.
- Follow up with legal parent guardian health related prescription that directly affects a student's wellness if it is not returned with the student to the residential campus.
- A prescribed medication form shall be completed and file in the student's file.
- Over the counter medication requires a physician's note with administration instructions. Over the counter medication without a physician's note are not permitted on the residential campus because of the risk of a potential student allergy reaction to the medication.

SEARCH & RESCUE PROCEDURE

Emergency search and rescue procedure are set in place when a student is unaccounted for, missing or absent without leave (AWOL) from the residential hall. Communication coordination is critical.

Personnel are responsible to account for their assigned students' location at all times and to forward the information to the personnel relieving them. Students will either be in the residential halls or participating in after school activities: clubs, tutoring, and interscholastic. This includes students who are absent and have not been checked into the residential halls. Student accountability check should begin once the students return after school dismissal, student verification shall begin at 3:30PM for students

who have not return from school. When unable to determine a student's location, the following steps shall be taken:

- Check wing log to see if the student is checked out to get on the school bus after school, if there is a school activity: carnival, club or off campus trip. Look for trip list.
- Conduct a search of the immediate area, such as: playgrounds, check in wing (under beds, closets, and other hiding places), search entire residential hall, call school administrative assistant (if after school)
- Question other students:
 - Student name, age, gender
 - Last place known place the student was seen?
 - Who was the student with?
 - What was the student doing?
 - Description of clothes the student wearing?
- Immediately contact the following personnel by radio after you conduct a search on campus that proves futile/no result:
 - Residential manager, or designee
 - Security for immediate assistance
- The residential manager or designee will take charge of the search by doing the following:
 - Assigned wing personnel shall notify the legal parent guardian(s) by telephone or home visit to see if the student returned home
 - The Security and first responders will be the search and rescue team.
 - Notify Kayenta Navajo Nation Police Department after two (2) hours of initiation of search, sooner if inclement weather
 - Notify designate trackers (security & facility)
 - Residential manager will be designee as the central command for the duration of the search and rescue off campus
- The residential manager or designee is responsible for the following:
 - Ensure the residential hall is covered in all wings in case extra personnel are needed to help
 - Designate staff members to provide water and refreshments for all personnel assisting
 - Be the contact person by phone or radio as the central communication and coordination center assisting in the search and rescue.
 - Personnel will follow the prescribed watch assignments as assigned, failure to comply or follow through are subject to appropriate personnel discipline consequences.

FIRE DRILL & EVACUATION PROCEDURES

Personnel shall provide preventive techniques and guidance lessons on fire drill procedures with the students. The wing assigned personnel will submit fire drill report with their monthly report. The following student emergency evacuation includes:

- Emergency evacuation route posted in the Wing including the assembly area.
- Proper use of blankets during emergencies, draped over the foot of the bed railing.
- Shoes untied and positioned at the foot of the bed near the draped fire blanket.
- Exit/evacuation path clear of obstruction

- Fire Drill practiced in safe and orderly.
- Interior doors remain locked at all times in student living/activity areas.
- The following evacuation procedure is the standing order when the Fire Station siren sounds after hours:
 - Girls Hall, Betatakin Hall, use the nearest exit and go to the designated site flag circle, South of the residential hall.
 - Boys Hall, Hoskeninni Hall, use the nearest exit and go to the flagpole circle west of the residential hall.
 - The assigned wing personnel will make a headcount from the wing roster in their to insure student accountability.
 - Personnel should have
 - Roll call roster
 - Flashlight
 - Radio
 - Complete head count
 - Check for safety blankets and shoes for each student
 - Face Mask on each student
- Students and personnel are permitted to return to their residential halls “only” after the all clear sign from the head drill leader, repeated 3 times.
- Drills will be conducted at time between 3:30PM to 7:15AM, Sunday thru Thursday.

DAMAGE TO RESIDENTIAL PROPERTY

Personnel will monitor and secure residential hall buildings, interior and exterior key entry doors, from vandalism or destruction. They are also responsible for the upkeep and cleanliness of the buildings and for reporting repairs on School Dude. The personnel lead the students on detail assignments and are required to not leave students unattended as they are performing their detail tasks. Teaching, demonstration, support and guidance are the required standard approach for each student interaction. When a student vandalizes or damages, incidental or intended, any school property the restitution will be injuring student’s legal parent guardian’s responsibility at the repair cost rate. The parent/legal guardian can arrange with the residential manager or designee if the legal parent guardian is unable to pay to have their child work off the cost of the repair work.

The student will work at a rate of minimum wage until the cost of the repair is fully paid.

If the cost of damage is paid by the parents to cover the cost of repair, the money will be paid at the business office. Money received from parents for payments to cover the cost of repair to damaged furniture or equipment will be recorded into the logbook. A receipt will be provided to the legal parent guardians for record.

If the damage from misuse or abuse by a student occurs during the final week of school, the parent/legal guardian will pay restitution for the damage. Student is eligible to participate in the residential program once the restitution have been paid in full.

STUDENT SERVICES GUIDELINES

DAILY GUIDANCE LESSONS

Personnel will provide a fifteen-minute guidance lesson on the week's topic on Mondays after dinner and follow up with a five-minute discussion for the rest of the week at the same time. The lessons should follow the residential strategies and objectives, including the residential school year calendar:

- Personal Hygiene: daily personal cleanliness practicing by showering, washing hands and face, fixing hair, brushing teeth, and wearing clean clothes. Using clean sheets, sleeping between with the sheets, and wearing nightclothes.
- Self-care: taking care of personal belongings, dress code, self-respect, fixing bed, doing laundry and folding clothes, packing clothes and keeping personal living space clean, recreational activity, Hwji yago(self-discipline).
- Life Skills: Housekeeping, etiquette, communicate, following directions, kinship, social behavior, conflict resolution, healthy diet and lifestyle, social consciousness, personal safety, school team and club participation.
- Study Skills: Extra time to learn about reading and writing on the residential campus, attending study hall, using study time appropriately, bringing appropriate tools and supplies to study hall. Learn about residential program priorities. By using tutors assistance with class work.
- Personal safety practices, personal advocacy for safe learning and living environment at school or home. Teach and guide students coping skills using the Ageis System when working with the students. Work with legal parent guardians to help their child adjust and cope to handle difficulties in their lives and make referrals for those who have difficulty residential life adjustment.
- Teach students about practicing healthy choices to live a productive life, teaching them about establishing priorities in their daily lives, while on school campus.
- Promote and create an opportunity for the students to build self-esteem and confidence to become a productive citizen of their community.
- Promote local traditional indigenous principles and values which will help them learn and appreciate their traditional heritage with traditional and contemporary education setting.
- Compliance with the BIA and school district student building evacuation, shelter in place, lockout and lockdown drills and maintain record for verification purposes. See something report it. Educate and train the student to practice personal safety while at school, in residential halls, cafeteria, and bus; including fire drills.
- Use proactive language and content that are age appropriate for the students to understand the lesson. Teach the students about goal setting:
 - Teach setting obtainable short and long term goals
 - Teach time management and organization to reach goals
 - Teach good and effective student success strategies

RECREATION AND STUDENT ACTIVITIES

The recreation activities shall provide an enriching experience for students to learn sportsmanship, teamwork, leadership, positive leisure skills and physical health.

The prerequisites personnel must check before a student can participate:

- Activities are age appropriate, includes all abilities
- Schedule one hour daily four times a week
- Post weekly recreation activities on Mondays in the Wings.
- Weekly playground and Recreation equipment inspection before use.
- All equipment used returned at the end of the activity.
- Supervise the activity by monitoring the intensity and duration adjusted to the students' age and fitness level.
- Personnel not leading the recreation activities will provide supervision of students in the activity area. This includes non-participating and participating students.
- File an incident report for Students abusing recreational equipment on the initial offense, inform both student and parent/legal guardian next offense can be property destruction a level three discipline infraction.
- Report in writing all defective or worn equipment.

OUT-OF-SCHOOL ACTIVITIES:

Dances, intramural sports and other extracurricular activities are required to be scheduled in the residential school year calendar, reviewed in a month's advance so funds are procured for the activities. Personnel will have an updated list of activity eligible students.

Personnel are responsible to keep updated activity roster of their assigned students. Students' eligibility is on quarterly grade checks. Roll call by the attending residential assistant is required prior to the trip back to the residential halls.

Personnel are required to submit trip list for trips off campus for health promotion activities, e.i., just movement. Taking students to extracurricular activities after school will require a trip roster with the time of departure and return noted with the chaperones initial. The completed document will be submitted to the workforce leader at the completion of the trip.

OFF-CAMPUS ACTIVITIES AND TRIPS, THE PERSONNEL SHALL:

- Account for the students in the activity and keep an updated roster at all times.
- Review safety rules before taking the student out to the activity.
 - stay with the group
 - personal safety practice
 - be visible at all times.
 - Maintain visual contact of all students.
 - Keep a two-way radio in possession at all times in case of emergency.
 - Hikes are limited to school sponsored and health promotion activities. Emergency transport vehicle shall be on standby. The vehicle should contain a first aid kit emergencies and rehydration source (water) for the students.
 - Provide guidance lesson on expectations and conduct before the hike.

ACADEMIC SUPPORT SERVICES

STRUCTURED STUDY

25 CFR, Part 36, Subpart G, § 36.92 (b) requires the residential program to provide one hour per day of scheduled, structured study at least four days per week for all students, and additional study time for students who are failing any classes. In conjunction, Shonto Preparatory School Residential Program supports Shonto Preparatory Schools academic goals and objectives and encourages students to meet to school, state and Navajo Nation standards. Personnel are responsible to make sure their assigned students are safe when they return to the residential halls. Second priority is to check for class work assignments and to follow through to make certain it is completed. Follow up on students who report they do not have class assignments with their teachers. Maintain a class schedule and teacher for each assigned student. Communicate with assigned wing personnel for student academic progress updates. Students needing assistance with class subjects need to be logged in on the Wing duty log and coordinated for follow through by both assigned personnel. Legal parent guardian contacted for concern update to assist as an advocate on behalf of the parent and student. If parents request to handle it themselves, personnel can monitor the progress through parental communication. All student situations are reviewed with the legal parent guardian before informing or updating a student.

If legal parent guardian requests assistance, the personnel will advocate for the student and legal parent guardian with the teachers until the next grading period or until the student catches up with the grade in class. Personnel will update legal parent guardian through the current grading period and ensuing grading period until the student's grades are passing in each grading class.

TUTORING/STUDY HALL

25 CFR, Part 36, Subpart G, § 36.92 (c) requires tutoring during study time; tutoring is essential part of assisting students to learning or even getting ahead to learn more in-depth information.

Certified tutors are available at the residential program, however, the residential personnel are responsible to supervise their assigned students to complete their school work. The personnel will communicate with each assigned students teachers/instructors to make sure the student is current with his/her studies and progressing to completing the course. Send times schedule of availability to the teachers and legal parent guardians for student grade follow up. The residential manager will be copied on all correspondence on program state.

Study Hall Standard Enforcement:

- Students attend scheduled one-hour study hall Monday through Thursday.
- Personnel will monitor study hall period for their assigned students
- Tutors will be located at each residential halls
- An attendance roster is required for scheduled study halls.
- The personnel who is monitoring the room will handle student study hall disruption.
- Laptop will available to the students for class work assignment, research, or productive learning during the study period.

- Personnel will check and monitor their assigned students' class work.
- Update teachers and legal parent guardians for students who have demonstrated that they are not completing their assignments, or not returning with class work from school. Collaborate with assigned wing colleague, legal parent guardian and teacher to address student class work assignments. The residential manager leader shall be cc'd in all correspondence.
- Students will remain in the study hall for the entire period, in accordance to 25 CFR, Part 32, Subpart Standard.
- Study Hall #1 schedule is Monday through Thursday from 4:00PM to 5 PM.
- Study hall #2 schedule Monday through Thursday from 6P-7PM, monitored by assigned personnel in the resource room of the boys hall.

SCHEDULING STUDENT ACTIVITIES

- Schedule physical activity daily for one hour, Monday through Thursday, students shall be engaged in the activity. The activity duration and intensity should be based on the students' age, ability and fitness. Activity shall be logged in along with the other wing routines and should be logged in the duty journal. Personnel not leading the activity shall assist with student supervision during the activity. Students, who do not want to participate, can walk for their physical activity. Post schedules and routines for parents, and visitors will know on wing activities and schedule in the assigned wing. Please follow up in the duty log so we can maintain a consistent dialogue.

BEHAVIORAL HEALTH SERVICES

BEHAVIORAL HEALTH

25CFR, Part 36, Subpart G, § 36.101 requires the residential program for students who have been separated for emergency health or behavioral reasons must be frequently supervised and as closely as the circumstances and protocols require. No student will be left unsupervised for any period until such factors as the student's health based on a medical assessment, the safety of the student, and any other applicable guidance for dealing with behavior or health emergencies are considered.

25 CFR, Part 36, Subpart G, § 36.91 requires residential program to provide behavioral health services:

RESIDENTIAL COUNSELING GUIDELINES

Residential personnel are required to provide daily guidance lesson as initial counseling and guidance, personal hygiene, self-care, including life and study skills. In the event that the initial intervention is unsuccessful, the personnel will use observation in incidents and discipline referrals as early intervention to refer the student for intervention services.

INTERVENTION REFERRAL PROCESS

Personnel are required to use documentation of repeated infractions of any discipline category for early intervention. Personnel shall inform the legal guardian parent about their child's behavior which raises their concern for the student's safety and their peers well-being on campus. Documentation shall include the concern as it has been address with the student's legal guardian, signed and dated by the legal parent guardian and personnel. The document is submitted to the residential manager for intervention referral to the student's school principal for appropriate intervention. The following are personnel referral reasons: Witnessed repeated student incident,

- A. Repeated incidents for refusing to participate in peer group activities.
- B. Student self-referral with legal parent consent.
- C. Legal parent guardian concern with a signed document about their child's particular behavior that raised a concern for them about their child.
- D. Student inappropriate drawing(s), behavior, and interaction with other students with repeated legal parent guardian notification signed and dated incident or discipline referral.

FOLLOW UP

The residential manager will address the referral to appropriate school principal, outside resource agency and legal parent guardian to make certain the student intervention service is completed.

- A. For outside resource agency assistance, the residential manager will initiate the referral with a signed and dated, legal parent guardian consent to the resource agency.
- B. The residential manager will start a student intervention plan for the residential program with the school community, personnel, teachers, school counselor, outside agency counselor and a legal parent guardian.
- C. Student interaction is protected by confidentiality; personnel are not to discuss student conduct and behavior with persons not assigned to the student. Furthermore, discussing students and personnel outside the work place is prohibited. The counseling of residential students must be confidential when discussing concerns between residential assistants and residential counselor.
- D. Students are kept confidential.

The residential manager is responsible to update the assigned personnel about their student's intervention process.

SCHOOL DUDE, ON-LINE WORK ORDERS

Residential Personnel must complete work online orders by using School Dude for building maintenance and repairs. Personnel are required to inspect their assigned duty area at the beginning of their duty and again at the end of their duty. Report repairs from maintenance (routine and wear & tear) and damages with the duty area, including others areas in need of repair. The report will noted at least twice, one on the wing duty log, school dude online and an email to the immediate supervisor when the repair is not closed out after two weeks (10 working days & when submitting a repeat work order). The following listing is a mandatory daily inspection at the beginning and end of duty:

- **Plumbing:**

- Faucets, urinals, toilet bowls, and valves are not leaking.
- **Electrical:**
 - Outlets and report any broken outlets for replacement or repair.
 - Equipment and electrical cords are not frayed or broken.
 - Computer equipment are supplied an electrical surge protector.
- **Floors:**
 - Loose or broken tiles.
 - Carpet torn or stained.
- **Walls & Ceilings:**
 - Holes, mold or wet spots, graffiti and peeling paint.
- **Doors (Exterior & Interior):**
 - Exterior doors are sealed with no light shining in.
 - Closes and swings properly.
 - Locks properly
- **Restrooms & Showers:**
 - Stalls are graffiti free.
 - Tiles are not loose.
 - Operational
 - Towels are picked up

Personnel will in the number of work orders submitted and the outcome in their month personnel report.

SUPPLIES & INVENTORY

Supply inventory is critical in the operation of a safe and quality standard residential program. Dispensers will require consistent and replaced or refilled as needed for prevention and infection control. Cleaning solutions shall be stored in a locked room or closet. Only program authorized and supplied cleaning solutions can be used for cleaning and storing in enclosed lock storage. Labels on the containers shall be clear, not altered. The cleaning supply vendor can supply the labels.

Student hygiene supplies of, shampoo, conditioner, body wash, body deodorant, toothpaste, toothbrush, brush/comb, and lotion are available for student use. Personnel will monitor the amount of usage of the products, so appropriate amount can be ordered to avoid inadequate or surplus of supply inventory. All chemical agents used in the residential facility shall be listed in the SDS binder in the assigned wing and updated regularly. Personnel hoarding supplies will be disciplined in accordance to the personnel manual. The following is a list for supply request procedure.

- Submit completed supply request form when ordering and submit to the residential manager.
- Residential manager or designee will perform an inventory check at each supply check out.
- Cleaning supplies shall be ordered in July and January.
- Student personal hygiene supplies shall be ordered on a quarterly basis.
- Supply request shall be given a one-week processing period.

The inventory control rests with each personnel's integrity to take only what they will use and to leave some for the other residential wings. Supply change shall be brought before the personnel during

program meetings.

FOOD/SNACK REQUESTS

The student snacks and dinners will need to be planned by the residential personnel in the program meetings. Student snacks will be planned and scheduled by the recreation personnel with input for personnel assigned to the wings. The dinners will be planned by the personnel at the beginning of the school to plan out the school year. The workforce leader shall be responsible for the dinner planning, agenda and menus.

SAFETY COMMITTEE

To ensure the safety of the playground equipment located in the vicinity of the residential halls, the Residential Manager will coordinate with the lead Facility to develop a criteria list for safety inspection of the playground equipment:

- They will meet on the 3rd of each month to review the Residential Check-Off Sheet and conduct follow up on the work orders that have already been submitted.
- Conduct the following monthly checklist:
 - Recreation technician will perform monthly inspections of the playground equipment on the 5th day of each month and submit the list to the residential manager.
 - Equipment Care and Usage:
- ✓ Personnel will inspect equipment in the wing before each use, e.g. vacuum cleaners, scrubbers, and other equipment, for frayed wiring or broken parts.
- ✓ Broken or damaged equipment need to be returned to the residential office, the personnel will submit a written statement about the cause for the broken or damaged equipment. Procurement process shall be given time to replace the item. In the meantime, the personnel can share equipment with adjacent wing until a replacement has been brought in.
- ✓ To ensure safety, the residential staff members are required to identify and store equipment students cannot use.
- ✓ Regular inspection through daily walk through, at the start of and the end of shift, for the accountability for equipment, including, furniture, electronic equipment (TVs and VCRs), vacuum cleaners, computers and printers, student furniture, laundry equipment and sewing machines.

GROUNDS KEEPING GUIDELINES

Residential campus is surrounded by vegetation: hedges, some grassy areas and trees which require periodic upkeep. The residential program uses the opportunity is use the landscaping as a self-care and life skills practices for the students. The students will use the learned skills when they become homeowners in their future. Personnel will educate their assigned students landscaping activities like, weeding, trimming hedges, including raking debris and leaves.

The residential halls landscape guidelines:

- The perimeter outside the residential halls are free of debris and litter.
 - 1st -5th grade students will pick up litter around the residential hall perimeter.

- 6th-12th grade students will weed the weeds, including raking and bagging debris and leaves.
- Students are prohibited to use power equipment.
- Submit work order on School Dude for vegetation obstruction, overgrowth, and undergrowth.
- Students and personnel are not allowed to dispose of dead animals or birds, facility maintenance should be contacted to remove the carcass. This order includes stray animal, fowl, rodents, reptiles, and other wildlife which wonder onto the residential campus.

PERSONNEL TRAINING

Personnel are responsible to stay current on 25 Code of Federal Regulation annual training criteria and seek innovative practices to improve the residential program. Personnel can look for a training or workshop that will help to improve the student services: personal hygiene, self-care, life and study skills. When a personnel returns from a school or residential sponsored training, the personnel shall provide a training presentation to their peers at the next residential program meeting. The presentation can include a power point and handouts followed with a question and answer discussion at its conclusion.

PERSONNEL WORK SCHEDULE

TIMECARDS/TIMESHEETS

Personnel duty time is subject to meet the students' service provision needs. The schedule is also subject to change due to human error, our student enrollment count, district school schedule and personnel/sick leave requests or training. Personnel shall use digital clock-in/clock out) with their personal device or work issued device (Ipad or Laptop).

Individual time sheets are due Mondays at 8:00 AM of the report ending pay period in box on the door to the residential manager's office. Personnel who do not submit their time sheets/time card at the designated time will be responsible to submit their signed timesheet/time with the residential manager with the appropriate signatures in time to the payroll desk for payment or risk missing a payment until the following pay period.

OVERTIME

Personnel shall review their electronically posted schedule and compare it to their digital work sign in. Personnel overtime eligibility requires prior supervisor approval and the form must be completed before performing the work assignment. Overtime approval is based on direct student service and not for work place loitering, before or after duty. Personnel must complete 80 hours of regular work hours first, before overtime hours will be offered. Personnel shall plan and organize professional responsibilities within the scheduled work hours. Work place loitering after clocking in or out in is not condoned, please begin professional work performance soon after is prohibited. We are a professional family entrusted to provide quality student residential service for our school community.

VEHICLE POLICY

The residential program will utilize program vehicles to transport students to, urgent care, to and from their homes, and program sponsored activities. When the vehicles are not in use, they are standby vehicles. A vehicle shall be parked at each residential hall when students are in the building(s). Personnel from time to time will have the privilege to use the District vehicles for school business, personnel and student travel. Vehicle safety and maintenance are important which begins with the personnel professional responsibility for the vehicle upkeep with each use.

Personnel are required to attend a defensive driving course prior to operating a school vehicle. Personnel will follow posted traffic signs when utilizing school vehicle for travel and student transport. The driver will know where the vehicle insurance is located in the vehicle before departing for a destination (glove compartment). A travel authorization is required for each vehicle use for off-school campus travel. The personnel's vehicle use responsibility is listed below:

BEFORE TRAVEL:

- ✓ COVID-19 safety practice, disinfect vehicle prior to each use and after use.
- ✓ Always plan extra time for, before and after vehicle use.
- ✓ Perform a walk around to inspect the vehicle's appearance on the interior and exterior portions. Clean out trash left in the vehicle and visually check the tires.
- ✓ Turn on the vehicle and fill in trip log with the beginning odometer reading and documents. Make certain a gas card is on hand if the trip will require a fueling stop.
- ✓ Log in each discrepancy that is found from the inspection including the gauge readings and interior cleanliness of the vehicle.

FUEL STOP:

- ✓ Turn off engine after writing the odometer reading down
- ✓ Write the vehicle license number down
- ✓ Insert card and driver ID number push enter and a prompt will appear for the vehicle odometer reading and enter the number.
- ✓ Fuel up the vehicle and return pump, enter receipt when prompted by the machine.
- ✓ Write on the current odometer reading and vehicle license number on the fuel receipt; sign the back of the receipt.
- ✓ Enter the new odometer reading on the vehicle usage log before continuing the trip.
- ✓ Empty all trash contents
- ✓ This is a standard practice for fuel stop.

RETURN TRAVEL

- ✓ Plan extra time for walk around and interior vehicle inspection
- ✓ Write down ending odometer reading on all pertinent document(s)
- ✓ Turn off the vehicle engine.
- ✓ Secure vehicle with all doors locked.
- ✓ Empty all trash contents from the vehicle.

- ✓ Take all documents to work station for submission
- ✓ COVID-19 safety practice, disinfect vehicle prior to each use and after use.
- ✓ Mud needs to be washed off the vehicles before parking next operation use.
- ✓ Return the vehicle to where it was parked before use.

ASBESTOS

As required by law, Shonto Preparatory School must inform you of the status of asbestos at this school. Asbestos is a mineral, which was used in building materials such as floor tiles and floor tile adhesives in the 1970's. Asbestos is still in use at Shonto Preparatory School and has been identified and inspected. There is no concern regarding the use of asbestos, as long as it is maintained in good shape and not broken into pieces. It is inspected every six months for breakage. Every three years, an Asbestos Management Plan is performed by an outside contractor, which shows the type and locations of asbestos in our buildings.

Maintenance and housekeeping personnel have been trained to deal with asbestos. All classrooms, libraries, rumpus rooms, and dormitory sleeping quarters have been abated. All other areas are either encapsulated or off limits to the students and staff. Those areas are only accessible to trained maintenance workers.

BOARD POLICY FOR HEAD LICE INFESTATION

OVERVIEW OF DISTRICT PHILOSOPHY ON LICE INFESTATION

We intend to be proactive and aggressive in dealing with the problem but will treat all families and students who are experiencing this matter with respect and dignity. The child is not at fault and cannot control the home life. We will not embarrass or humiliate any child and will maintain reasonable confidentiality. We will provide in-service education to those families who appear to have difficulty in eradicating the problem.

Children shall not be banned from attending school. Absence from school is the loss of educational opportunity and an encumbrance to working parents. Administrators, the nurse, and personnel providing treatment shall adopt a "one treatment and back to school approach."

Immediate Action:

We know that we have a reoccurring problem with head lice. We also know that there are approximately 7-8 families whose children enter our facilities and continue to show evidence of having head lice upon their return to school from weekends or school vacations. While we treat them here, the problem can also be in the home.

Effective immediately, the Workforce Leader will assign one (1) residential assistant to work Sundays and Mondays to inspect those children who have reoccurring incidents of head lice. This inspection is to take place **immediately** upon the child's return. Parents will be informed by the Workforce Leader that

this inspection is to occur and continue until the pattern no longer exists. Children are to report to a designated location upon entry into the building. They are not to go to their bedding area or meet with friends. The person assigned to this inspection will make this inspection task a priority and not put it off until later in the evening. If the child shows evidence of lice, the child is to be treated immediately.

The school nurse is to meet with the designated Residential Assistant and provide training on how to inspect for and provide treatment when necessary. The School Nurse will cover at least the following recommendations as issued by the State Health Department:

- Do not treat the infested individual with the same lice-killing medication more than once every seven (7) days. If live lice are discovered on the infested person within twelve (12) hours of treatment evaluate the reason for the treatment failure and consult with a health care provider regarding the use of other lice-killing medications or alternative treatments.
- Do not treat an infected person more than three (3) times with the same lice-killing medication. Use an alternate source on the fourth (4) occasion prior to returning to the original treatment option.
- Do not use more than the recommended amount of lice-killing medication.
- Do not mix lice-killing medications in a single treatment.
- Do not re-wash hair for 1-2 days after treatment.
- The infested person should remove all clothing prior to being treated and put on clean clothing after the treatment.

The Director of Support Services will contact our pesticide firm to determine which treatments can be safely used for our couches, bedding, and carpets. The administration of this treatment is to occur on a quarterly basis.

ONGOING TREATMENT

Diagnosis is likely to occur in two (2) locations: the schools and the dormitory. As noted above, the dormitory shall select and train personnel to carry out the diagnosis and treatment program. The school nurse shall carry out the diagnosis and treatment program in the schools. The reason for having the dorm actively engaged is to “nip the problem in the bud” at the earliest opportunity and before the problem can spread to other students. Dorm students typically return to the residential campus on Sunday afternoon.

The school nurse will continue to practice the procedures already in place. These include immediately treating day students who are constant and repeat offenders. All students in that same classroom shall also be examined. If the child has a sibling in another classroom, that child will be checked. If that sibling also has lice, all other children in that same classroom will also be examined. The nurse shall notify each child’s parents who are infected by sending out a notification letter.

If a child is found to be infested who is not a habitual problem, the parents should be contacted at home or work and asked to meet with the school nurse when he/she picks up the child

SEARCH & SEIZURE PROCEDURES

Philosophy Statement

The Fourth Amendment of the United States Constitution provides people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. The Governing Board of Education, Inc. recognizes that circumstances will arise where searches of students' persons, possessions, lockers, desks, and automobiles will be necessary. The Governing Board of Education, Inc. acknowledges that administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the district's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. Therefore, the Governing Board of Education, Inc. establishes the following policy.

Policy Statement

It is the policy of the Shonto Preparatory School Governing Board of Education, Inc., that a search of a student is authorized only if the administrator conducting the search has "reasonable" suspicion to believe that a school rule had been violated and that the search would produce evidence of the offense.

EXCEPTIONS TO POLICY

There are no exceptions to this policy.

Amplifying Instructions and Guidelines:

DEFINITIONS OF REASONABLE SUSPICION FOR SEARCH

The term "reasonable suspicion" refers to a flexible concept requiring the application of experience and common sense. Determinations of whether reasonable cause exists to support a search shall be made on a case-by-case basis, with due consideration of all circumstances. Factors to be considered in making this determination include, but are not limited to, the following:

- The reliability of the information indicating that evidence of a violation may be discovered;
- The existence of reasonable suspicion that such evidence will be discovered;
- The individualization of the suspicion toward the person to be the subject of the search;
- The prevalence or seriousness of the problem to which the search is directed;
- The exigency of the circumstances; and
- In some circumstances, the student's history and record in school.

EXPECTATIONS OF PRIVACY

Students have a reasonable expectation that their bodily privacy and personal property will be respected. Therefore, a search of a student's clothing, purse, or backpack carries a greater requirement of reason to believe that the search will produce contraband.

AUTHORITY OF SEARCH

The Shonto Preparatory School Governing Board of Education, Inc. authorized only administrators to conduct searches of students and their possessions. Staff members, who suspect that a student has illegal contraband, shall notify the administration immediately; and allow him or her to decide if a search is to be conducted, and if so, how. Common sense should also prevail. If for example, a residential assistant sees one student take another student's property and put it in his pocket, it would be reasonable to take that student aside and ask him or her to empty his pockets. If however, the student refuses to do so, then the residential administration should be contacted to carry the search to the next level.

PRESENCE OF WITNESSES

At least two (2) residential employees should be present while a search is conducted. If, in the discretion of the residential administrator the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, shall be of same sex as the student.

No student, other than the student who is subject to the search, may be present during the search.

SCOPE OF SEARCH

The scope of the search must be reasonably related to the circumstances justifying it in the first place. In other words, the degree of intrusion must be consistent with the objective of the search. Factors to be considered in making this determination include, but are not limited to the following:

- The student's age, maturity, and gender;
- The nature or level of seriousness of the suspected violation; and
- The intrusiveness of the search, e.g. a locker search is less intrusive than a book bag search; a book bag search is less intrusive than a "pat down", etc.

BAN ON STRIP SEARCHES

Under no circumstances shall any residential employee submit a student to a strip search. If it is believed that a student's person requires an intrusive search, then such a search must be compelling, and parents must be contacted prior to the search unless such search is for weapon.

BAN ON MASS SEARCHES

While there may or may not have been a reasonable basis to determine that a theft took place, there is probably no valid reason to expect that every student is involved. Accordingly, the Residential Administration will not conduct mass searches of individual students unless there is a reasonable cause tying the item or items searched to reasonably identifiable group of students.

POLICE SEARCHES

Residential officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the residential department shall make an immediate attempt to notify the student's parent, guardian, or custodian. The director or designee shall attend the search if conducted on the premises and shall take any disciplinary action as necessary as a result of the search.

DISCLAIMER FOR ILLEGAL SEARCHES

Every residential employee is expected to know the limits and constraints of a justifiable search. No employee who conducts a strip search shall be protected by the Shonto Preparatory School Governing Board of Education, Inc. from any potential legal suit.

School bus driver exercise only limited authority. A driver should not attempt to conduct a search of a student or to interrogate his or her prior actions. Drivers are expected to contact the police in the event they suspect illegal or dangerous items may be aboard the bus.

Custodians, paraprofessionals, aides and parent volunteers may not act in loco parents regarding a search. They should contact the principal immediately if they identify a situation in which may be warranted.

CONFISCATION OF ITEMS

Items taken from students may or may not be returned, depending upon the nature of the time being seized. If a student is merely violating building rule or policy, and is not considered dangerous or illegal, the director shall contact the parent and explain what was taken and the process for the parent to reclaim the item with the understanding that it not be returned to school. Should that same student again bring the same item to school, it will be confiscated and not released until the end of the school year. If the item is not reclaimed by the parents at the conclusion of the school year, said item shall be disposed at the discretion of the director. If the confiscated item is considered to be dangerous or illegal, it shall be turned over to the proper authorities.

DELEGATION OF AUTHORITY

The Superintendent of Schools is directly responsible for communicating this policy to all appropriate parties and enforcing its provisions.

Each residential staff is responsible for knowing the contents of this policy thoroughly and for explaining the contents of this policy to all employees under his/her supervision at least once annually.

REPORTS/FORMS

The residential personnel are required to complete an Incident/Accident Report in cases of using the Search and Seizure procedure.

LEGAL CITATION(S)

The United States Supreme Court has held that public schools are governmental entities included in the constitutional prohibition against unreasonable searches.

BOARD POLICY ON CHILD ABUSE/NEGLECT PROCEDURE

I. INTRODUCTION:

A large percentage of abused children are of school age. Compulsory education laws make it difficult to hide abuse. Since educators see children on a regular basis, they are in a strategic and important position to recognize and report suspected child abuse and neglect. Educators who are knowledgeable in detecting the signs and signals of child abuse and neglect, and are conscientious in reporting suspected incidents to the proper authorities, can do much to protect the child and help the family as well.

We at the Shonto Preparatory School wish to take an aggressive, proactive stance in combating child abuse in our district. Therefore, the Shonto Governing Board establishes the following policy.

II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board to comply with Navajo Nation, State, and Federal child abuse reporting laws.

III. EXCEPTIONS TO THE POLICY: None.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITIONS

1. Abuses or Child Abuse:

- a. The infliction upon a child or allowing another person to inflict upon a child any of the following:
 - i. Physical injury, impairment of bodily function, or disfigurement;
 - ii. Emotional damage or mental injury; or
 - iii. Sexual abuse, assault, molestation, contact, conduct, exploitation, incest or commercial exploitation / prostitution
- b. A 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 is dead or 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.

2. **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.
3. **Neglect or Negligent treatment:** The terms neglect or negligent treatment shall include:
 - a. 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
 - b. the inability or unwillingness of a parent, guardian, or custodian of a child to prove 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 the parent or guardian to provide services to meet the needs of a child with disability or chronic illness is solely the result of the unavailability of reasonable services.

4. **Physical Injury** includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe bruising, or serious bodily harm.
5. **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 / digitally recording of a minor; child prostitution; and incest.
6. **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.
7. **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.

B. REPORTING INCIDENTS OF SUSPECTED CHILD ABUSE

1. Any person, including a School employee or volunteer, shall report incidents of abuse or neglect under any of the following circumstances:
 - a. If the person knows or reasonably believes or suspects that a minor is or has been the victim of physical injury, abuse, child abuse, neglect, or another reportable offense that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature;
 - b. If the person knows or reasonably believes or suspects that there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of a child one year older or younger;
 - c. If the person knows or has reason to believe or suspect that serious injury or injuries have been inflicted upon a child as a result of abuse, neglect or starvation;
 - d. If the person knows or has reasonable suspicion that a child was abused in Indian country; or
 - e. If the person knows or has reasonable suspicion that actions are being taken or are going to be taken that would reasonably be expected to result in abuse of a child in Indian country.

Also, when any of the above circumstances occur, the School employee or other reporting individual shall refer the child to the School Nurse, who will evaluate and record the nature of the child's injury, abuse, or neglect.

C. SUBMISSION OF CHILD ABUSE / NEGLECT REPORTS

All reports required under Section II of this Policy shall be submitted to the following entities:

A Navajo Nation peace officer and the presenting officer of the judicial district where the child resides;

1. Navajo Nation Child Protective Services Department in the agency where the child resides; and
2. Child Protective Services in the State of Arizona's Department of Economic Security at (888) SOS-CHILD.

D. FILING OF REPORT

Such reports shall be made immediately by telephone or in person and shall be followed up by a written report within seventy-two hours. Such reports shall contain:

1. The names and addresses of the minor, and the minor's parent(s), guardian(s) or custodian(s), if known.
2. The minor's age and the nature and extent of the minor's injury, abuse, child abuse, physical injury or neglect, including any evidence of previous injury, abuse, child abuse, physical injury or neglect.
3. Any other information that the person believes might be helpful in establishing the cause of the injury, abuse, child abuse, physical injury or neglect.
4. Any other information that the person believes might be helpful in establishing the identity of the person(s) responsible for the injuries.
5. Information as to where the child was referred or can be found.

E. 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 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.

F. 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 "reasonable 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.

G. REQUIREMENT TO REPORT CERTIFICATED PERSONNEL SUSPECTED OF ABUSE

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the State Board of Education has engaged in conduct involving minors that would be subject to the reporting requirements of this policy and A.R.S. § 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable, but no later than three business days after the person first suspects or receives an allegation of the conduct.

In addition, if the Superintendent reasonably suspects or receives a reasonable allegation that a certificated person has engaged in an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges of that certificated person, the Superintendent shall report that conduct to the Department of Education.

H. CONFIDENTIALITY

1. Confidentiality must be exercised throughout this procedure to the extent permitted by law.
2. 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.

V. DELEGATION OF AUTHORITY:

- A. The Superintendent is directly responsible for enforcing and communicating this policy.
- B. Principals and administrators are responsible for implementing the policy in their building / department.
- C. Principals will review this policy with their staff annually at the beginning of the school year.
- D. Principals, will monitor the execution of this policy at the building level.

VI. REPORTS: None.

VII. FORMS: None.

VIII. EXPIRATION DATE:

This policy will be revised as needed to comply with Navajo Nation, State, and Federal laws. This policy shall not expire.

SCAN & EIR

Residential personnel will go online, <https://www.bie.edu/topic-page/scan>, follow the instructions related to the type of report to be submitted to BIE SCAN/EIR. Request for immediate supervisor assistance when unsure about completing the report. Be clear, specific and concise in the report, avoid personal opinions, only facts should be included in the report.

COVID-19 PROTOCOL

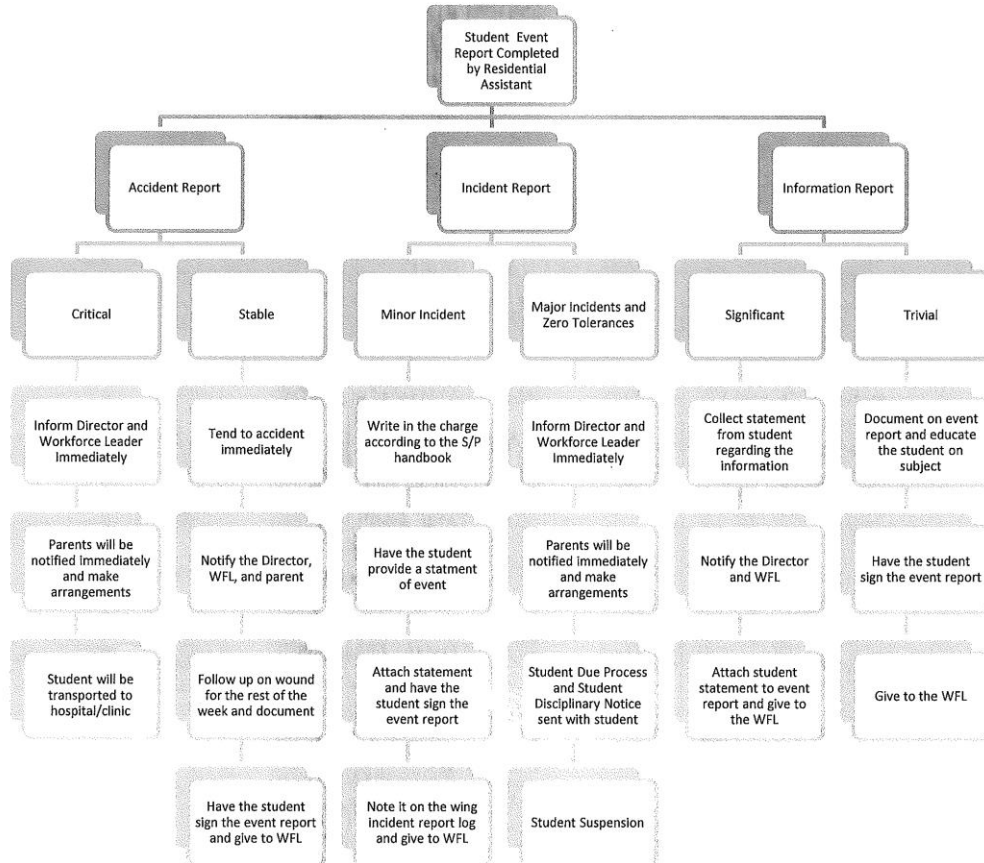
DRAFT

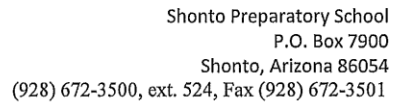


Shonto Preparatory School
P.O. Box 7900
Shonto, Arizona 86054
(928) 672-3500, ext. 524, Fax (928) 672-3501

Residential Services Department "Your Home Away from Home"

Student Event Process





Student Event Report

Minor Violations							
Charge:							
<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th	<input type="checkbox"/> 5 th	<input type="checkbox"/> 6 th	<input type="checkbox"/> 7 th	<input type="checkbox"/> 8 th
Re-Teach	Restriction	WFL Ref.	WFL Re-T	5 hrs. C.S.	D.P. 1	D.P. 2	Sem. Sus.
Major Violations				Zero Tolerances			
Charge:		Charge:		Charge:		Charge:	
<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd
Sus. & D.P. 2		Sem. Sus.		Expulsion		Expulsion	

Staff Signature _____ Date _____

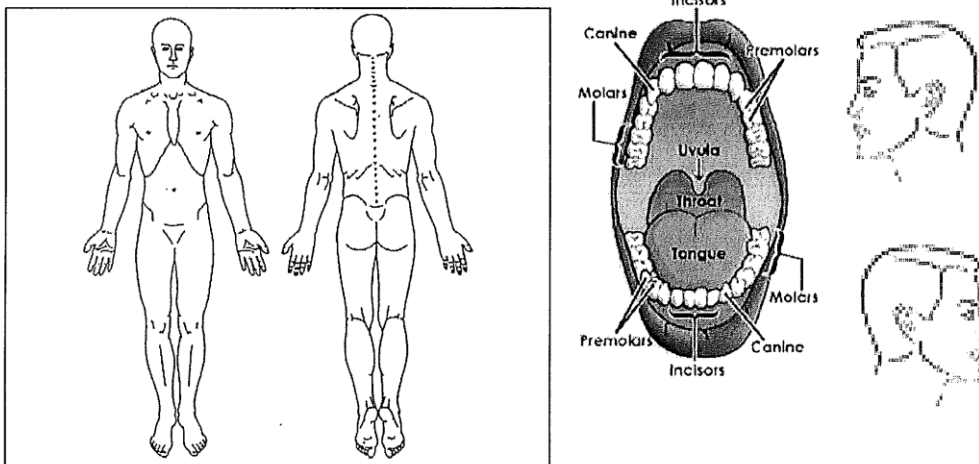
- Date/Time: _____
Date/Time: _____

To be completed by Workforce Leader

Director Notification		Social Worker/Counselor Notification		Parent Notification	
Date	Time	Date	Time	Date	Time
Response		Response		Response	
Student Meeting			Parent Meeting		
Date	Time	Date	Time	Date	Time
Summary					
Conclusion					
Attendees					

_____	_____
Student/Parent Signature	Date
_____	_____
Workforce Leader Signature	Date

Accident Chart



Daily Residential Student Guidance Lesson

Hódzà / Hojíyà /Há'áhwiinít'í
Bóhoo'aah
Nináníłtsojı' bee iiná ázhdoolíıł.
Nitsáhákees
Nahodit'áh
Gáál
Háni'
Hatsíís

Developed by E. Watson with Assistance from Peter Thomas 2015