

Student and Parent Handbook



2020-2021

**Empowering Student Learning Through
Quality Education**

Olta' Bidziiligii Binahji' Olta'i Bidziilgoihool 'aah

Table of Contents

I.	PRINCIPAL WELCOME LETTER	Page 4
II.	SHONTO GOVERNING BOARD OF EDUCATION.....	Page 6-7
	A. Board Members	
	B. Mission Statement	
	C. Vision Statement	
	D. Equal Education Opportunity	
	E. Parent Involvement	
III.	FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	Page 7-8
IV.	MEDICAL EMERGENCIES	Page 8
V.	CHILD ABUSE AND NEGLECT	Page 9
VI.	CODE OF CONDUCT	Page 9-12
	A. Disruption	
	B. Other School Policy Violations	
	C. Dress Code	
	D. Personal Property	
	E. Computer Technology Usage	
VII.	YOUR RIGHTS	Page 12-14
	A. Textbooks, Library Materials/Equipment, Musical Instruments, Athletic Equipment/Uniforms and Supplies	
	B. Photo Release / Use of Likeness / Use of Voice	
	C. Playing Musical Instruments	
VIII.	TRANSPORTATION, PARKING, AND PERSONAL VEHICLES	Page 14-15
	A. School Bus	
	B. Sports & School Sponsored Activities	
	C. Parking Lot Violation	
	D. Bicycles	
IX.	OVERVIEW OF SPS STUDENT DISCIPLINE.....	Page 15
X.	CONTRABAND ITEMS	Page 16
XI.	SCHOOL SAFETY AND SECURITY.....	Page 16-22
	A. Safe Schools	
	B. Emergency	
	C. Fire Drills and Emergency Devices	
	D. Lockdowns	
	E. Security	
	F. Search and Seizure	
	G. Alcohol, Drugs, Narcotics, Tobacco (Smoke, Smokeless and E-Cigarettes) Policy	
	H. Student Drug Testing	
	I. School Visitors	
	J. Volunteers	
	K. Civility Policy	
XII.	EXCEPTIONAL STUDENT SERVICES	Page 22-23
	A. Child Find	
	B. Free and Appropriate Public Education	
XIII.	OTHER STUDENT SERVICES	Page 23
	A. Section 504 of the Rehabilitation Act	
	B. Title I	
	C. Title VII & Johnson O'Malley	
	D. McKinney Vento (Homeless Education Act)	

XIV.	HEALTH AND WELLNESS	Page 23-24
XV.	ATHLETICS/EXTRA-CURRICULAR ACTIVITIES	Page 25-26
XVI.	ENROLLMENT	Page 26
	1. ADMISSION	Page 26
	2. ATTENDANCE	Page 26-28
	A. Excused Absences	
	B. Unexcused Absences	
	C. Student Tardiness	
	3. PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS	Page 29-31
	4. INFINITE CAMPUS / NASIS PARENT PORTAL	Page 31
	5. STUDENT PERFORMANCE AND EVALUATION	Page 31-32
	A. Grading Scale for Grades Pre-K to 2	
	D. Grading Scale for Grades 3 to 12	
	E. Academic Recognition	
	F. Eighth Grade Promotion	
	G. Guidelines for Eighth Grade Trip	
	6. GRADING AND ASSESSMENT	Page 33-34
	7. K-8 POSITIVE BEHAVIORAL INTERVENTION SUPPORT (PBIS).....	Page 34-39
	8. Technology Acceptable Use Policy	Page 39-42
	9. Acceptable Use Policy Agreement Form	Page 43
	10. School Year 2020-2021 Chain of Command	Page 44
	11. PHOTOGRAPHIC AND MEDIA CONSENT AND RELEASE FORM SCHOOL	Page 45
	12. SCHOOL, PARENT, & FAMILY, STUDENT COMPACT	Page 46
XVII.	STUDENT AND PARENT ACKNOWLEDGMENT	Page 48
XVIII.	EMERGENCY AND CRISIS HOTLINE NUMBERS	Page 49



SHONTO PREPARATORY K8 SCHOOLS

PO Box 7900 • Shonto, AZ 86054-7900 • (928) 672-3500 • www.shontoprep.org

Haleebée Na'nitin Binahjí' Da'ólta'í Binitsékees dóó Bina'nitin Bidziil
Empowering Student Learning Through Quality Education

August 3, 2020

Students, Parents, and Staff,

Welcome to Shonto Preparatory School (SPS) for the SY 2020-2021 school year. I am delighted that you have chosen SPS for your child's education. This year will be a year of learning and growing for parents, students and teachers as we begin the school year with distance learning. The Covid-19 virus has disrupted our "normal" lives. We will all need to work together and communicate often in order to benefit each of our students. We will be depending on every person to help make this year special for our students.

One of our goals here at Shonto is to provide each student with a positive, nurturing, and safe learning experience. In order to accomplish this, I encourage you, and your child to utilize the handbook as a resource to understand the policies and procedures required to ensure a safe and productive learning environment. If for any reason you need clarification about the handbook, please feel free to contact me or reach out to your child's teacher.

Parental involvement, and communication is an important aspect of a child's education. The Parent Advisory Committee (PAC) is a committee that provides parents opportunities to become participants in your child's education. I encourage you to attend the monthly PAC meetings. Together, we can prepare our students to be ready to be successful in a world that is ever changing.

I can be reached for comments, questions and/or concerns at (928) 672-3521. I can also be reached by email at mhaviland@shontoprep.org. I am looking forward to working with you and your child(ren) personally here at Shonto Preparatory Elementary School.

Respectfully,

Marlita Haviland

Mrs. Marlita Haviland, Interim K-8 Principal

II. SHONTO GOVERNING BOARD OF EDUCATION, INC.

A. Board Members

Tom Franklin Jr. – Secretary, Kaibeto /
Tonalea Chapter

Martha Tate – President, Ts'ah Bii'kin Chapter

Royd Lee – Vice-President, Shonto Chapter

Kenneth Begishe – Board Member, Shonto Chapter

Shonto Preparatory Schools are accredited by the North Central Association (NCA) of Colleges and Schools. We serve the areas of Shonto, Ts'ah Bii'kin, Tonalea, Kaibeto, Cowsprings, Tall Mountain, Black Mesa, White Mesa, Kayenta, Navajo Mountain, and Forest Lake, all within a 60-mile radius.

It is our school wide goal to teach our students to become productive and capable learners. We want to see our students Meet or Exceed on State and local assessments. Working as a cohesive academic community, this goal is obtainable. As academic facilitators we will continue to teach the Arizona College and Career Readiness Standards (AZCCRS) while placing emphasis on cultural values. We are most proud of the opportunity we have as educators to work with such a culturally enriched student body. We will work to inspire our student's intellectual abilities so they can be productive citizens in today and tomorrow's society.

Our plan is to integrate project-based learning and technology using cultural teaching methods across the curriculum. Through professional development our goal is to become a high-quality school with a rigorous academic environment.

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

- Principal, Dean of Students and Counselor.
- Enrichment Classes (*Diné Language*, Art, Technology, Library and P.E.)
- Exceptional Student Services with Inclusion support, i.e. Gifted & Talented Program
- Technologically equipped classrooms i.e. Promethean Board, Computer labs, Student computer usage

B. Mission

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

Sháá'tóhí Ólta' Bii hadhodít'éédóó ei yiniyé át'íinii 'iiná bee yá'át'éehgo anooséél doo anáhóót'i'góó, iłhojooba' índa óhoo'aah bee ił'ílinii bee hahodidooníł Diné bizaad dóó be'iina' bił ahii'siláago, t'áá ałtso íhool'aahii yee ła'dooníł, yee ákonízingo, dóó yee bitsékees náás hideezláago yee nooséél dooleef.

C. Vision

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

Diné bizaad dóó be'iina' bee néésgóó óhoo'aah bee hadít'éego ádooníł biniyé 'as'ahgo síhoohosii bineinish dooleef.

D. Equal Education Opportunity

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

E. Parent Involvement

Shonto Preparatory School in partnership with parents, can directly affect a child's academic achievement. Every quarter the school will send academic and attendance progress reports home to parents. During the 1st, 2nd, and 3rd quarters, a mid-quarter progress report will also be sent home.

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

Parents are expected to:

- Maintain a reliable phone number listed with the school at all times
- Attend scheduled appointments with the school
- Attend regularly scheduled parent-teacher conferences
- Help enforce school attendance and student discipline standards
- Participate in the school Parent Advisory Committee (PAC)
- Build a strong parental involvement through coordination, technical assistance, and other support by implementing effective activities to improve their child's academic performance

III. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.

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

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

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

Right to Due Process

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

IV. MEDICAL EMERGENCIES

A student who becomes ill while at school will be referred to the School Nurse/Front office and Parent/Guardian will be notified. It may be necessary for the Parent/Guardian to pick up the student. In the event of an emergency, a staff member will take student who become ill or injured while in school to the nearest Indian Health Services (IHS) for immediate medical attention. The Parent/Guardian will be immediately notified by telephone or a home visit. As part of the parent involvement with his/her child's immediate needs, the Parent/Guardian is responsible for the student's medical follow-up appointments.

- If a student who resides in school residential dorms becomes ill, an isolation/sick room is provided. Students suspected of being contagious will be placed in a specific room until appropriate actions are taken.
- Center for Disease Control (CDC) recommendations:
Children diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. The student will be sent home with a Parent Notice. Nits may persist after treatment, but successful treatment should rid the infestation.
- Parent/Guardian should notify school office of any urinary and/or bowel incontinence their child may experience, at the time of enrollment and will be required to provide extra clothing in the event of such cases. Procedures are in place for students who have accidents due to urinary and/or bowel incontinence. The Teacher will immediately notify the School Nurse/Front Office and Counselor. Parents will also be notified. If Parent is not available, the Student will be taken to an appropriate facility to be cleaned and returned to the classroom.

V. CHILD ABUSE AND NEGLECT

Any staff member who has reasonable cause to suspect that a child has been abused or neglected is required by law to report the incident immediately to the school official in charge. The mandated reporter is required to complete the SCAN report with assistance from the supervisor. If the employee is the suspected abuser then Human Resources will assist with the completion of the SCAN report.

Immunity for filing report

Any person furnishing a report, information, or records required or authorized by Navajo Nation, State or Federal child abuse reporting laws, or a person participating in a judicial or administrative proceeding or investigation resulting from such a report, information or records is immune from any civil or criminal liability by reason of such action unless such person has acted in bad faith or with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

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 six (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.

Confidentiality

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

VI. CODE OF CONDUCT

Shonto Preparatory School recognizes that age-appropriate behavior is essential to maintaining a safe and healthy environment for students and staff. Each student must conduct him or herself in a manner consistent with school rules, regulations and policies. Shonto Preparatory Schools observe rules and regulations required by Federal, State, and Navajo Nation safety, environmental health codes, and guidelines in school facilities.

All students and staff are responsible for supporting the school administration in enforcing standards of student conduct and are encouraged to practice and model appropriate behaviors with emphasis of the *Diné K'é* system. Shonto Preparatory Schools also recognize that situations may arise where the safety and welfare of the students are a priority and will necessitate the removal of the student from the campus by law enforcement personnel, if necessary.

Rules are posted throughout campus for reminders of student accountability and personal responsibility. Students may take advantage of our open-door practice by seeking school personnel with concerns and questions regarding rules and regulations. (*See PreK-8 Behavioral Conduct Consequences, p. 36-38*)

A. Disruption

A student, who openly disrupts or leads other students off task or interferes with the educational purpose of SPS will be disciplined for disruption, a Level 2 violation. Each incident will be investigated on a case-by-case basis.

A student will be disciplined if having been warned of potential risk of injury and/or if an injury results from horseplay or rough housing by one of the participants, after the student had been verbally warned to stop the activity by a school authority.

B. Other School Policy Violation

Students violating posted classroom, assembly, or cafeteria policies will be disciplined for policy infractions.

C. Dress Code

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

- Shoes:
 - Closed shoes are to be worn for any type of physical activity.
 - Steel-toed boots and cleats are not appropriate for indoor wear.
 - Flip-flops and Heelys cannot be worn.
- Blouses/sweaters will not reveal cleavage, midribs, halter tops, tube tops, muscle shirts, cut out back or sides, spaghetti straps, strapless items and/or clothing that is too revealing are not acceptable.
- Attire that is transparent, see-through, inappropriately split up the back, side or front indecently or suggestively short or ill-fitting is not acceptable.
- Leggings or biker shorts are not appropriate as the only clothing, but can be worn under other clothing. Skirts or shorts will not be too high (hemline or inseam not to exceed 2" above the knee). Pants should be worn above the hips and underwear should not be visible. Pajama pants are not acceptable attire at SPS except for school sponsored activities.
- Clothing or jewelry that displays obscene, defamatory or offensive language, gestures or symbols is not allowed. Items with logos and pictures that promote alcohol, drugs, tobacco, contain sexual innuendoes or other messages that may insult another person's gender, culture, politics or religion are unacceptable. Baggie or oversized clothing is not acceptable and is prohibited. Clothing may not be one size bigger than the student size. No sagging of clothing is allowed. All pants must be fitted at the waist and must not touch the ground. Each incident will be investigated on a case by case basis.
- Caps, beanies, hoodies and/or bandanas are not to be worn in the building and during instructional time.
- Jewelry shall not be worn if it presents a health or safety hazard to self or others. This may include wallet chains or pocket chains spiked or studded belts, spiked bracelets/necklace or sharp heavy rings.
- Gang symbols – Any article of clothing, caps, hats, hoodies, beanies, bandanna, badge, sign, lettering, hairdo, jewelry, emblem, symbol or other personal display or adornment, which is intended by the student or is recognized or acknowledged by students and/or staff to designate a gang symbol or to signify affiliation with, participation in or approval of a gang. This includes anything related to "colors" representing gang affiliation. These items/articles/symbols are confiscated on site and followed with a parent conference the following school business day.

- There should be no visible body piercings except for the ears (gauges are not accepted).
- Non-prescription sunglasses are not allowed in the building/buses or classrooms.
- Tattoos and hickeys cannot be displayed at school.

Students should dress neatly and appropriately, recognizing that everyone feels more at ease when properly dressed and groomed. To uphold the image of the school as a positive learning environment, the policy has been adopted.

The School prohibits student dress or grooming that:

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

Students are expected to comply with the health and safety dress requirements such as science laboratory goggles, mask, and physical education clothing attire appropriate to the class activity that considers the safety, health, and welfare of all students.

All students will be disciplined for dress code policy infraction.

D. Personal Property

Students are responsible for their own possessions. Money and expensive belongings or items that distract from teaching and learning should not be brought to school. Any item that disrupts the educational process or jeopardizes the safety of the school is prohibited. Items to be returned as per the discipline policy as outlined.

Parents and Students are responsible for any valuable jewelry worn to school for cultural events.

Electronic Devices are not encouraged on campus. Personal electronic devices including cell phones, iPods, iPads, Smart Watches, Bluetooth/wireless speakers and/or headphones and/or other electronic devices:

- Can ONLY be used before school and after school – **OUTSIDE** of the school building. All electronic devices MUST remain OFF and PUT AWAY inside backpack during class instruction unless otherwise approved by SPS staff and/or faculty.
- Use of electronic devices during field trips, sporting activities, or other school sponsored events Must remain OFF and PUT AWAY unless otherwise approved by SPS Staff, Coaches, Sponsors, and/or Faculty.
- Violation of this policy will result in confiscation of the electronic device and a disciplinary referral. Parents or Guardian will be required to pick up the device from the office.
- **The school/district is not responsible for lost or stolen electronic devices. SPS will not provide reimbursement for lost, stolen, or damaged personal items.**

Emergency communication with parents can be made to and from the school office.

First infraction: Any confiscated non-educational items will be taken from the students and returned to student by the end of the day.

Second infraction: Items will be returned only to a parent or guardian of the student.

Third infraction: Will result in confiscation of item until the end of each semester. Any item that might be construed dangerous or destructible will be confiscated. Illegal items will be reported to parents and law enforcement, and legal consequences will be pursued as well as school disciplinary consequences.

All items that are found on campus will be taken to the front office. Items such as medication, glasses, hearing aids, and orthopedic devices will be taken to the school nurse's or front office. Restricted or inappropriate items will be taken to the Principal or Dean of Student's Office.

E. Computer Technology Usage

Shonto Preparatory Schools has Internet access for student use to facilitate innovation and communication in support of research and education. (Please refer to *Computer Use Agreement*)

While students are encouraged to use the computer as a tool, they must observe these rules of usage given below.

- Students must sign a contract/ agreement before the first time they use the computer.
- Students must receive permission from the teacher to use a computer.
- Students are not allowed to download any software or or programs from the internet without a clearance by the computer teacher or designee.
- Computers are to be used for educational purposes. Computer is not to be used for unapproved, unacceptable exploration or play.
- Any damage done to computers, programs installed without permission, or damage to others' files because of inappropriate use of the computer (malicious mischief or undirected experimentation) will be considered "Destruction of School Property," (ARS 15-842). Consequences for this offence are outlined in the student handbook.
- Students must use appropriate etiquette, language, and judgement during computer use as given in the **Acceptable Use Agreement**. Violation will result in discipline referral. SEE **ACCEPTABLE USE AGREEMENT. (page 43)**
- Teachers must report any misuse of computers by students and students may lose privileges to use any computer in the building as a result of disciplinary action.
- Teachers must NOT give out passwords.
- **CYBER BULLYING** will **NOT** be tolerated. This will be enforced under the discipline policy.

VII. Your Rights

Free Speech

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

Search and Seizure

- You should expect only limited privacy in the contents of your personal files and records of your online activity on the District's system and school supplied technology.
- Routine maintenance and monitoring of SPS Internet may lead to discovery that you have violated this Policy or the law.

- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- Your Parents have the right at any time to request to see the content of your files.

Due Process

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

Limitation of Liability

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

a. Textbooks, Library Materials/Equipment, Musical Instruments, Athletic Equipment/Uniforms and Supplies

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

b. Photo Media Release/Use of Likeness/Use of Voice

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

c. Playing Musical Instruments

Students are permitted to play their musical instruments (either issued from school or brought from home) in designated areas and times on the school campus. Playing musical instruments is allowed before and/or after school and not permitted when classes are in session. The sound volume of played instruments must be kept to a level where it does not offend other school members and will not disturb the educational environment. Violators can be prohibited from bringing musical instruments onto the school campus. The privilege to bring a

musical instrument back on campus may be granted only after a Parent/Guardian conference with the Dean of Student's or Principal.

VIII. TRANSPORTATION

a. School Bus

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

b. Sports & School Sponsored Activities

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

- Activity buses are for students who are involved in school sponsored athletics and after-school activities. Late bus passes will be issued by the Sponsor/Coach of the activity.
- Student participating in any school related activities are required to board the bus from SPS school campus/designated school bus loading site.
- No students will to be picked up off campus or along the trip route. Due to liability and safety of all students *prior* written Release Form must be completed and communicated with event organizer.
- It is the Parent's responsibility to ensure that their child(ren) is/are picked up after the bus returns to the school campus.
- Failure to pick up your child(ren) within 30 minutes of return from a sponsored extracurricular activity will result in referral to Child Protective Services (CPS). SCAN protocols and procedures will be enforced.
- Following and chasing the bus is prohibited due to endangerment of students and bus driver.
- Travel itinerary will be enforced and followed throughout the duration of the trip. **(There will be no undesignated stops.)**

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

- Observe all bus rules.
- **Cellphone usage is not permitted on the bus** (*Use to communicate with parent/guardian may be permitted with approval by event organizer*)
- Be courteous and respectful to all persons.
- Keep the bus clean.
- Cooperate with the Bus Driver and Bus Monitor.
- Keep the bus and equipment free of damage.
- Remain seated while the bus is in motion.
- Keep your head, hands, feet, and other objects inside the bus.
- Fighting, pushing or shoving is not allowed.
- Combustible or flammable materials are not allowed on the bus.
- The Bus Driver/Bus Monitor is authorized to assign seats.
- Keep all harmful objects (drugs, alcohol, tobacco, weapons, toys) off the bus.
- Do not eat or drink on the bus.

The Bus Driver/Bus Monitor will warn student(s) of bus infraction. If the infraction continues:

- The Bus Driver/Bus Monitor will write an incident report and contact the parent about the bus violation.
- The report will be forwarded to the school and Director of Support Services, and the student will be subject to disciplinary action. (See Pages 36 and 38)

If a student rides the school bus to school, he/she is expected that they will ride the same bus home after school. If a Parent/Guardian request their child to ride a different bus, walk to a relative's residence, or be picked up they will:

- Parent/Guardian will need to write a note to the school to obtain a school bus pass.

K-8 School - The note must be presented to the front office in the morning by 10:00 a.m. Due to liability and safety of all students, last minute bus change requests by telephone calls will not be accepted after 2:00 p.m.

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

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

c. Parking Lot Violation

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

d. Bicycles

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

IX. OVERVIEW OF SPS STUDENT DISCIPLINE

Student discipline is enforced on the school campus, at all school sponsored activities, on school buses and on field trips to maintain order and safe environment, within the school community. The school campus includes instructional buildings, athletic courts, fields, and playgrounds. The school does not tolerate any student violating the rights of themselves or others. The school disciplines in order to instruct and improve the student's self-respect.

Discipline issues will be handled by all SPS-Personnel and be age appropriate. All classroom teachers, monitors, and education assistants will make an attempt to correct behavior prior to elevating the student behavior to the Principal's Office or to the Dean's Office. More concise outlined information of student discipline is addressed in the appropriate section of this handbook. Documentation of interventions will be encouraged to support numerous disciplinary concerns and tracking to monitor student behavior.

X. CONTRABAND ITEMS

The following items are not allowed at school:

Explosive Devices (Fireworks)	All Energy Drinks	Graphic / Violent Video Games
Cologne/Perfume/ Body Spray/Oils	Rubber Bands	Sling Shot/Darts
Laser Pointer	Permanent Markers	Liquid Correction Fluid
Rubber Cement, Glue	Lighter / Matches	Curling Irons/Flat Irons
Nail Clippers/Tweezers/Nail Files	Straight Pins / Razors	Fingernail Polish/Remover
Homemade Tattoo Devices	Aerosol Spray (hair, deodorant, etc.)	
Tobacco – Smoking & Chewing	Powdered Substances (Kool-Aid, pixie sticks, etc.)	
Razor Blade/Knives	Box Cutter	Knives
Vaping Devices	Brass Knuckles	Darts
Any sharp objects	Blades/Pencil Sharpeners	Unauthorized Snacks (Hot Cheetos, etc.)

**Items and substances that are not used for their intended purposes.

XI. SCHOOL SAFETY AND SECURITY

A. Safe Schools

Shonto Preparatory School complies with all State and Federal regulations to ensure safety of all students and staff. Procedures include proper fire evacuations and lockdown procedures.

School supervision of students begins when they board the bus / when they enter the school campus. Students should not arrive before that time. Students involved in authorized extracurricular activities will be supervised by a Coach or Sponsor until released from activity.

B. Emergency

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

1. Securing the situation/scene
2. Notifying school officials/Emergency Response Team
3. Contacting proper officials: Local Law Enforcement, Ambulance, etc.
4. Notifying Parents/Guardians
5. Prepare incident documentation

C. Fire Drills and Emergency Devices

There will be fire evacuation drills being conducted on a monthly basis. Teachers/Bus Drivers will explain the proper procedures for leaving classroom/buses, and where to meet outside. During any fire alarm, please leave

the building immediately and to your assigned area until the “All Clear” signal. After the “All Clear” signal, quickly return to class.

- Setting off a fire alarm, a fire extinguisher, or other emergency control device when there is no fire or emergency is illegal and will result in disciplinary action. This is a Level 3 Violation.

D. Lock Down

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

- Students will follow protocols according to SPS lock-down procedures.

E. Security

Security cameras are located throughout the schools to provide extra security for all students, faculty, and visitors. They are also used as an investigative tool in cases of accidents or behavioral incidents on the school campus. Camera recordings can be used as part of an investigation or as evidence for student discipline by the school. Students who maliciously and deliberately deface, tamper, destroy, or disturb the cameras will be investigated immediately and are subject to disciplinary actions. If damages occur, student and parent will be responsible for repair costs or replacement.

Shonto Preparatory School’s Security and Administrators have the right to search students and seize property when school officials have a reasonable suspicion that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any search will be reasonable in scope and not excessively intrusive on the student, considering the age, sex of the student, and nature of the infraction.

All Staff will display school issued identification badges on campus during work hours.

F. Search and Seizure

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter students from bringing weapons, drugs, alcohol or other contraband onto school property or to school-related activities, and to achieve these objectives consistent with law.

While students are entitled to the guarantees of the United States Constitution's Fourth Amendment, they still are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of school rule or policy or law.

All school-related property always remains under the control of school officials and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities.

In the initiation and conduct of any search, a school administrator will remain in charge at all times. A school administrator initially will seek voluntary consent to the search. In general, no member of law enforcement may be authorized to conduct a search on behalf of the school but may facilitate a school search under the continuing control and direction of a school administrator. A canine also may be utilized under proper circumstances to facilitate a school administrator's search. Law enforcement officials may, under circumstances

authorized by law, conduct their own independent searches (e.g., upon belief that a crime is being committed in their presence or in exigent circumstances).

School Property

Student lockers, desks, school vehicles and other similar property are owned, leased or controlled at all times by the school. The school exercises exclusive control over the school-related property and a student should not expect any privacy whatsoever regarding items placed or stored in or on school-related property, because school-related property is subject to search at any time by school officials

Reasonable Suspicion

The school official performing a search must be able to articulate a reason for suspecting the student possesses something, which violates the law or school rule or policy. For example, reasonable suspicion may exist because of eyewitness observations of school personnel, information from a reliable informant, suspicious behavior, a bulge suggestive of weapon or contraband, recognizable smell of tobacco, alcohol or marijuana, unusual behavior, or the student's history and school record. A mere "hunch" or guess is not a sufficient basis to undertake a search.

Individualized Suspicion

In order for a search to be reasonable, it ordinarily must be based on not only reasonable suspicion but also on individualized suspicion of wrongdoing. This requirement does not mean that the suspicion must always be confined to only one person at a time. There may be special situations in which a group of students is so specific and small that each of the individuals in the entire group may be searched consistent with the individualized suspicion requirement.

School Computers and Electronic Devices

School computers, electronic devices, files, software, and other similar educational technology, including Internet access records, including but not limited to data, are controlled by the school. The school exercises exclusive control over the school property, and a student should not expect any privacy whatsoever regarding the property because school property is subject to search at any time by school officials. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school and in accordance with Acceptable Use Policy.

The Person

A student may be searched if there is individualized reasonable suspicion that the search will turn up evidence that the student has violated either the law, school board policy or a rule of the school. A particular student's effects (e.g., purse, book bag or personal electronic device) are also subject to being searched by school official and are subject to the same rule. As a search of a student becomes more intrusive, an increasingly higher degree of individualized suspicion must exist. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A search should be conducted in private, to the extent practicable. In all circumstances in which the search of a student appears necessary, school officials should inform the student of the action to be taken and the reason(s) for the search. School officials should initially request voluntary consent for the search.

If a student resists or otherwise refuses to consent to a search, the student should be immediately removed and be reasonably isolated until a parent(s) and/or law enforcement representative arrives to assist with the situation in order to observe or minimize disruption. If the student presents any danger to self or others, or if there is reasonable suspicion to believe that the student possesses a weapon or drugs or alcohol, the student immediately may be reasonably searched by a school administrator. An uncooperative or disruptive student will remain subject to disciplinary action.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. No pat-down search should involve contact with bodily areas typically regarded as particularly sensitive areas.

If school officials conclude that a more intrusive search (e.g., a search that would involve exposure of or contact with particularly sensitive bodily areas) is needed, they should call the parent(s) of the students involved and report their suspicions to parent(s) and to the police. School officials should not conduct highly intrusive searches. Any strip search is prohibited.

Except as to a small number of particular students, group searches will not be permitted. Searches of students and their effects must be particularized.

Canine Sniffs by Trained Dogs

Canine sniffs of student lockers, desks and other property may be performed at any time. If the dog alerts to an area, then individualized suspicion exists for the search of the area and the space(s) and items in the vicinity. No use of canines should be undertaken except at the request of the Superintendent or Designee. When the canine arrives at the location for the canine initiative, the Principal/Designee becomes the Superintendent's designee in directing and controlling any search.

Location

Searches of students and student property may be conducted whenever the student is involved in or attending a school sponsored or related function, whether it is on the school campus or not. Searches, whether on or off the school campus, are to be conducted in accordance with school policy.

Seizure of Illegal Items

If a search conducted pursuant to this policy yields or reveals an illegal contraband item, then the item should be promptly tagged, bagged, and documented (e.g., photographed, receipted) and turned over to a designated school administrator or the school resource officer until the materials are no longer required or needed. Any contraband should be safeguarded and kept separate from any other items in such a way as to preserve its clear identity.

Cameras

If cameras are used in or about any facility or activity, they are regarded as evidence-gathering devices only, not devices guaranteeing or warranting surveillance monitoring or crime detection or prevention. Any film or other means of capturing images is the property of the school and not a scholastic or student record subject to any state or federal law, such as the Family Educational Rights and Privacy Act (FERPA).

Students will be provided notice of this policy concerning search and seizure by having it placed in the school handbook or distributed by supplemental publication. In the event that any provision of this policy, if strictly construed, would likely result in danger to any person by reason of (a) apparent emergency, or (b) by adverse conduct of a student or other person, any person acting under the authority of the Shonto Preparatory, Incorporated School Board pursuant to this policy is authorized to take any reasonable action.

G. Alcohol, Drugs, Narcotics, Tobacco (Smoke, Smokeless, Vaping and E-Cigarettes) Policy

Shonto Preparatory Schools are DRUG/ALCOHOL FREE ZONES. Federal, State and Tribal Codes prohibit consumption, possession and/or distribution of alcohol, illegal substances, drugs and tobacco, or any form of drug paraphernalia in educational institutions/buildings. Students participating in consumption, possession and/or distribution of such alcohol, tobacco, illegal substances or paraphernalia will be disciplined for policy infractions and can be dismissed from school on the first offense.

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

A student found selling narcotics on school grounds during school hours, during school activities, or before or after school is subject to expulsion.

H. Student Drug Test

A student who manifests an odor or residue from drugs, tobacco, and/or alcohol use; or appears incoherent or intoxicated establishes a reasonable suspicion for the Principal or Designee to administer a drug impairment assessment to the student without parent permission. If there is evidence from the drug evidence from the drug impairment assessment, the student will be disciplined for school drug policy infractions. The school will call the Child Protective Services and report the incident to the Navajo Nation Law Enforcement.

The student will be provided an opportunity to write his/her statement explaining the cause of the odor and/or his or her visual physical appearance.

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

I. School Visitors

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

J. Volunteers

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

K. Civility Policy

Although the school is public property, the school must maintain control over its property for the safety of its occupants. The school can limit access of parents and/or any person who threaten or abuse school personnel or public property. The applicable Arizona statutes to promote and maintain public safety of a school conducive to learning are as follows:

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

A.R.S. 13-2904: Disorderly Conduct makes it a Class One (1) misdemeanor to intend to, or with knowledge of doing so, disturb the peace or quiet of a neighborhood, family or person by engaging in fighting, violent or seriously disruptive behavior; making unreasonable noise; or using abusive and offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person.

A.R.S. 13-1204: makes it a Class Six (6) felony if a person does the following:

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

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

- Intentionally, or knowingly or recklessly interfering with or disrupting the normal operations of a school by:
 - a) Threatening to cause physical injury to any employee or student or any person on school property; or
 - b) Threatening to cause damage to any school, school property, or the property of employees or students.These are Class 6 felonies.
- Intentionally or knowingly entering or remaining on school property for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others. This is a Class 1 misdemeanor.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or Designee to maintain order by ordering the person to leave the property. This is a Class 1 misdemeanor.

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

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

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

XII. EXCEPTIONAL STUDENT SERVICES

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

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

A. Child Find

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

B. Free and Appropriate Public Education (FAPE)

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

- Are provided at public expense, under public supervision and direction, and without charge;
- Meet the standards of the State education agency;
- Include pre-school, elementary, or secondary school education in the State; and

- Are provided in conformity with an Individualized Education Program (IEP) that meets Federal requirements.

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

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

XIII. OTHER STUDENT SERVICES

A. Section 504 of the Rehabilitation Act:

To be eligible for Section 504, your child must be a “qualified disabled person.” This means your child must have “a physical or mental impairment that substantially limits a major life activity.” Examples of a “major life activity” are walking, learning, hearing, seeing, concentrating, thinking etc. SPS provides services for identified students(s) through a written plan providing for an appropriate education. These disabilities may include other health impairments that impede your child’s ability to succeed in the educational environment.

B. Title I:

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

C. Title VI & Johnson O’Malley:

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

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

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

D. McKinney Vento (Homeless Education Act):

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

XIV. HEALTH & WELLNESS

Shonto Preparatory School strives to ensure the health and well-being of our students. In order to ensure the safety and well-being of our students, outside food is not permitted at school unless it is with a party or other

approved school activity. Parents need to check in at the office when bringing food items for students. SPS also prohibits bringing outside beverages to school except for water and juice.

Coffee:

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

Vending Machines/Teacher's Lounge:

Student use of vending machines during and after school is prohibited.

Energy Drinks

Energy Drinks such as *Rockstar, Red Bull, Reload, Monster, NOS, Full Throttle, Amp, KickStart*, and etc. are not permitted at school. All energy drinks will be confiscated by the SPS staff. Parent(s)/Guardian(s) will be notified if students do not comply with this rule. Energy drinks are not safe or healthy for adolescent use.

Outside Food and Drinks

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

Parties

Parties must have pre-approval by the Principal. Parties must be supervised by a certified staff member.

Students cannot bring food items on the bus. Parents who bring in food for parties must check in at the office before going to the classroom to ensure student safety.

School Nurse/First Responder

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

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

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

Parents, please be aware of your child's health before sending them to school. Your child must be fever free for 24 hours before sending them to school. Please keep your child at home, when your child is sick your child cannot learn and runs the risk of infecting others.

Physical Activity

All Students and Staff are encouraged to be physically active during the school day.

XV. EXTRACURRICULAR ACTIVITIES

Shonto Preparatory School provides extracurricular activities in athletics and student clubs that promote healthy well-being and lifestyles. All team Coaches, Sponsors, and Students are expected to conduct themselves properly and respectfully while representing the school. Further, we encourage students, parents, and the community to support our school programs enthusiastically and within a behavioral framework that reflects good sportsmanship.

See Athletic Handbook

Appeals

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

- Appeal is to be initiated with the School Principal.
- The School Principal shall convene a committee consisting of the parent, the Athletic Director the activity sponsor, and the Teacher(s) who have awarded failing grades to the appellant.
- The Appeals Committee will examine pertinent school records of the student, his/her attitude about school, and the presence of any extenuating circumstances affecting his/her performance.
- If the appellant is not satisfied with the disposition determined by the committee, he/she may appeal to the Superintendent. This decision shall be final.

Student Clubs

Club activities may be offered based on the interest and the ability of sponsors. Parents who would like to volunteer their services are encouraged to notify the school. Parent volunteers must have a state Fingerprint Clearance Card on file with Human Resources Office. If a student is interested in learning more about a club or wishes to start a new club please contact the Faculty STUCO Sponsor, a faculty club sponsor from the previous year, or a potential faculty club sponsor. The faculty advisor(s) can be reached via the Front Office.

Club sponsors and members may be edited to omit student contact info before being published on a publicly accessible webpage or public physical space. The list will be updated monthly through the Fall Semester, then once every other month through the remainder of the year as new clubs/organizations are formed or if a club becomes inactive or suspended.

Student Council (STUCO)

Student Council officers are elected from the student body at beginning of the school year. Students will have the opportunity to be elected as class representatives to STUCO in August of the new school year.

Fund Raising/Sales

All fund-raising must be approved the by STUCO and the Principal. No sales will take place during instructional time, unless approved by classroom teacher. Any students participating in fund raising/sales

must be in good academic standing. Groups selling food must have a food handler's permit and practice appropriate safety and health guidelines. Student organizations must follow fund-raising and district accounting procedures.

Assemblies & Guest Speakers

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

Vendors

Concession during athletic events or extracurricular events will initiate the request through the athletic director or principal. The administrators will then alert STUCO. STUCO approves all requests. No concession will be allowed for personal financial gain.

XVI. Enrollment

1. ADMISSION

Shonto Preparatory Schools accepts enrollment application packets for students who range in age from five (5) years old through fourteen (14) years old. Student must be five (5) years old by December 31st of the current school year to be eligible for enrollment. Attendance, behavior, and academic checks will be completed for students who wish to attend SPS. The following criteria will be considered for enrollment:

A 2.0 GPA is preferred, however enrollment will be considered on an individual basis.

Parent/Guardian must provide all required documents (birth certificate, Certificate of Indian Blood, and other legal document, etc.)

Student must be in good academic standing with previous school. If student has been expelled, suspended, or has a behavior contract on file he or she may not be accepted and it is based on an individual case by case basis.

Student must not have a criminal history or criminal charges pending.

Enrollment will be open the first 2 weeks of each semester. **Enrollment is pending until background checks are completed.**

Students with attendance issues will be considered if they enroll in the dorm.

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

If there are custody and/or visitation issues regarding a student at SPS, a copy of all documents, including a court order should be given to the school office for file in student's cumulative file.

Should a student withdraw, they may not re-enroll for the remainder of the school year. Consideration will be given for those cases in which there are issues that are beyond the family's control.

Parents may request copies be made regarding school records, court documents, etc.

2. ATTENDANCE

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

Listed below are examples of excused and unexcused absences. Every day a child is not in school is considered an absence (excused or unexcused) which affects the child's learning and the school's average daily attendance. When a student is on an approved school sponsored activity the student will be counted as present e.g. athletic trips, field trips, science fair, etc. *This list is not a complete representation of all occurrences.*

A. Excused Absences

Medical Reasons: Doctor's statement with student name, date, and time of visit.

Ceremonies/Religious Observances: Parents will notify the school prior to the ceremony and provide time and date of the event. A parent excuse note will be provided by student upon return to school. The student must be a patient or directly assisting with the ceremony. Not to exceed 4 or more days.

Family Emergency: written statement from parent/guardian with information related to emergency.

Bereavement Absence is limited to four (4) days and will be granted for loss of a significant family member (parent, legal guardian, sibling, and grandparent).

Court Proceedings: Written verification from court with date and time of appearance. Peacemaking, custody, and intervention limited to non-criminal charges.

Professional Counseling: for student and family related issues with statement from provider with student name, date, and time of visit.

B. Unexcused Absences:

Examples of Unexcused Absences may include: Out-of-school suspension, employment not related to a school program, unauthorized school activities, and/or family travel.

Elementary School / Middle School: If the suspension is five (5) or less days, student and parent may collect school work after instructional hours *during the first five days upon* return to school after suspension. Work must be submitted within five days after return and will be given partial credit as per the teacher's discretion.

You are entitled to due process if the school determines an absence to be unexcused.

The following procedures must be adhered to for proper check out.

- Student must be signed-out through the school office prior to leaving school.
- Student will be released to authorized adults only that are on the checkout form.
- Checkout requests via telephone will not be approved, except in situations where a family emergency involving a serious illness or death of an immediate family member is involved.
- **Where there is evidence that the welfare of the student is at risk, the school reserves the right to refuse check out. (Example: Impaired parent trying to check out a student.)**

C. Student Tardiness

A student who reports to class ten minutes after the tardy bell without an excusal note from the sending teacher/school official will be sent to the office for a note. Instructional time matters and student tardiness interferes with the learning process.

Consequences for Non-Attendance/Tardiness:

Concern	Intervention	Referral
3 Tardy(ies)	Teacher/Student conference.	Three Tardies for the same class will count as one day absent for the class.
4+Tardy(ies)	Parent/Guardian notification sent home by mail and conference required	Student is required to complete afterschool / lunch Detention provided by the referring teacher. Parent contact will be completed by Teacher and/or SPS Personnel.
Excessive Tardiness	Written notification sent home by mail, Phone call to Parent/Guardian, and Parent/Guardian conference with Teacher and SPS Personnel.	Student is required to complete afterschool / lunch detention until parent conference is completed. Referral to School counselor and possible home visit by SPS Personnel.

Unexcused Absences Due Process

Number of Days Absent	Unexcused Absence Due Process:
Three days absent	Letter to be sent home & Phone Call
Three consecutive days absent	Parent phone notification by referring teacher of record. Student and Parent conference to review attendance policy with Principal, Teacher or Dean of Students.
Eight days absent	Parent phone notification Letter to be sent home for parent conference Required parent conference w/Principal and/or SPS Personnel. Referral to School counselor and possible Home Visit by SPS Personnel.
Ten consecutive days absent – elementary school	Student automatically dropped from school enrollment Phone call for notification of enrollment drop Notice of school enrollment status to Navajo Nation Prosecutor to request for child in need of supervision assistance. K-8 students will be enrolled at the Principal's discretion with an attendance contract, however the student may still be retained.

3. PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS

Shonto Preparatory Schools (herein referred to as District) is dedicated to the continuous development of each student.

Promotion

A student shall progress through the grade levels by demonstrating growth in learning and by meeting and/or exceeding the grade-level standards established by the State and District. In addition to these standards, attendance, test scores, grades, teacher recommendations, research-based evaluations, and other pertinent data will be used to determine promotion.

The promotion of a student from grade three (3) shall be conditioned on the satisfaction of the applicable competency requirements prescribed by A.R.S. 15-701, and/or standards established by the District.

Promotion Requirements

Elementary Grades K-2:

A passing grade for elementary students, grades PreK-2, equates with grade-card scores greater than U (Unsatisfactory) as detailed in the elementary grading rubric.

KINDERGARTEN through GRADE 2: To be promoted to the next grade, a student must meet all of these requirements:

- Receive a passing grade in Reading
- Receive a passing grade in English Language Arts (ELA)
- Receive a passing grade in Mathematics

Elementary Grades 3 through 5:

A passing grade for elementary students, grades 3 through 8, equates with grade-card scores greater than F (Fail) as detailed in the elementary grading rubric.

GRADES 3rd through 5th : To be promoted to grade 4, a student must meet all of these requirements:

- Receive a passing grade in Reading
- Receive a passing grade in English Language Arts (ELA)
- Receive a passing grade in Mathematics

Elementary Grades 6 through 8:

A passing grade for elementary students, grades 3 through 8, equates with grade-card scores greater than F (Fail) as detailed in the elementary grading rubric.

GRADES 6th through 8th: To be promoted to the next grade, a student must meet all of these requirements:

- Receive a passing grade in Reading
- Receive a passing grade in English Language Arts (ELA)
- Receive a passing grade in Mathematics
- Receive a passing grade in Science
- Receive a passing grade in Social Studies

Retention

A student not making adequate progress in meeting the State and District standards criteria will be identified as early in the school year and in their school career as practicable. When a student is identified as being at risk of retention, an academic intervention team will convene, Parents will be notified, and the Student will be provided additional opportunities in core academic areas through Tier II and Tier III interventions, academic and social/emotional counseling, approved classroom accommodations, and Parent/Guardian/Residential supports. Such options may include, but are not limited to, placement in intervention classroom environments, tutorial programs, after-school and Saturday programs, and mentoring programs that may be required as conditions of promotion. Ongoing assessment of student progress will be a part of each intervention program, as documented by the intervention team.

Attendance, test scores, grades, and the best interest of the student shall be considered.

Contributors for consideration for retention may include:

- Failure of two or more core subjects per quarter.
- Excessive absences of (20) days unexcused that have prevented the student from attaining the required grade level skills needed for the next grade level.
- Does not meet grade level expectations on District assessment (Galileo), in program assessments, or State assessments.
- Does not meet the 3rd grade reading standards as determined by the District.
- If it is determined that a student is developmentally immature and a repeated year may support the student's success in their future academic endeavors, as determined by the Light's Retention Scale.

Retention Procedures:

QUARTER 1, OR UPON IDENTIFICATION:

- An Academic Intervention Team will be convened to identify at-risk students.
- An official letter home and phone contact will be completed to inform the parents of at risk identification and concerns of the team.
- An initial SCIP (Success for Children Individual Plan) and SSP (Student Support Plan) will be developed and initiated.
- A letter, team minutes, and revised or continuing plan will be mailed home or provided to the parents/guardians at the meeting.

QUARTER 2 and/or QUARTER 3:

- The Academic Intervention Team (AIT) will convene a meeting with the Parents/Guardians and all stakeholders to discuss the progress of the interventions, make revisions to the intervention plan as needed, or decide to continue successful interventions.
- A letter, team minutes, and revised or continuing plan will be mailed home or provided to the Parents/Guardians at the meeting.

QUARTER 4:

- The Academic Intervention Team (AIT), Parents/Guardians, and Administration will convene to review student academic progress, success or failure of the intervention plan, and make a final determination regarding retention or promotion.
- Supporting documents for retention or promotion will include the LIGHT's Retention Scale, the SPS SSP, the SPS SCIP, and the SPS Retention Rubric.

Acceleration

Acceleration is a double promotion, or a higher grade/content placement based on the student's learning ability, as well as:

- Age,
- Academic Skills,
- Grade Level, and
- Maturation,
- Self-Confidence,
- Behavior

4. INFINITE CAMPUS / NASIS PARENT PORTAL

Your child's school information is now available online by using the Infinite Campus Parent Portal. This solution is designed to meet federal accountability requirements. The K-8 implementation project is called NASIS (Native American Student Information System). Visit our school's website at <http://www.shontoprep.org> to access links.

Please note the following:

- You will need to obtain an Activation Key from Shonto Preparatory School K-8 Registrar to access the portal after agreeing to terms of acceptable use (will be provided at time of request). A request must be made in person to obtain key. Activation keys will NOT be given over the phone, email or through postal mail.
- Please include your name and the name(s) of your children for whom you want to view information.
- After getting the key, you will use it to create your own Username and Password to access the system. Your established username and password will be used for all future access.

5. STUDENT PERFORMANCE AND EVALUATION

Report cards are distributed at the end of each quarter. Parent/Teacher conferences are held at the end of the first, second, and third quarter. Please refer to school calendar for specific dates. Progress reports will be mailed to parents five (5) weeks after the beginning of each quarter. Progress reports are to inform Parents/Guardians of their child's current performance in each subject. If progress is not made Parents/Guardians are encouraged to schedule conferences with their child's teacher to discuss ways in which we can partner for student success.

A. Grading Scale for grades Pre-K to 2

Grade	Percentage	Pass/Fail
E	90%-100%	Pass
G	80%-89%	Pass
S	70%-79%	Pass
N	60%-69%	Pass
U	Below 59%	Fail

E – Excellent, G – Good, S – Satisfactory, N – Needs Improvement, U – Unsatisfactory

B. Grading Scale for grades 3 to 8

Grade	Percentage	Pass/Fail
A	90%-100%	Pass

B	80%-89%	Pass
C	70%-79%	Pass
D	60%-69%	Pass
F	Below 59%	Fail

C. Academic Recognition

Awards will be given for Student Academic Performance.

Honor Roll based on Grade Point Average (GPA).

Shonto Preparatory Elementary / Middle Schools Grades 3 to 8		
Gold Honor Award	3.70 – 4.0	GPA
Silver Honor Award	3.0 – 3.69	GPA
School Board Leadership Award	Teacher Recommendation	

Grade 8 Valedictorian and Salutatorian

Potential candidates for Valedictorian and Salutatorian are determined as follows: Cumulative Middle School GPA. In the event of a tie attendance and citizenship will be considered. The student must be a full academic year student. Co-Valedictorian tie will result in no Salutatorian recognition.

Attendance:

In order for a student to qualify for the **Perfect Attendance** incentive, student must have 100% perfect attendance daily throughout the school year. (No Tardiness, No early check-outs, No Out of School Suspension)

Display of Citizenship:

Student must not have any incident referrals. Determination will be made by classroom teacher.

Summer School is intended for students who are struggling academically and have poor attendance. SUMMER SCHOOL IS NOT FOR PROMOTIONAL PURPOSES.

D. Eighth Grade Promotion

A student must pass all core classes or meet the grade level standard for Galileo for the year in order to participate in Promotion Exercises.

E. Guidelines for Eighth Grade Trip

- A student must meet the qualifications for 8th grade promotion.
- May not have more than 10 unexcused absences or excessive Tardiness that lead to unexcused absences.
- A student transferring from another school after 1st Quarter of the academic year will not be eligible for participation.
- A student must not have any discipline infractions that results in out of school suspension.
- A student must pass all classes with an overall 2.0 GPA.

- A student must participate for fundraising activities.

6. GRADING AND ASSESSMENT

Assessment and evaluation of student progress is of primary importance to Shonto Preparatory Schools. The challenge is to balance the need for on-going assessment for instructional purposes with reporting student progress/achievement by reporting an achievement grade.

The authority for determining progress/achievement, reporting grades, and granting or withholding credit for individual courses shall rest with the teacher of the student, under the guidance of the administration. In making such determinations, teachers will be guided by standards set forth by the District, which include the following:

- Progress grades shall be based on the accomplishment of District adopted standards and curriculum appropriate to the grade level or subject area;
- At all levels and contents within our school, teachers are expected to utilize the District adopted standards and curriculum to identify what students are to learn and the criteria by which they will measure that learning;
- Assessments which measure progress toward the final outcome should be utilized prior to reporting a final grade; and
- Assessments of learning which document achievement at a particular point in time will be utilized to determine final grades for reporting.
- Assessment and assignment grades should provide information that students can use for self-evaluation in order to determine the next steps for their learning, and that teachers can utilize for their support of student learning.
- Standards in the area of **Participation** may be established and reported in course syllabi, and may be utilized in consideration of grade reporting. ***Participation should consist of no more than 10 percent of a grade within any reported grading period***, and must be justified with documentation and evidence; i.e., bell work activities, note-taking, journals, reflections, teacher documented actions, etc.
- Standards in the area of **Homework** may be established and reported in course syllabi, and may only be utilized in consideration of grade reporting when designed to be practice of already mastered curricula or parental involvement, to include, but not limited to; reading logs, spelling lists, vocabulary lists, parent/family interviews, signed progress reports, etc. ***Homework shall not exceed 10 percent of a grade within a grading period***, and alternate assignment opportunities must be provided for students lacking home educational support. The ***homework standard is the only optional grade requirement***.
- Standards in the area of **Classroom Assignments** may be established and reported in course syllabi,

and may include content specific activities, to include, but not limited to; labs, presentations, compositions, comprehension activities, projects, etc. **Classroom assignments should constitute the majority of the grading spectrum.** Classroom assignments may consist of one or more grading categories, i.e., labs, compositions, projects, unit activities, etc. **Classroom assignments should not be extended to homework**, unless it is content that has already been mastered; otherwise, extended time should be provided in the classroom under the direction of the teacher.

- Standards in the area of **Assessments** may be established and reported in course syllabi, and may include, but not limited to; quizzes, chapter tests, unit assessments, grading period finals, and District benchmark assessments. Assessments may consist of one or more grading categories, i.e., quizzes, unit exams, spelling tests, vocabulary tests, etc.
- Standards in the area of **Make-Up Work** may be established, and reported in course syllabi, and shall provide the student and parent clear guidelines on make-up work expectations for the course. **Make-up work will be accepted for at least 10 days following an extended excused absence** (3 or more days). Should this time period extend past a Semester grade limit, grades will be updated upon assessment of the work. Make-up work is required for all missed work, at the discretion of the teacher; alternate assignments may be provided, and participation grades may be excused.

Reporting of academic and classroom progress will occur multiple times at varied levels of formality throughout the grading quarters. The following grade reporting procedures will establish a consistent communication of academic progress between the teacher and the Parent/Guardian:

QUARTERLY GRADE REPORTING (to be completed each quarter)

- **Three weekly gradebook updates in at least two categories**, to include: participation, classroom assignments, or assessments.
- **Teacher generated progress reports printed and sent home with the students at the fifth-week of each quarter.** Teachers may require these to be signed by a Parent and/or-Guardian and returned as a homework assignment.
- **School will generate progress reports at the fifth week of each quarter.**
- **School will generate quarterly grade reports.**

K-8 POSITIVE BEHAVIORAL INTERVENTION SUPPORT

Intervention Steps for BEAR expectations not being followed:

1. **Verbal Warning: Re-direct student/reteach and review rules, BEAR expectations/student conference, document: on log sheet.**
2. **Second Offense: Re-direct student/reteach and review rules/ Bear expectations/Teacher calls to notify Parent/Guardian of behavior, student conference, document: interventions used, parent contact log/ counseling referral/loss of privileges.**
3. **Discipline Referral Form: Before sending student to the Principal and/or the Dean of Students: Document minor behavior infractions, attach reflection sheet and include other interventions used and the parent contact log, Principal and/or the Dean of Students will determine and assign consequences/interventions, Principal and/or the Dean of Students will provide teacher feedback for any disciplinary action).**
4. **Lunch/After School Detention: SPS Personnel/Dean/Principal will contact Parent/Guardian, determine and assign consequences/interventions.**
5. **In-School Suspension: SPS Personnel/Dean/Principal will contact Parent/Guardian, community service/behavior contract/interventions.**
6. **Out of School Suspension: SPS Personnel/Dean/Principal will have mandatory Parent/Guardian/Student/Conference prior to attending class/behavior contract.**
7. **Long Term Suspension: SPS Personnel/Dean/Principal will have mandatory Parent/Guardian/Student conference, prior to attending class/behavior contract.**
8. **Expulsion: District hearing**

Note: Each Teacher will deal with general classroom disruption through effective classroom management, the use of positive interventions and re-teaching expectations, and involvement of Parents, Guardians or School Counselors and the Dean of Students. The main objective of SPS discipline plan is to teach students to be responsible for their own behavior. Teachers will inform their students of their classroom rules and what procedures will be followed for any violation of the class rules.

Examples of minor offenses (1.1) the Teacher is to handle, inclusive but not limited to:

Non-compliance	Excessive Talking	Minor physical contact
Disrespect	Not being in assigned seat	Public display/affection
Defiance	Refusing to do work	Gum/Hot Cheetos
Minor physical contact	Tapping pencil/pen on desk	Horse play
Disruptive	Passing notes/cheating	Running in the halls
Inappropriate Language	Not prepared for class	
Not following directions	*Any other violations that can be handled by the teacher	

Examples of teacher interventions, inclusive but not limited to:

Call parent for behavior issues

Warning cards: Yellow/red

In class “time out” lesson sheet

Proximity seating chart

Send child to “buddy” teacher

Conference with student/parent

Apology Letter

Student behavior essay

Parent will attend school w/child

Talking Circles (Restorative Practice)

Loss of privileges

Reflection Sheet

Counseling referral

PreK-8 Behavioral Conduct Consequences

Level 1 Violations			
VIOLATIONS	1ST INCIDENT	2ND /INCIDENT	+3rd INCIDENTS
1.1 Minor violations of rules e.g. running in the building, uncooperative, not doing assignments, throwing food, not following the daily schedules, littering, etc.	<ul style="list-style-type: none"> Teacher/Student conference and/or verbal warning. Parental contact by the Teacher. 	<ul style="list-style-type: none"> Parental contact by the Teacher. Teacher/Parent/ Student conference with documentation, i.e., behavioral contract Written reflection on behavior Counseling referral Mentoring referral Document Infraction/Violation. 	Referral for AP for Lunch or After-School Detention Parental contact by SPS Personnel/Dean/Principal Counseling referral Parent/Teacher/ Student/SPS Personnel/Dean/Principal Conference
1.2 Display of inappropriate body marks or tattoos.	<ul style="list-style-type: none"> Confiscation of unauthorized items and devices (1.3, 1.7, 1.8) Returned at end of period or end of day, at the discretion of the Teacher 		Confiscation of unauthorized items and devices (1.3, 1.7,1.8) Returned at end of the quarter Only a Parent or Guardian can pick up the student from school.
1.3 Dress code violations.			
1.4 Lying or cheating	<ul style="list-style-type: none"> Document Infraction/Violation. 		
1.5 Physical fighting of a non-malicious nature (no intent to harm). (Horse playing, tackling and/or wrestling.)			<ul style="list-style-type: none"> Only a Parent or Guardian can pick up the student from school. The student will be considered for additional Detention, Parent Classroom Visit, further counseling interventions, and/or referral for Behavioral Health Counseling support Document Infraction/Violation.
1.6 Unprepared for class			
1.7 Contraband Items includes gum, candy, energy drinks, etc. (See page 16)			
1.8 Unauthorized or inappropriate use of technology. Unauthorized use of cellular phones, electronic devices, etc.			

<p>1.9 Bus Violations – minor, not sitting in assigned seat, standing while bus is moving, crawling around, hands or objects out the window, general misconduct, etc.</p>	<ul style="list-style-type: none"> • Bus Driver counsels and records in log book • Parent Contact by Bus Driver • Document Infraction/Violation. 	<ul style="list-style-type: none"> • Document infraction with incident report filed with Support Services Director, Dean of Students; Parent conference • Reassigned seating 	<ul style="list-style-type: none"> • Reassignment of seating • Parent conference • Possible loss of bus privilege for two days • Document Infraction/Violation.
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*** Snacks, candy and gum are allowed at classroom teacher's discretion.

Level 2 Violations		
VIOLATIONS	1ST INCIDENT	2 ND + INCIDENTS
<p>2.1 Theft: taking money or other objects of value from a person or encouraging an individual to steal through the use of force or threat of force.</p>	<ul style="list-style-type: none"> • Immediate parent/guardian notification by Teacher; • Mandatory Parent/Teacher Conference; • Counselor Referral; • SPS 	<ul style="list-style-type: none"> • Referral to SPS
<p>2.2 Any disruptive behavior that keeps other students from learning, including insubordination (verbally defiant), disrespectful, malicious mischief, resisting authority, plagiarizing, extortion, gambling, vandalism, racial slurs, etc. Profanity, vulgar language, obscene gestures, name calling, defiance of authority, disorderly conduct, slander, public display of affection</p>	<p>Principal/Dean/Principal Referral:</p> <ul style="list-style-type: none"> ○ Detention ○ Written reflection on behavior ○ Behavioral Contract <ul style="list-style-type: none"> • Parent Classroom Visit; 	<ul style="list-style-type: none"> • Immediate parent/guardian notification by SPS
<p>2.3a In possession of prohibited items, laser pointers, rubber cement, correction fluid, pins, toxic markers, alcohol-based hand sanitizer, etc.</p>	<ul style="list-style-type: none"> • Possible Notification of Law Enforcement or other measures deemed necessary; 	<ul style="list-style-type: none"> ○ Behavioral Contract ○ Restorative Practices Circle ○ Lunch detention ○ In School Suspension (ISS) ○ After-school Detention ○ Out of School Suspension (OSS)
<p>2.3b Gang association or activity and/or gang-related paraphernalia.</p>	<ul style="list-style-type: none"> • Possible SCAN report, notification of Navajo Nation Family Services/CPS; 	<ul style="list-style-type: none"> ○ Behavioral Health Counseling Referral
<p>2.3c Tobacco violation, possession, or use. Example: Vaping, e-cigarettes</p>	<ul style="list-style-type: none"> • Document Infraction/Violation; 	<ul style="list-style-type: none"> • Document Infraction/Violation; • Security will be notified;
<p>2.4 Falsifying information, Forgery, obstructing an investigation.</p>	<ul style="list-style-type: none"> • Security will be notified; 	<p>Depending upon the severity of the offence and considering the circumstances of each case, the following range of disciplinary actions may be applied at the discretion of the administration.</p>
<p>2.5 Truancy: Walking away from school/classroom without permission or ditching school, trespassing,</p>		

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

Level 3 Violations		
VIOLATIONS	1 ST INCIDENT	2 ND + INCIDENTS
<p>3.1a Bullying is defined as a series of events that is: 1). On purpose, 2). Repeated over time, and; 3). Reveals unequal power;</p> <p>3.1b Harassment is deemed as a situation in which one or more students repeatedly single out a student and engage in behaviors intended to intimidate, harm, or humiliate another;</p> <p>3.1c Instigating or encouraging others to intentionally participate in self or other bodily injury or harm;</p> <p>3.1d Cyberbullying;</p> <p>3.1e Hazing;</p>	<ul style="list-style-type: none"> • Parental notification by SPS Personnel/Dean/Principal and immediate removal from the classroom at the discretion of administration; • Counseling Referral, which may include: <ul style="list-style-type: none"> o Referral for a Mentorship Program o Referral to Behavioral Health Counseling o Referral for Navajo Nation Peacemaker Program • SPS Personnel/Dean/Principal Referral; • Possible consequences may include: <ul style="list-style-type: none"> o Behavioral Contract o In School Suspension (ISS) o Out of School Suspension (OSS) o Referral to Behavioral Health Counseling o Referral for Navajo Nation Peacemaker Program o Notification of Law Enforcement 	<ul style="list-style-type: none"> • Parental notification by SPS Personnel/Dean/Principal and immediate removal from the classroom at the discretion of administration; • Counseling Referral, which may include: <ul style="list-style-type: none"> o Referral for a Mentorship Program o Referral to Behavioral Health Counseling • SPS Personnel/Dean/Principal Referral; • Possible consequences may include: <ul style="list-style-type: none"> o Behavioral Contract o In School Suspension (ISS) o Out of School Suspension (OSS) o Restorative Practices Circle o Referral to Behavioral Health Counseling o Notification of Law Enforcement • Recommendation for long- term suspension or expulsion (Board Approval required) • Security will be notified;
<p>3.2 Threatening Bodily Harm, fighting with malicious intent, physically and/or verbally assaulting or causing bodily injury to a student, employee, sibling, or visitor;</p>	<ul style="list-style-type: none"> • Possible consequences may include: <ul style="list-style-type: none"> o Behavioral Contract o In School Suspension (ISS) o Out of School Suspension (OSS) o Referral to Behavioral Health Counseling o Referral for Navajo Nation Peacemaker Program o Notification of Law Enforcement 	
<p>3.3 Destroying or attempting to destroy school property including break-ins;</p>		
<p>3.4 Unwelcome touching or attention (sexual harassment/assault). Pornography;</p>		
<p>3.6 Falsifying the initiation of a fire alarm or lock down procedure.</p>	<ul style="list-style-type: none"> • Security will be notified; 	
<p>3.7 Possession of sharp objects (knife, razor blade, and/or weapon);</p>		
<p>3.8 Possession of firearm;</p>		

3.9 Violation of Technology Use Agreement; (pg.40-42)		
3.10 Possession of legal or illegal drug paraphernalia; alcohol; narcotics;		
3.11 Major bus violation – damaging bus,conduct that disrupts driver duties, jeopardize the safety or welfare of other passengers, etc.;	<ul style="list-style-type: none"> • Bus suspension – short term (2-5) days only; • Security will be notified; 	<ul style="list-style-type: none"> • Bus suspension – long term suspension – up to 45 days – with approval of Security Lead/Transportation Lead; • Security will be notified;
3.12 Ingestion of Kool Aid, Detergent Pods, Smarties, and Pixie Stix through sniffing or snorting;	<ul style="list-style-type: none"> • Security will be notified; 	

Bringing the following items is a Zero Tolerance Offense and consequences will be severe:

- Drugs (illegal, prescription, non-prescription, etc.)
- Drug paraphernalia (homemade pipes, syringe, straws, rolling paper, and roach clips, etc.)
- Weapons (knives, guns, etc.)
- Alcohol, Drugs, Narcotics (B.I.E. Policy)

8. TECHNOLOGY ACCEPTABLE USE POLICY

PURPOSE

This policy provides an adequate outline of the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Shonto Preparatory Schools (SPS). Use of such technology is a necessary, essential element of the SPS educational mission, but technology is provided to staff and students as a privilege, not a right. SPS seeks to protect, encourage and enhance the legitimate uses of technology by placing reasonable boundaries on such use and penalizes those who abuse the privilege.

SUMMARY

Public technology that includes but is not limited to computers, wireless & local area network access, electronic mail (e-mail), Internet access, printing devices and all other forms of instructional, networking and communication tools are provided as a service by SPS to students. Use of these technologies is a privilege, not a right. Students are expected to observe the following:

- All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.

The student is ultimately responsible for his/her actions in accessing technology at SPS. Failure to comply with the guidelines of technology use (as stated either in this document or in the SPS Student-Parent Handbook) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the Arizona Revised Statutes or Federal Law.

GUIDELINES

1. Access to computers, computer system, information networks, and to the information technology environment within the SPS system is a privilege and must be treated as such by all students.

2. The SPS system will be used solely for the purpose of research, education, and school- related business and operations.
3. Any system which requires password access or for which SPS requires an account, such as the Internet and/or the use of school e-mail, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
4. The District's technological resources are limited. All users must respect the shared use of SPS resources. The District reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary irresponsible or unlawful manner.
5. All communications and information accessible and accessed via the SPS system is and shall remain the property of the District.
6. Student use shall be supervised and monitored by system operators and authorized staff. Student use must be related to the school curriculum.

7. Any defects or knowledge of suspected abuse in SPS systems, networks, security, hardware or software shall be reported to the system operators.
8. Student shall complete the online Digital Citizenship App as provided within Learning.com.

UNACCEPTABLE USE

The Shonto Preparatory School (SPS) has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, circulation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Attempts to disable, bypass or otherwise by-pass the SPS content filter that has been installed in accordance with the federal Children's Internet Protection Act (CIPA). This includes but is not limited to the use of proxy servers.
4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
7. Invades the privacy of individuals or entities.
8. Uses the network for commercial or political activity or personal or private gain.
9. Installs unauthorized software or material for use on District computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
10. Uses the network to access inappropriate materials.
11. Uses the District system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
12. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
13. Uses the District systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.

14. Vandalism is defined as any attempt to harm or destroy the operating system, application software, hardware or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.
15. Violates the District Acceptable Use Policy.

SCHOOL DISTRICT'S RIGHTS AND RESPONSIBILITIES

1. Monitor all activity on the District's system.
2. Determine whether specific uses of the network are consistent with this *Acceptable Use Policy*.
3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this *Acceptable Use Policy*.
4. Respect the privacy of individual user electronic data. The District will secure the consent of users before accessing their data, unless required to do so by law or policies of SPS.
5. Take steps to develop, implement, and maintain security procedures to ensure the integrity of individual and SPS files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
6. Provide appropriate training for SPS Employees and for students who use the District's computer network and have access to the internet. While training and professional development will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately.
7. Attempt to provide error-free and dependable access to technology resources associated with the District system. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
8. Ensure that all student users complete and sign an agreement to abide by the District's acceptable use policy and administrative regulation. All such agreements will be maintained on file in the school office.

VIOLATIONS/CONSEQUENCES

Students who violate this Policy will be subject to revocation of SPS system access up to and including permanent loss of privileges and discipline up to and including expulsion.

Violations of law will be reported to the appropriate law enforcement officials.

Disciplinary action may be appealed by parents and/or students in accordance with existing SPS procedures for suspension or revocation of student privileges.

UNACCEPTABLE USE OF THE DISTRICT'S COMPUTER SYSTEMS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. **Altering any computer configuration including screensavers, desktop settings, network settings, passwords, etc.**
2. **Installing or downloading any executable files from the Internet or portable drives.**
3. **Using chat rooms or social web sites except for teacher-directed educational purposes.**
4. **Installing or using instant messenger programs.**
5. **Downloading MP3s or other music files.**
6. **Accessing online radio stations and television programs.**

7. Writing, downloading, or printing files or messages that contain inappropriate language.
8. Accessing or transmitting pornographic or other inappropriate material.
9. Violating the rights to privacy of students and employees of the District.
10. Reposting personal communications without the author's prior consent.
11. Copying commercial software in violation of copyright law.
12. Attempting to hack, crack, or otherwise degrade or breach the security of the District's network and/or password, other networks, or individual computers.
13. Attempting to bypass the district's content filter, including the use of proxy servers.
14. Developing or passing on programs that damage a computer system or network, such as viruses.
15. Plagiarism.
16. Modifying or copying files of other users without their consent.
17. Giving out personal information such as address and phone numbers over the Internet without staff permission.
18. Accessing or transmitting material which promotes violence or advocates the destruction of property including information concerning the manufacture of destructive devices (explosives, bombs, fireworks, incendiary devices, etc.)
19. Accessing or transmitting material which advocates or promotes violence or hatred against particular individuals or groups of individuals.
20. Accessing or transmitting material which advocates or promotes the use, purchase, or sale of illegal drugs.
21. Conducting or participating in any illegal activity.
22. Any act that is determined as Cyber-bullying, harassment, or a violation of good Digital Citizenship.
23. Any inappropriate use as determined by the Superintendent, Director of Technology and/or building administrators.



SHONTO PREPARATORY K8 SCHOOLS

PO Box 7900 • Shonto, AZ 86054-7900 • (928) 672-3500 • www.shontoprep.org

Haleebee Na'nitin Binahji' Da'olta'i Binitsékees dóó Bina'nitin Bidziil
Empowering Student Learning Through Quality Education

ACCEPTABLE USE POLICY AGREEMENT FORM

Sign and return this page only. Do not return the entire policy.

I have read and will abide by the Shonto Preparatory Schools Acceptable Use Policy. I understand that I am responsible for my actions while using the District's academic computer systems and the Internet. I understand that my Internet activities will be monitored by the District, and any violation may result in the loss of computer privileges, discipline as per the District Discipline Policy, and/or appropriate legal action.

Printed Name of Student: _____

STUDENTS

(For students under the age of eighteen, a parent or guardian must also sign the agreement.)

I have read and understand that my child must abide by the Shonto Preparatory Schools Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I release Shonto Preparatory Schools and its employees from any liability resulting from my child's activities on the Internet. I understand that my child's Internet activities will be monitored by the District, and any violation may result in the loss of computer privileges, discipline as per the District Discipline Policy, and/or appropriate legal action.

Signature of Student: _____ Date: _____

Printed Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____



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SCHOOL YEAR 2020-2021 CHAIN OF COMMAND PROCESS

The following Chain of Command process will provide Shonto Parents/Guardians information in addressing, informing, and resolving issues that may occur within the Shonto school district. The process will begin at the level nearest the issue, not directly to the SPS School Board or Superintendent as they will serve as final decision maker in the process, if an issue should be elevated to their level. It is highly recommended Parents/Guardians follow the Chain of Command process guidance to address issues.

Parent/ Guardian Concerns: Parents with legitimate concerns are encouraged to seek remedy at the lowest level with subsequent elevation up the chain of command. Parents are encouraged to:

1. Clearly state the issue, date(s), location, staff involved,
2. State which policy is being violated,
3. List witnesses both students and other staff or adults, and
4. Specifically what relief is sought.

Elementary School / ESS / Athletics– Please sign in at the designated location

- a. For Classroom issue, first meet with the Teacher/ Dean of Students/Athletic Director to seek resolution,
- b. If there is no relief the next level of the hierarchy is the school Principal, 928-672-3521
- c. If there is no relief the next level of hierarchy is the School Superintendent, 928-672-3525

High School / ESS / Dual Enrollment Program/ Athletics - Please sign in at the designated location

- a. For Classroom issue, first meet with the Teacher/Athletic Director to seek resolution
- b. If there is no relief the next level of the hierarchy is the school Principal, 928-672-3520
- c. If there is no relief the next level of hierarchy is the school Superintendent, 928-672-3525

Residential - please sign in at the designated location

- a. Residential Assistant, at the residential department
- b. Work Force Leader, 928-672-3538
- c. Support Services Director, 928-672-3510
- d. School Superintendent, 928-672-3525

Transportation – please sign in at central office front entry location

- a. Bus Driver – Transportation office, central building
- b. Lead Bus Driver, 928-672-3511
- c. Support Services Director, 928-672-3510
- d. School superintendent, 928-672-3525

Food Services – cafeteria

- a. Food service manager, 928-672-3536
- b. Business Manager, 928-672-3512
- c. School Superintendent, 928-672-3525



SHONTO PREPARATORY K-8 SCHOOLS

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Empowering Student Learning Through Quality Education

PHOTOGRAPHIC and MEDIA CONSENT AND RELEASE FORM

I hereby authorize the Shonto Preparatory Schools (SPS) and those acting pursuant to its authority to:

- (a) Record my likeness and/or voice on a video, audio, photographic, digital, electronic or any other medium;
- (b) Use my name in connection with these recordings;
- (c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet/www) these recordings for any purpose that the University school, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I, release Shonto Preparatory Schools and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I, understand that all such recordings, in whatever medium, shall remain the property of SPS. I have read and fully understand the terms of this release.

Name: _____

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(If under 18 years of age)



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Haleebé Na'nitin Binahjí' Da'ólta'f Binitse'kees dóó Bina'nitin Bidziil
Empowering Student Learning Through Quality Education

SCHOOL, PARENT & FAMILY, STUDENT COMPACT

STUDENT: _____ GRADE: _____

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

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

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

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

SCHOOL RESPONSIBILITIES:

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

PARENT & FAMILY RESPONSIBILITIES:

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

STUDENT:

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

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

(Parent/Family Member Signatures) Date

(Student Name & Signature) Date

XVII. STUDENT AND PARENT ACKNOWLEDGEMENT

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



SHONTO PREPARATORY SCHOOLS SY 2020-2021 STUDENT & PARENT HANDBOOK ACKNOWLEDGEMENT

This document certifies that we received a copy of 2020-2021 Shonto Preparatory Schools Student and Parent Handbook. It is our responsibility to read and understand the contents of this handbook and to maintain a copy for our reference during the academic school year.

This document will be placed in the students' file.

DATE: _____

Student Name (Print)

Student Signature

Parent Name (Print)

Parent's Signature

XIX. EMERGENCY & CRISIS HOTLINE NUMBERS

BIE CHILD ABUSE HOTLINE (800) 633-5155

SHONTO PREPARATORY SCHOOLS

SAFE-SCHOOLS COORDINATOR (928) 672-3517
ATHLETIC DIRECTOR (928) 672-3510
CAMPUS SECURITY (928) 206-9280

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

TSÉBII' KIN 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

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

SOCIAL/FAMILY SERVICES

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

HOTLINES

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