

2020  
2019

# KAIBETO BOARDING SCHOOL



# STUDENT HANDBOOK

East Highway 160/98  
P.O. Box 1420  
Kaibeto, Arizona 86053  
(928)673-3480  
(928)673-3489 (Fax)



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# United States Department of the Interior

## BUREAU OF INDIAN EDUCATION

Navajo District

P.O. Box 1449

Window Rock, Arizona 86515-0707

Telephone: 928-871-5932 Fax: 928-871-5945

Dear Students, Parents/Guardians,

Welcome Back to School Year 18-19! I'm so pleased you have decided to be part of this wonderful school and get yourself involved in the learning opportunities offered at your school.

Please take the time to read this handbook as a student, and parent/guardian and become familiar with some of the policies at the school. We want everyone to be an active participant in the learning opportunities offered to you at the school.

This Student/Parent Handbook should be looked at as a guide for you as you determine your educational direction. If you have questions please contact your school leader.

This is your handbook and as we want it to be something that educates you on the procedures and expectations of your school.

Sincerely,

*Tamarah Pfeiffer*

Tamarah Pfeiffer, Ph.D

Associate Deputy Director -Navajo





EAST HWY 160/98  
P.O. BOX 1420  
KAIBETO, ARIZONA 86053

United States Department of the Interior  
BUREAU OF INDIAN EDUCATION



TELEPHONE (928) 673-3480  
FAX NUMBER (928) 673-3489

**GREETINGS FROM THE SCHOOL PRINCIPAL**

**Dear Parents/Guardians and Students,**

**Welcome CARDINALS to School Year 2019-2020! We are excited to see our students walk through our front doors every day for the pursuit of positive and productive learning experiences at Kaibeto Boarding School. My name is Ms. Klain, I am ecstatic to start the school year in my home community as your Acting Principal. I am of the Red Running into the Water clan, born for the Salt clan, my maternal grandfather's clan is the Bitter Water clan and my paternal grandfather's clan is the Manygoat clan. I feel that I am very fortunate to be able to provide leadership and contribution to the school community as well as the chapter community by being here with you all every day during my assignment.**

**The teachers, staff and school board are dedicated to providing a safe, positive and productive learning environment for each student. We all have a responsibility in keeping our campus safe. Please take the time to read through this handbook and become familiar with the expectations and responsibilities of all stakeholders to support the learners (students) of our school family.**

**Kaibeto Boarding School is "committed to excellence in character, Dine' language and Culture, and academic achievement", we trust that the school stakeholders will work cooperatively to support our school practices, policies and programs. I encourage you to attend all school functions and communicate routinely with our staff. It is especially important to ensure attendance is a priority and that you know where your student is at in their learning. Your child's education with your support will prosper toward a successful future; education is the key to successful futures with our changing times.**

**Let's have a positive, productive and prosperous school year! Go CARDINALS!**

*Veronica Klain* ☺

**Ms. Veronica Klain, M.Ed.  
Kaibeto Boarding School, Acting Principal  
BIE Ed Specialist for School Improvement**

"Committed to excellence in Character, Dine' Language and Culture, and Academic Achievement."



## **MESSAGE ON SCHOOL BOARDS**

The school boards and Navajo District Schools strive to ensure that every student graduates fully prepared for college or career readiness. Each school board acts in accordance with the policies outlined in the 25 CFR and 62 BIAM to effectively support students, families and community.

## **MESSAGE ON WELLESS**

We encourage students and their families to practice traditional concepts of hozho, and take measure to address their physical, mental, and spiritual well-being. In addition to academic instruction, the schools will take measures to provide nutritious food and expose students to physical activities to the extent possible. We encourage students and their families to eat healthy, exercise, and maintain their mental health so that students can reach their full academic potential

## **MESSAGE ON CHILD ABUSE AND NEGLECT**

All suspected cases of child abuse and neglect will be reported in accordance with the BIE's Child Abuse/Neglect Reporting Protocol can be found in Appendix J.



Ms. Veronica Klain, Acting School Principal

ADMINISTRATION DEPARTMENT			
EMPLOYEE NAME	TITLE	EMPLOYEE NAME	TITLE
VERONICA KLAİN	PRINCIPAL	LESINA TSOSIE	COUNSELOR
HEATHER AGUERO	BUSINESS TECHNICIAN	CAMILLE BOONE	FACILITY CLERK
FRONT OFFICE STAFF			
EMPLOYEE NAME	TITLE	EMPLOYEE NAME	TITLE
NITA SALABYE	REGISTRAR	DOROTHY DELE	LIASION
ACADEMIC DEPARTMENT			
EMPLOYEE NAME	TITLE	EMPLOYEE NAME	TITLE
MARSHA TRACY	KINDERGARTEN TEACHER	LATANYA McCABE	NAVAJO LANG./CULTURE
TBD	KINDERGARTEN TEACHER	LENA McCABE	NAVAJO LANG./CULTURE
JEANNE MILLER	FIRST GRADE TEACHER	BESSIE BRYANT	P.E. TEACHER
JOVITA TRACEY	FIRST GRADE TEACHER	TBD	RESOURCE TEACHER
SARAH BEGAY	SECOND GRADE TEACHER	COLLEEN BIGMAN	RESOURCE TEACHER
SALLY BEARD	THIRD GRADE TEACHER	LINDSEY BEGAY	EDUCATION TECHNICIAN
MARY WASHBURN	FOURTH GRADE TEACHER	RHONDA BIGMAN	EDUCATION TECHNICIAN
LESLIE BURBANK	FIFTH GRADE TEACHER	DEBORAHE BOONE	EDUCATION TECHNICIAN
ANN KLISZ	SIXTH GRADE TEACHER	SHANNAYA HAWKE	EDUCATION TECHNICIAN
LINDA TSINNIJINNIE	SEVENTH GRADE TEACHER	HARRISTON HONIE	EDUCATION TECHNICIAN
BETTY WHITEHAIR	SEVENTH GRADE TEACHER	BRIANNA LITTLE	EDUCATION TECHNICIAN
LATANYA McCABE	EIGHTH GRADE TEACHER	LUTIE TSINNIJINNIE	EDUCATION TECHNICIAN
RESIDENTIAL DEPARTMENT			
EMPLOYEE NAME	TITLE	EMPLOYEE NAME	TITLE
BRITTNEY BEKAY	HOMELIVING ASSISTANT	SHELIA TSINNIJINNIE	HOMELIVING ASSISTANT
DARREN DEJOLIE	HOMELIVING ASSISTANT		
HATTIE NEZ	HOMELIVING ASSISTANT	HELENA BENNETT	RESIDENTIAL MANAGER
KITCHEN DEPARTMENT			
EMPLOYEE NAME	TITLE	EMPLOYEE NAME	TITLE
ANNA SANDOVAL	KITCHEN HELPER	TBD	SCHOOL COOK
TBD	KITCHEN HELPER	ALISON YAZZIE	SCHOOL COOK SUPERVISOR
FACILITY DEPARTMENT			
EMPLOYEE NAME	TITLE	EMPLOYEE NAME	TITLE
BRANDON WILLIAMS	MAINT. WORKER/SUPERVISOR	MERLINDA BEGAY	BUS DRIVER
TBD	SECURITY GUARD	ROSITA GRAYMOUNTAIN	BUS DRIVER
CARLTON TSINNIJINNIE	QUARTERS MAINTENANCE	JIM HOWARD	BUS DRIVER
WILSON BEGAY	MAINTENANCE WORKER	BENNY BEGAY	CUSTODIAN
TBD	MAINTENANCE WORKER	ROGER MANYTURQUOISE	CUSTODIAN
LOGAN JOE	GROUNDS KEEPER	SHERRY WILLIAMS	CUSTODIAN

Ms. Darnell June – School Board President  
 Ms. Bahozhoi Kinsel-Gishie – Vice President  
 Mr. Dellard Curley - Secretary  
 Ms. Marie Martin – Member  
 Vacant - Member







# 2019 - 2020 SCHOOL CALENDAR

"Committed to excellence in Character, Dine' Language and Culture,  
and Academic Achievement."



- Vacation Days
- Early Release Days
- Professional Development Day
- Federal Holidays

### End of the Quarter

First day of School –  
August 05, 2019

Last Day of School –  
Students – May 21, 2020  
Teachers – May 22, 2020

### Grading Periods

End of 1<sup>st</sup> Quarter – October 11, 2019  
End of 2<sup>nd</sup> Quarter – December 20,  
2019  
End of 3<sup>rd</sup> Quarter – March 13, 2020  
End of 4<sup>th</sup> Quarter – May 21, 2020

**Parent/Teacher Conferences –**  
October 25, 2019  
March 27, 2020

### Exams

NWEA BOY –  
August 12 – 30, 2019  
NWEA MOY –  
December 02 – 20, 2019  
NWEA EOY –  
March 23 – April 10, 2020

AIMS A Science –  
February 2020  
AIMS Science –  
March 23 – April 17, 2020  
Stanford 10/PARCC –  
April 2020

JULY 2019						
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AUGUST 2019						
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FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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MAY 2020						
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31						

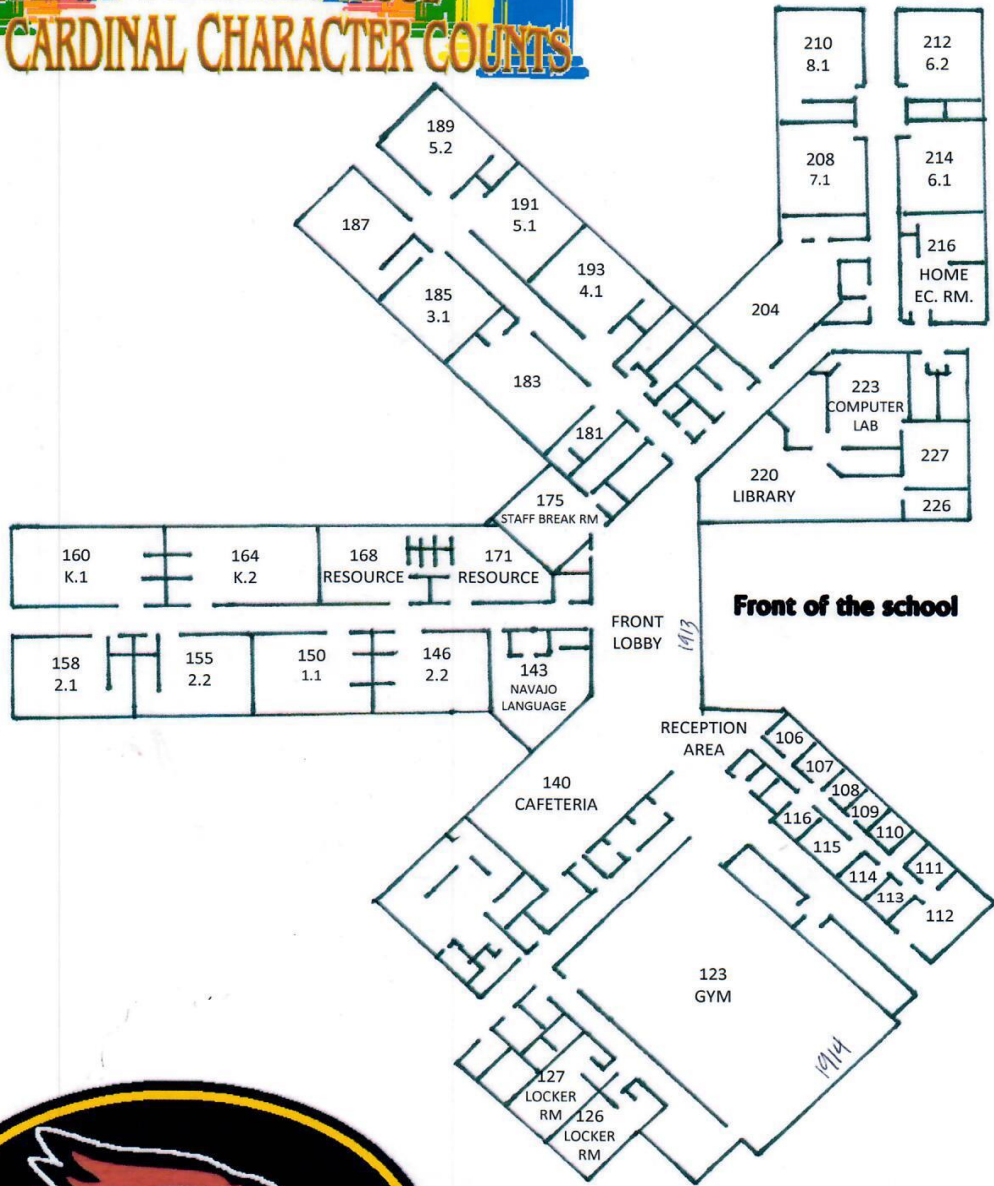
JUNE 2020						
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28	29	30				

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# **BUREAU OF INDIAN EDUCATION**

## **I. Vision Statement**

*“Uniting to promote healthy communities through lifelong learning.”*

## **II. BIE Mission Statement**

*To provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaskan Native villages as distinct cultural and governmental entities. The Bureau shall manifest consideration of the whole person, taking into account the spiritual, mental, physical, and cultural aspects of the person within family and tribal or Alaskan Native Village contexts.*

## **III. BIE Program Goals**

- All students will meet or exceed academic proficiency levels in reading and/or language arts, science, and mathematics
- All schools will provide a safe and secure environment by decreasing incidents of violence and substance abuse by a minimum of 2% annually
- Student attendance will meet or exceed the United States rural attendance rate
- All schools will enhance the professionalism of all staff to improve education programs for student success through:
  1. requirements for staff to have appropriate certification;
  2. comprehensive systemic and on-going professional development;
  3. recruitment and retention of highly qualified educators; and
  4. development of leadership using best practices
- High school graduation rates will be 95% or higher
- Each school will provide curriculum and instruction in Tribal languages and/or cultures as approved by the local school boards

# **BUREAU OF INDIAN EDUCATION NAVAJO DISTRICT**

## **I. BIE Navajo District Description**

BIE Navajo operates under one Associate Deputy Director. There are five Education Resource Centers (Crownpoint, Shiprock, Window Rock, Chinle, and Tuba City) that provide support for the 66 BIE-operated and Grant Schools on the Navajo Nation within the states of Arizona, New Mexico, and Utah. These schools provide primary as well as secondary education, and nineteen of the BIE Schools in the Navajo District have residential programs.

## **II. BIE Navajo Plan**

The Navajo District has developed a guideline/plan to support the 66 BIE/Grant Schools. The plan is titled Commitment to the Navajo Learner with four foundational pillars:

**Pillar I: Continuous Improvement Using Data-** use data from standards based assessments and benchmarks to improve effective instruction, student learning, and achievement

**Pillar II: Leadership and Decision-Making for Change -** build leadership's capacity to implement innovative changes to foster student achievement



**Pillar III: Curriculum and Instruction** - develop a strong curriculum using Common Core Standards, and build teacher capacity to deliver effective instruction resulting in increased student achievement

**Pillar IV: School, Parent, and Community** - implement innovative strategies developed through the collaborative efforts of the school, parents, and community to support each child's educational experience

### III. District Priorities

In addition to the pillars, the Navajo District has identified four priorities for all BIE Schools partnering with the Navajo Nation. The priorities are:

- Instructional Core
- Leadership Plan
- Plan for BIE and Navajo Nation Partnership
- Sustainability (Budget) Sustaining Quality Education

### IV. AdvancEd Standards for Quality Schools:

AdvancED is an accreditation non-profit, non-partisan organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. AdvancED provides tools and resources to schools and school systems to support an ongoing comprehensive analysis to drive continuous improvement now and into the future.

**Standard 1: Purpose and Direction**- the school maintains and communicates a purpose and direction that commits to high expectation for learning as well as shared values and beliefs about teaching and learning

**Standard 2: Governance and Leadership** – the school operates under governance and leadership that promote and support student performance and school effectiveness

**Standard 3: Teaching and Assessing for Learning** – the school's curriculum, instructional design, and assessment practices guide and ensure teacher effectiveness and student learning

**Standard 4: Resources and Support Systems** – the school has resources and provides services that support its purpose and direction to ensure success for all students.

**Standard 5: Using Results for Continuous Improvement** – the school implements a comprehensive assessment system that generates a range of data about student learning and school effectiveness; and uses the results to guide continuous improvement





## **SCHOOL VISION STATEMENT**

“Committed to excellence in Character, Dine’ Language and Culture, and Academic Achievement.”

## **SCHOOL MISSION STATEMENT**

Kaibeto Boarding School will provide opportunities that will empower students to strive to achieve excellence in Character, Dine’ Language, and Academics for college and career readiness to meet the relevant needs of our community.

## **SCHOOL PHILOSOPHY STATEMENT**

We commit to working as a collaborative team to ensure every child learns, and develops a healthy Dine lifestyle so they may contribute to their community and be lifelong learners.

# **Kaibeto Boarding School**

## **Daily School Schedule**

7:15 am - 7:50 am - Breakfast Served

8:00 am – Instruction Begins

3:00 pm – Dismissal



# **ACADEMIC INFORMATION**

## **I. Title IX and Executive Order 13160**

The school will comply with the requirements of Title IX of United States Education Amendments of 1972, 20 U.S.C. §§ 1681–1688, Pub L. No. 92-318, and its implementing regulations (34 C.F.R. part 106). Further, no individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity. (Executive Order 13160).

## **II. Common Core Curriculum**

The BIE Navajo Schools developed and currently implements a K-8 curriculum utilizing the Common Core Standards (CCS) in English Language Arts, Science, and Mathematics to guide instruction in the classroom. The Curriculum identifies skills that are to be taught. The Dine’ Language/Culture and Government/History Standards are also embedded throughout the curriculum.

## **III. K-8 Programs**

The BIE Schools include instruction in the following content areas: English Language Arts, Writing, Math, Science, and Social Studies. Special Education and Gifted and Talented services are also provided. In addition to the core content areas schools **may** offer the following extracurricular activities/programs:

FACE	Summer Enrichment	21 <sup>st</sup> Century Program
Enrichment Programs	Science Fair	After-School Tutoring
Spelling Bee	STEM	Athletic/PE Programs
Math/Literacy/Science Nights	Music	Art
Computers	Navajo Language/Culture	Student Clubs
Response to Intervention (RtI)		

## **IV. PARCC Assessments**

BIE Navajo District Schools utilize several assessments to measure progress and achievement of all K-12 students. PARCC Assessments are administered to all 3<sup>rd</sup> - 8<sup>th</sup> grade students. This assessment measures proficiency in English Language Arts (ELA) and Mathematics.

The assessment includes:

### **Arizona**

- Partnership for Assessment of Readiness for College & Careers (PARCC) – 3<sup>rd</sup> - 12<sup>th</sup> to measure proficiency in ELA, and Mathematics
- Arizona Instrument to Measure the Standard (AIMS) Science for 4<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grades
- Arizona English Language Learner Assessment (AZELLA) for identified K-12th grade students
- Northwest Evaluation Association (NWEA)



## **V. Classroom Assessments**

### *i. Formative Assessment*

Teachers use formative assessments during instruction through monitoring the progress of learning resulting in accurate, specific feedback that advances student learning.

### *ii. Summative Assessment*

Teachers use summative assessment when students are expected to have already learned the intended content; level of proficiency on a standard or benchmark most often at the end of an instructional unit.

## **VI. Promotion**

### *i. Promotion*

Students will be promoted based on the successful completion of the measurable mastery of instructional objectives set for their grade level as stated in 25 CFR § 36.31. A student who has not participated, either directly, or through approved alternative instructional methods or programs, in a minimum of 160 instructional days per academic term (80 instructional days per semester) without a written excused absence shall not be promoted. A school committee may review a promotion decision on a case-by-case basis due to compelling or extenuating circumstances.

## **VII. K-8 Academic Support Services**

BIE Navajo District Schools have developed many support programs to help students achieve academic success. We strongly encourage all students to take advantage of the opportunities offered to stay on track with their education plan, and for high school students to graduate with their cohort.

These programs may include the following:

- **After School Homework Support/Tutoring:** A student may stay after school to get homework support with his/her classes after having made prior arrangements with a specific teacher or staff member. Tutoring is available for all students who are failing a class at any given time.
- **Summer School:** May be offered to provide students the opportunity to retake classes they failed during the school year. Students who attend daily may have the opportunity to be promoted to the next grade level on a case by case basis.
- **Support Service:** Available for students with special learning and/or behavioral needs this may include extended school year.

## **RESPONSIBILITIES AND RIGHTS OF PARENTS**

### **I. Responsibilities**

- You have the responsibility to read and understand the rules.
- You have the responsibility to ask school officials to help you understand these rules if necessary.
- You have the responsibility to ensure that your child stays for classes from the start of school to the end of the school day, Monday through Friday.
- You have the responsibility to know and understand the State of Arizona's truancy law.

### **II. Rights**

- You have the right to see and read your child's record (e.g., attendance, grades, test scores, referrals, incident reports. etc.). If you have questions, ask a counselor, teacher, or administrator, to help you



understand the information and the use of these records. Keep the information in these records confidential because it is not for general information, but only for you, your child, school officials, or others designated by you.

- You have the right to be told what the school rules are.
- You have the right to be informed of what the consequences (punishments) are for your child for breaking the rules.
- You have the right to appeal disciplinary action as provided for by this document and applicable law.

## **ADMISSION/REGISTRATION**

All prospective students are subject to an administrative records review prior to admission as applicable.

- Students who wish to enroll must have a **parent or legal guardian present at the time of enrollment**, and must meet the **following conditions and requirements**:
  - Each student must provide an up-to-date immunization record.
  - Each Native American student or Alaska Native must provide a Certificate of Indian Blood (CIB) or other proof of Indian status.
  - Each student must provide a birth certificate, or other documentation establishing guardianship or parentage.
  - Students under suspension or involved in disciplinary proceedings at another school will be required to participate in a documented counseling session prior to enrollment. The documented counseling session will serve as an opportunity to review the school's expectations and rules, as well as an opportunity to address any concerns the student may have.
  - Any student who has been expelled for criminal offenses and/or violent behavior will be required to participate in a documented counseling session prior to enrollment. The documented counseling session will serve as an opportunity to review the school's expectations and rules, as well as an opportunity to address any concerns the student may have.
  - Any student who has previously violated the school's substance abuse policy and is seeking re-enrollment will be required to participate in a documented counseling session prior to enrollment. The documented counseling session will serve as an opportunity to review the school's expectations and rules, as well as an opportunity to address any concerns the student may have.
  - Each student must have all current transcripts (grades, credits, and attendance) and test data (State and EL) to enroll.
  - Any student who resides outside of the Attendance Boundaries must have an out-of-boundary waiver that has been approved by the School Board.
  - Transfer students must enroll within the first ten days of the fall or spring semester. All transfers are subject to administrative approval.
  - Any student who was not enrolled in the previous semester will be accepted only if there is student space available within his/her proposed schedule/grade.
  - Upon admission, any student with a known medical issue, including a food allergy must disclose the information to the principal, and registrar. School officials will ensure that this information is shared with appropriate staff within the school in accordance with the school's policy.
  - Students may be denied enrollment if the school determines the student poses a threat to the health, safety, or welfare of staff, faculty, students or the school. If a student is denied enrollment they may appeal in accordance with the appeal process outlined below.





## ATTENDANCE

Regular school attendance is the key to academic success. Students are expected to be at school on time every school day. A school day is defined as normal class hours, beginning the moment the student steps on school property (e.g., campus, school bus, government vehicle) and ending the moment he/she would normally step off school property. It is the responsibility of each student and his/her family to ensure that the student is absent only when absolutely necessary, as his/her academic progress and growth are largely dependent upon his/her engagement and the continuity of instruction.

The Code of Federal Regulations in 25 CFR § 36.31 mandates: “A student who has not participated in a minimum of 80 instructional days per semester without a written excused absence shall not be promoted. A school board or a school committee may review a promotion decision and, if warranted due to compelling and/or extenuating circumstances, rescind in writing such action on a case-by-case basis.”

- **Absences may impact student performance, and final grades.**
- **Students will be automatically dropped when they have missed 10 consecutive days**

If a Parent or Student believes that a Student’s Attendance has been incorrectly documented they can contact the school administrator within 10 days of the end of the quarter in which the attendance was incorrectly documented to discuss the issue.

### **I. Types of Absences (NASIS Attendance Codes)**

#### **Unexcused Absences**

- *Unexcused with permission absences (AU)* An unexcused absence with permission occurs when the student is absent with the permission/knowledge of his/her parent/guardian and the reason is not listed under “Excused absences (AE).” Unexcused absences with permission include but are not limited to; family vacation, babysitting, helping at home, missing the bus, trip to town, no one home. Teachers should make an effort to allow students to make up work missed due to unexcused with permission absences for full credit.
- *Truancy (A)* A student is considered truant when he/she is absent without permission, or knowledge of the parent. If a student does not submit a parental excuse note within three days of their return to school the student will be marked as truant and will be responsible for making up missed assignments. The individual teacher will have discretion to determine how much credit will be given, but regardless of credit given the student should make every effort to make up missed assignments to help ensure mastery of the subject matter.
- *Class Cutting (AC)* A student will be considered to have cut class if the student is present at school, but misses one or more classes during the school day without a valid excuse. The individual teacher will have discretion to determine how much credit will be given, but regardless of credit given the student should make every effort to make up missed assignments to help ensure mastery of the subject matter.

#### **Excused Absences**

- *Excused absences (AE)* An excused absence is an absence for which **written documentation** has been provided **within three (3) days following the student’s return to school** documenting that the student was absent for one of the following reasons: illness, medical/dental appointment, death of a close family member (parent, sibling, grandparent, aunts/uncle, or as otherwise determined by the school), religious



ceremony, court appointment or compliance with a court order. A medical doctor's statement is required for any absences over three days due to illness. Teachers are required to provide the opportunity for students to make up work missed due to excused absences for full credit.

- *School Activity (SA)* Classes missed because of a school activity (field trip, extracurricular activities, testing, etc.) are coded as SA and do not count toward the total absences. SA's are considered excused, and students are allowed to make-up any work missed. When possible, students should check in with their teachers and get the makeup work prior to the absence.

## Other Types of Attendance Markings

- *In-School Suspension (ISS)* Students are expected to report to school at the normal hours, but will not participate in their normal class. Instead they will be given class work to complete independently and will not be allowed to interact with peers during the in-school suspension. Classwork for students assigned to ISS will be picked up on the day prior to the ISS assignment. ISS students are responsible for completing and submitting make-up work for each of their classes. ISS will not be treated as an absence, but instead will be denoted as ISS.
- *Out-of-School Suspension (TA)* Students serving an out of school suspension will be marked as TA. Students serving an out of school suspension will not be allowed to make up missed work.
- *Homebound (HB)* Students who are on Homebound Status will be marked as HB. The school may put students who will be out of school for an extended period on homebound status. Homebound status may be appropriate for circumstances such as hospitalization, doctor-verified disability, pregnancy, participation in ceremony, death of a close family member (parent, sibling, grandparent, aunt/uncle, or as otherwise determined by the school), or court ordered confinement, or in situations where the student poses a threat to health, safety, or welfare of the school, staff, or students. If a student is placed on HB status the school has an obligation to provide them with academic services. HB status requires the approval of the Principal or designee. The HB student is responsible for completing, and submitting make-up work for each of his/her classes, but the school will make reasonable efforts to provide the student with information about missed class work. The terms of the HB Agreement should be set forth in writing. The HB Agreement may be revoked for any student who does not abide by or fulfill its requirements. The school must maintain documentation of services provided to students who are on HB status.

## II. Attendance Procedures & Policies

- Any student who arrives after the start of the school day must sign in at the Front/Security Office to receive a pass to class.
- Attendance is counted from the first day through the last day of the academic year.
- Each student who has missed a day of school will report directly to the Attendance Clerk/front office at the Front/Security Office upon return to school before reporting to class; (1) to turn in a parent note explaining the reason for the absence, and (2) to receive a pass to class. No teacher is to admit a previously absent student to class without a pass from the Attendance Clerk/front office. If a student who has been absent the previous school day arrives at class without such a pass, he/she is to be sent directly to the Attendance Clerk.
- Parents/guardians are welcomed to contact the Attendance Clerk/front office by telephone on the day of an absence to provide an excuse for their child's absence. However, **the student will still be expected to provide a written documentation when he/she returns to school from the absence.**



- If a student returns to school without a parent note or phone call explaining the reason(s) for his/her absence, he/she will be coded as Truant. The Attendance Clerk/front office will attempt to contact the student's parent/guardian for an explanation. Otherwise, **the student and his/her family have *only three (3) school days following the absence to provide a written explanation for the absence.***
- An attendance contract and a parent conference with an administrator are required for 5 (five) or more unexcused absences, or upon the student's fifth instance of truancy.

### III. Tardiness

Any student who is late for the first class of the day, or who exceeds the time allotted for transition between classes will be considered tardy, and will be subject to discipline as outlined below.

### IV. Class Cuts/Ditching

Cutting class is prohibited and will be subject to discipline as outlined below.

### V. Early Checkout

Students may be checked out of school only by a parent/legal guardian or a person older than 25 years of age who has been authorized by the parent/guardian in advance on the checkout card. There is **no student self-checkout**. It is recommended that students not be checked out during class time except in an emergency. **The school nurse/administrator will approve early check-out for sick students; without the approval or a Doctor's statement, any resulting absence will be coded as excused absence (AE).** Absences due to early checkout will be handled like any other absence.

### VI. Attendance Incentives

Individual and group incentives will be given throughout the school year to students who attend school regularly.

### VII. Attendance Contract

After a student accumulates five or more absences, or after a student's fifth time being counted as truant, the Counselor or Designee will schedule a Parent Conference at which the parent and student will meet with an Administrator and agree upon and sign an Attendance Contract to ensure that the student does not fall further behind in his/her classes. As a part of the Attendance Contract, the student may be subject to one or more of the following:

- Assigned Peer or Adult Mentor
- Required After School Homework Help
- Suspension from Athletics/School Activities
- Revocation of Early Checkout
- Parent Escort of Child to School
- Required Residential Program Enrollment

## **SCHOOL -WIDE RULES and PROCEDURES**

### I. Expectations

- Students will learn and obey all school rules and procedures at all times while on the school campus or on school property (including school vehicles/buses) and during school-sponsored activities regardless of location.
- Students will follow directions of school staff.
- Students will clean up after themselves.



- Students will report any safety hazards (e.g., faulty electrical outlets or appliances, unsafe equipment, broken windows, exposed wires, unsafe playground equipment, etc.) to any staff member.
- In case of a school-wide emergency (e.g., electrical outage, bomb threats, gas leaks, lock-down) the staff and students will follow the Crisis Management Guide, and the instructions of the school staff.
- All schools are drug-free environments. No alcohol, drugs, smoking or chewing tobacco, or other controlled substance, or related paraphernalia are allowed on the school property, including school buildings, surrounding grounds, and school vehicles/buses, or at school sponsored activities. Violation of this policy will be dealt with in accordance with the disciplinary process.
- Students will report all unauthorized persons/stranger(s) on campus to school personnel.
- Students will report any person on campus suspected of behaving unsafely and/or carrying alcohol, drugs, drug paraphernalia, and/or weapons to school personnel.
- Students will not endanger themselves or anyone else on school property or while participating in any school-sponsored activity.
- The following bell system is in effect: A bell will ring five minutes before the beginning of class. A second tardy bell signifies the beginning of the class period, and students should be in their assigned classrooms ready to learn when this bell rings.
- Sexually explicit material is not allowed on campus, or at school events or school-sponsored activities.
- Skateboards/Hover board/Heelys Shoes are prohibited due to safety.
- All school property/equipment/supplies/textbooks/equipment (including athletic equipment) that have been issued to a student must be returned in good condition or the student and/or parent will be billed for its replacement. The school may withhold diplomas and certificates of completion until a student clears any pending financial obligations with the school. Schools are not responsible for loss or damage to students' personal property brought onto the school campus.

## II. Closed Campus

The safety and security of students and staff are a priority at each school. Any visitors (individuals not currently enrolled at or employed by each school) must sign-in at the Front/Security Office upon arrival to receive an official **Visitor's Pass**. Visitors are not allowed beyond the front or security office without an escort or proper clearance. Students and staff are expected to inform the Front/Security Office of the presence of any unregistered visitor on campus.

During the school year, school sponsored closed events (such as the dances) are only for current enrolled school students and approved guests. Visitors at such events are subject to prior approval in accordance with the rules/guidelines included with the **Visitor Guest Registration Form**. Unapproved Visitors will be escorted off the premises either by school personnel or by local authority.

Students are required to remain on the school campus as designated by the School Administrator for the entirety of the school day, and may leave the school campus only if they have been officially checked out of school.

## III. Dress Code

Students are required to conform to the school's dress code from the time they arrive on school property (including the school bus) until they depart from school property.

- Logos/graphics on clothing (tops/bottoms) and accessories (backpacks, purses, bags, belts, shoes, wristbands, shoelaces, coats, head gear, gloves) must NOT contain foul language, skulls, sexual innuendo, references to sex, drugs, alcohol, violence, and/or death.
- Bottoms/ Lower Body Clothing (pants, short cuts, and skirts) must fit at the waist line and shall not be more than 3" above the knee.
- Tank/Muscle Tops and Tube/Halter tops are not allowed.





- Clothing must cover cleavage, bellies, shoulders, backsides, and undergarments should not be visible.
- Leggings/jeggings can be worn under a tunic, skirt, or dress but not alone (except K-5<sup>th</sup>).
- Students should wear proper footwear (foot fully enclosed).
- Gang-related attire, accessories, insignia, and colors are prohibited.
- Chains, spikes, brads, adornment, or any other accessories that may be used as a weapon or damage school property are NOT permitted.
- Face painting, masks, and excessive makeup that hide one's face is not allowed.
- Hair styles or body modifications that cause distraction to the education process are not permitted.
- The use of non-prescription decorative contact lenses (e.g., cat eyes, vampire eyes) that causes distraction to the educational process is prohibited.
- Head gear (hat, hoodie, beanie, and visor) is not to be worn in any building on campus during school hours.
- Personal headphones/ear buds are to be kept out of sight while in any building on campus.

Students not adhering to the dress code will be asked to correct the violation without delay. Refusal to conform to the dress code may result in confiscation of the offending object/article of clothing and/or the student subjected to disciplinary action as deemed appropriate by the administrator. Repeated documented dress code violations may result in students being sent home and directed to return with a parent for an Administrative Conference. Students who do not comply with the dress code may be subject to discipline as outlined below. The school's administration has the final authority in determining appropriate school attire and appearance. The school's dress code is subject to change at any time.

#### IV. School Activities and Trips

- The administration reserves the right to limit field trip participation to students with favorable behavior records (i.e., no write-ups for major infractions). Athletic participation requires passing grades in all classes as determined by bi-monthly/weekly grade checks per Interscholastic guidelines.
- All field trips require written parental permission. Parents will be specifically notified about culturally sensitive field trips/projects; and a student may be assigned another activity if parent permission is not given.
- All day/overnight field trips require a BIE Navajo District Field Trip Request Form which is subject to approval from the BIE-Associate Deputy Director.
- **Student travel will be restricted during the following periods** (December and April – May) because of testing and school holiday schedules.

#### V. Computer/Internet Usage Policy

The primary purpose of the Internet connection is for educational pursuits. In formulating this policy, the School recognizes that students have a constitutional right to freedom of speech. However, that right is not unlimited, and we encourage students to be thoughtful about their words and actions.

- 1) The system administrator and the school principal have determined what constitutes inappropriate use of the school's computer system and equipment. Inappropriate use includes but is not limited to the following activities:
  - a) Sending or displaying offensive/ pornographic/threatening/subversive images and messages;
  - b) Accessing, viewing, or transmitting material related to drugs, alcohol, gangs, sexual activity, or hate groups;
  - c) Tampering with or damaging school computer equipment and/or system;
  - d) Violating copyright laws;



- e) Allowing others access to username and password;
  - f) Using another user's username and password. Trespassing in another user's account, folders, and/or files;
  - g) Intentionally wasting limited resources, such as forwarding chain letters; streaming internet radio or video; downloading music, video, or software;
  - h) Using a proxy server to bypass system network filters and controls;
  - i) Using the schools BIE Internet system for commercial activities, or making personal purchases;
  - j) Participating in chat rooms or other live communication;
  - k) Cyberbullying which may include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
- 2) Violations will result in loss of access, confiscation of equipment, and/or further disciplinary or legal action, and:
    - a) Any cost/expense incurred by the user becomes the liability of the user.
    - b) The user will be billed by the school for loss/damage to the computer system and/or equipment as a result of inappropriate use as listed above.
  - 3) All computer network usage is subject to BIE/Federal filtering and monitoring. Therefore, be reminded there is no expectation of privacy.
  - 4) Students must have a current signed Student Computer/Internet Usage Policy and Agreement on file before they can use the Internet on any of the school computers. The school's Wi-Fi network is limited to school-purchased devices.

## VI. Electronic Device Policy

Electronic devices include but are not limited to the following:

- Cell Phone
- Digital Camera
- Electronic game devices (e.g., Gameboy, PSP)
- Handheld Video Camera
- Personal iPad/Tablet
- Laser Pointer--For safety reasons, laser lights are prohibited from the school campus.
- Personal Music player/iPod/Speakers
- Portable DVD Player
- Personal Laptop

**Electronic devices and accessories must be turned off and kept out of sight during instructional hours,** and during fire drills or other organized school activities for the duration of the school day. Devices may be used in the classroom with teacher permission only if they are part of an organized classroom activity. Violations will result in the electronic device being confiscated, turned in to the front office/school security, or designated school administrator, and returned to the student/parent at a designated time as determined by the school administrator. Violations may also result in disciplinary action as determined by the school administrator. The school is not responsible for loss or damage to students' personal-property brought onto the school campus.



## **VII. Fund Raising and Student Council**

Individuals are not permitted to sell items on campus to raise money for personal gain.

- By law (25 CFR §31.7), any funds raised should benefit recognized student organizations and must be deposited in the School Activity Fund/bank.
- An updated Plan of Operation must be submitted to and approved by the Student Council each school year prior to any fund raising activity.
- Any fund raising activity must be approved prior to the event by the Student Council, and by the Principal (or Designee).
- Sponsors and organization/club officers are required to be familiar with the policies and procedures of both the Student Council and the School Activity Fund/bank. All funds collected through organizations or club must be deposited into the school activity fund/ bank by the sponsor immediately.

## **VIII. School Search and Seizure Policy**

Students are entitled to the guarantees of the Fourth Amendment, and in accordance with the Fourth Amendment when there is reasonable suspicion that students may be in possession of drugs, weapons, alcohol, and other materials (contraband) in violation of school policy or state/federal/tribal law, school authorities may search any student, or student locker in accordance with the policy outlined below, and may seize illegal, unauthorized, or contraband material discovered in the search. A student's failure to cooperate with searches as provided in this policy will be considered grounds for disciplinary action. School authorities may utilize canines and metal detectors to assist in searches.

To meet the standard of reasonable suspicion, the school official must have specific and articulable facts or inferences, obtained from either personal observation or a reliable informant, that leads him or her to conclude – based on his or her experience and in the totality of the circumstances – that the search will lead to a discovery of contraband or evidence of contraband. Examples of reasonable suspicion may include, but are not limited to, smelling marijuana or alcohol odors, observing students with drug paraphernalia or alcohol containers, observing behavior consistent with intoxication, or hearing from a credible source that a student possesses contraband on his or her person or elsewhere on school property.

### *Searches of Individuals*

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material. The scope of any inspection conducted under this policy shall be reasonably related to the objectives of the inspection, and shall not be unreasonable in light of the age and sex of the student and the nature of the infraction. 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, and will be no more intrusive than necessary to uncover the suspected illegal or unauthorized material.

### *School Property*

The school exercises exclusive control over school property, and the students have no expectation of privacy regarding items placed in school property because school property is subject to search at any time by school officials. The students are responsible for whatever is contained in desks and lockers issued to them by the school. School authorities may conduct a general inspection of lockers for any reason at any time without notice, without student consent, and without a search warrant.

### *Seizure of Illegal Materials*

Illegal or unauthorized material which has been found in a properly conducted search will be turned over to the proper law enforcement authorities for ultimate disposition.



### *Use of Drug and Alcohol Tests*

When the school has reasonable suspicion that a student is under the influence of alcohol or drugs, the student may be subjected to testing to determine whether the student is under the influence of drugs or alcohol.

### *Law Enforcement*

Law Enforcement may be contacted by the school for incidents of illegal activity.

### *Use of Dogs*

The school administration is authorized to utilize specifically trained canines (accompanied by trainer) for sniffing out contraband on school-owned property and automobiles parked on the school property. An indication by the dog that contraband is present on school property or an automobile will be reasonable cause for a further search by the school officials.

### *Use of Metal Detectors*

School policy and state law prohibit weapons of any nature on school property or at school functions. The presence of weapons is inherently dangerous to all persons in the school setting. School officials are authorized to use metal detectors when there is reasonable cause to believe that an identified student is in possession of a weapon.

## **IX. INFECTIOUS DISEASE CONTROL POLICY**

The following guidelines were developed by the Navajo District in collaboration with Indian Health Services to reduce the spread of communicable diseases in school. These guidelines will be followed in any communicable/infectious disease situation.

If a student is believed to have a communicable or infectious disease the staff will immediately notify, the principal or designee. The principal or designee in charge will:

1. Take the student to the nearest hospital (Indian Health Services or private) for an evaluation.
2. Contact the student's parent/guardian.
3. Work with Indian Health Service (IHS) or other appropriate medical personnel to determine if isolation/separation of any student is necessary.
4. If necessary, place the student in a designated isolation room in the dormitory, if the schools has a residential program, or in a designated room with a staff and ensure the student is checked every 10 minutes.
5. Control the transmission of the communicable disease in the school building and dormitory if the school has a residential program.
6. If appropriate notify parent/guardian in writing of:
  - a. The disease to which the child was exposed, and whether this is one case or part of an outbreak.
  - b. Signs and symptoms of the disease that the parent should watch for in the child.
  - c. How the disease is spread.
  - d. The incubation period of the disease (when they might see symptoms appear).
  - e. How many days or weeks the disease can spread from person to person (period of communicability).
  - f. Disease prevention measures recommended by a Public Health Nurse or Sanitarian.



- g. The control measures implemented at the school and dormitory if the school has a residential program.

### **Re-admittance:**

If a student has been taken out of school and had a communicable or infectious disease prior to returning to the school, the student must provide a doctor's statement stating the student is medically cleared to return. Further, a meeting with the student's parent/guardian may be required.

## **STUDENT BEHAVIOR POLICIES**

### **I. Harassment/Intimidation/Threats/Bullying**

**The following behavior is not permitted and is subject to discipline in accordance with the policy outlined below. Further, violation of these policies will result in parent notification and may result in notification of local law enforcement.**

- **Physical Abuse:** Includes but is not limited to, any physical contact not invited by the recipient including hitting/kicking/pinching, spitting on someone, tripping/pushing, taking or breaking someone's things
- **Sexual Harassment:** Includes but is not limited to, any physical or verbal act of a sexual nature that is unwanted or not invited by the recipient. Sexual harassment can also include body gestures, innuendos, creating a sexually hostile environment through use of sexually explicit materials such as calendars, magazines, or other graphic materials.
- **Verbal Abuse:** Includes but is not limited to, any derogatory speech directed at an individual or spoken in a public setting. This includes vulgarity, cursing, and sexual innuendo (e.g., calling someone a 'b-word' or using the "F" word is considered harassment). Verbal abuse also includes teasing, name-calling, taunting and threatening to cause harm.
- **Nonverbal Abuse:** Includes but is not limited to, rallying other children not to be friends with someone, spreading rumors, causing someone else to be subject to public ridicule.

### **II. Hazing**

Hazing activities, such as initiations, harassment, humiliation, and ridicule will not be tolerated. Hazing includes any intentional or reckless act committed by a student, whether individually or with others, in-person, or in writing, against another student with a substantial risk of potential physical injury, mental harm, or degradation.

### **III. Bullying**

Bullying is prohibited on school property, property immediately adjacent to school grounds, at school-sponsored or school-related events whether on or off school property, at school bus stops, on school buses or other vehicles owned, leased or used by the school, or through the use of technology or an electronic devices owned, leased or used by the school.

Bullying is also prohibited at a location or activity that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school, if the act or acts in question create a hostile





environment at school for the target student, infringe on the rights of that student at school, or substantially disrupt the education process or the orderly operation of a school.

**Students or parents of students who are being bullied should report their concerns to the school administrator.**

#### **IV. Public Display of Affection (PDA)**

Anything beyond hand-holding is prohibited and will be subject to discipline in accordance with the policy below.

### **DISCIPLINE**

#### **I. Discipline Ladder**

If a problem cannot be resolved by the Staff Member it may be referred to the Administration, and Administration will:

- Provide additional intervention as needed to correct problem behavior or to resolve conflicts;
- Determine appropriate consequences (e.g., lunch detention, restriction)
- Determine if suspension is appropriate
- Prepare suspension letter, set hearing dates; notify parent/guardian; review hearing rights with student.

#### **II. Progressive Discipline**

The Navajo District will use a system of progressive discipline, and will attempt to implement discipline based on severity of the offense, and the repeated nature of disciplinary offenses. Accordingly, offenses are broken down into Severe, Major, and Minor as described below. Please note the following:

1. Behavior and Counseling Contracts will be established for all Severe (Group I) offenses.
2. Law Enforcement may be notified of offenses.
3. The Administrator will make the final decision.
4. A student may be suspended from School for violations of the Student/Parent Handbook or other school rules and regulations.

#### **Severe Offenses (Group 1)**

Severe Offenses (Group I) are those offenses that are serious in nature and without exception break Navajo Nation law, and/or state law, and/or federal Law. Examples of Severe Offenses (Group 1) offenses include, but are not limited to the following:

Drug/Alcohol use or possession, arson, physical assault, sale or distribution of a controlled substance, inciting a riot, possession of a weapon, fighting involving a weapon, bomb threat, gang activity, etc.

#### **Consequences for Severe Offenses (Group I)**

Short Suspension – 3 days or less out of school with mandatory counseling

Long Suspension – 4 to 8 days out of school with mandatory counseling



Long-Term Suspension – 9 days or more days out of school, with due process hearing

Expulsion – Recommendation for Expulsion

Type of Offense	1 <sup>st</sup> Offense with a Contract	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Selling/Distribution of Drugs/Alcohol	Short or Long Suspension	Long or Long-Term Suspension	Long-Term Suspension or
	<i>1<sup>st</sup> &amp; 2<sup>nd</sup> Offense - Law enforcement will be notified</i>		Expulsion
Use, Possession of Drugs/Alcohol	Short or Long Suspension	Long or Long-Term Suspension	Long-Term Suspension or
	<i>1<sup>st</sup> &amp; 2<sup>nd</sup> Offense - Law enforcement will be notified</i>		Expulsion
Fighting – Inciting a Riot or Fight, Possession of a Weapon, Fighting with a Weapon	Short or Long Suspension	Long or Long-Term Suspension	Long-Term Suspension or
	<i>1<sup>st</sup> &amp; 2<sup>nd</sup> Offense - Law enforcement will be notified</i>		Expulsion
Gang Related Activities (Including but not limited to Recruitment, initiation, threatening or other equivalent behavior)	Short or Long Suspension	Long or Long-Term Suspension	Long-Term Suspension or
	<i>1<sup>st</sup> &amp; 2<sup>nd</sup> Offense - Law enforcement will be notified</i>		Expulsion
Arson – Bomb Threat, False Fire Alarm, Fire Works	Short or Long Suspension	Long or Long-Term Suspension	Long-Term Suspension or
	<i>1<sup>st</sup> &amp; 2<sup>nd</sup> Offense - Law enforcement will be notified</i>		Expulsion



Type of Offense	1 <sup>st</sup> Offense with a Contract	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Sexual Misconduct, Any Inappropriate Contact	Short or Long Suspension	Long or Long-Term Suspension	Long-Term Suspension or
	<i>1<sup>st</sup> &amp; 2<sup>nd</sup> Offense - Law enforcement will be notified</i>		Expulsion
Physical Assault	Short or Long Suspension	Long or Long-Term Suspension	Long-Term Suspension or Expulsion
	<i>1<sup>st</sup> &amp; 2<sup>nd</sup> Offense - Law enforcement will be notified</i>		
Other Serious or Threatening Behaviors that Involve/Cause Harm to Others including Severe Bullying (e.g. encouraging someone to engage in self-harm, threatening someone, taking someone's property with threat of force, spreading rumors that are intended to damage someone else's reputation)	Short or Long Suspension	Long or Long-Term Suspension	Long-Term Suspension or
	<i>1<sup>st</sup> &amp; 2<sup>nd</sup> Offense - Law enforcement will be notified</i>		Expulsion
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral and Counseling Contract		



## Major Offenses (Group II)

Major Offenses (Group II) are those offenses that can be serious in nature and may break Navajo Nation law, and/or state law, and/or federal law. Examples of Major Offenses (Group II) offenses include, but are not limited to the following:

theft, vandalism, misuse of computers, use or possession of tobacco products, drug/alcohol paraphernalia, disorderly conduct, etc.

### Consequences for Major Offenses (Group II)

Short Suspension – 3 days or less with mandatory counseling

Long Suspension – 4 to 8 days with mandatory counseling

Long-Term Suspension – 9 days or more, with due process hearing

Expulsion – Recommendation for Expulsion

Type of Offense	1 <sup>st</sup> Offense with a Contract	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Possession of Drugs/Alcohol Paraphernalia	Short Suspension	Long Suspension	Long-Term Suspension
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral & Counseling Contract for Student		
Possession or Use of Tobacco Products Including E-Cigarettes	Short Suspension	Long Suspension	Long-Term Suspension
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral & Counseling Contract for Student		
Extortion	Short Suspension	Long Suspension	Long-Term Suspension
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral & Counseling Contract for Student		



Type of Offense	1 <sup>st</sup> Offense with a Contract	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Intimidation / Harassment/Bullying  (Including but not limited to name calling, repeated incidents of minor bullying, rallying other students to bully someone)	Short Suspension	Long Suspension	Long-Term Suspension
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral & Counseling Contract for Student		
Hazing	Short Suspension	Long Suspension	Long-Term Suspension
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral & Counseling Contract for Student		
Vandalism  and/or Theft	Short Suspension	Long Suspension	Long-Term Suspension
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral & Counseling Contract for Student		
Sexual Harassment	Short Suspension	Long Suspension	Long-Term Suspension
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral & Counseling Contract for Student		
Verbal Abuse of an Individual	Short Suspension	Long Suspension	Long-Term Suspension
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral & Counseling Contract for Student		
Gang Related Activity  (Displaying gang affiliation, including showing colors, flashing signs, marking territory, displaying gang tattoos)	Short Suspension	Long Suspension	Long-Term Suspension





Type of Offense	1 <sup>st</sup> Offense with a Contract	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Other Similar Offenses	Short Suspension	Long Suspension	
	1 <sup>st</sup> Offense – Mandatory Parent/ Student Conference – Establish a Behavioral & Counseling Contract for Student		



### Minor Offenses (Group III)

Minor Offenses (Group III ) are those that may be characterized as disruptive in nature. Examples of Minor (Group III\_ offenses include, but are not limited to the following:

Insubordination, dress code violation, truancy, ditching/cutting class, leaving class or campus without permission, profanity, public display of affection, violation of reasonable standard of right/wrong, general misconduct, failure to follow directions, and failure to serve detention, etc.

#### Consequences for Minor Offenses (Group III)

Verbal Warning with counseling referral

Written Reprimand with counseling referral

In-School Suspension – 1 to 4 days with mandatory counseling

Short Suspension – 3 days or less with mandatory counseling

Long Suspension – 4 to 8 days with mandatory counseling

Type of Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Public display of affection	Verbal Warning Counseling	Written Reprimand	ISS/IDS 1-4 days	Short Suspension	Long Suspension
		Parent will be notified by Certified Mail.  Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		
Profanity	Verbal Warning Counseling	Written Reprimand	ISS/IDS 1-4 days	Short Suspension	Long Suspension
		Parent will be notified by Certified Mail.  Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		



Type of Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Insubordination	Verbal/ Written Reprimand	ISS/IDS 1-4 days	Short suspension	Long Suspension	Long-Term Suspension
	.	Parent will be notified by Certified Mail.  Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		
Dress Code Violation	Verbal/ Warning Reprimand	Verbal Reprimand	ISS/IDS 1-4 days	Short Suspension	Long Suspension
		Parent will be notified by Certified Mail.  Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		
Ditching classes	Verbal/ Written Reprimand	ISS/IDS 1-4 days	ISS/IDS 1-4 days	Short Suspension	Long Suspension
	Parent will be notified.	Parent will be notified by Certified Mail.  Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		
Truancy	Verbal/ Written Reprimand	ISS/IDS 1-4 days	Short suspension	Long Suspension	Long-Term Suspension
	Parent will be notified.	Parent will be notified by Certified Mail.  Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		



Type of Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Leaving class or campus without permission	Verbal/ Written Reprimand	ISS/IDS 1-4 days	Short Suspension	Long Suspension	Long- Term Suspension
	<i>Parent notification &amp;/or contact law enforcement</i>	Parent will be notified by Certified Mail.  Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		
Failure to serve detention	ISS/IDS 1-4 days	Short Suspension	Long Suspension	Long- term Suspension	Expulsion
	Parent will be notified	Parent will be notified by Certified Mail.  Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		
Tardiness	Verbal Reprimand	Written Reprimand	ISS/IDS 1-2 days  Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.	Short Suspension	

Type of Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Violation of reasonable standards of right/wrong/ Bullying (including but not limited to name calling, excluding someone, deliberately disregarding someone else's feelings)	Verbal Reprimand	Written Reprimand	ISS/IDS 1-4 days	Short Suspension	Long Suspension
		Parent will be notified by Certified Mail.  Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		

### III. Discipline Terms Defined

#### *Student Conference*

A staff member will meet individually with the student in an effort to reduce or eliminate minor misbehavior.

#### *Parent Contact*

Staff member will contact parent via phone, email, mail, or in person regarding student minor misbehavior in an effort to elicit support/reinforcement of positive school behavior from home.

#### *In-School Suspension (ISS)*

Prior to in-school suspension each student and their parent/guardian will be notified of the offense(s) leading to the ISS, and the duration of the ISS. Students serving an ISS will report to school at the usual start time, but will be assigned to a special room to be supervised by school staff for the duration of the school day. Prior to commencing an ISS, the student will inform each of his/her teachers that they are serving an ISS and will collect any classwork that will be missed due to his/her ISS. On each assigned day of ISS, each student assigned to ISS is responsible for arriving on time and being prepared (student should bring all assigned classwork, any incomplete assignments, and something to read). Failure to do so may result in additional ISS. During ISS, students will not be allowed to interact with their peers. ISS students will eat lunch in the ISS room.

#### *Parent Conference w/ Behavior Contract*

Student and parent will meet with an Administrator to write and agree upon a behavior contract which includes any of the aforementioned Interventions and/or but not limited to a combination of any of the following additional interventions:

- Community Service
- Peer or Staff Mentor with Required Contact
- Counseling
- Suspension from Extra-Curricular Activities (including sports, after school activities, field trips)
- After School Homework
- Family Member to Attend Classes with Student
- All-Day Academic Support





#### **IV. Discipline Appeals - Procedural Due Process**

Information in the Student-Parent Handbook informs the students of their rights and responsibilities, school rules, and regulations governing behavior, and consequences for infractions of school rules and regulations. Every student and his/her parent(s)/guardian(s) needs to study and know the school rules and regulations as well as their due process rights and responsibilities.

**This section does not apply to any discipline EXCEPT suspension of 10 days or more, denial of enrollment, expulsion, or suspension from the bus service.**

The school will work with students involved in infractions as detailed earlier in this Student-Parent Handbook in order to help students to reach their academic potential and overcome problems. However, in cases of severe/major infractions of school rules or repeated violations, students may be suspended for more than 10 days, or expelled. In cases where suspension exceeds 10 days, or the student is expelled, the student will be entitled to the due process rights outlined in this section.

##### *Due Process Hearing (25 CFR § 42.7)*

The Hearing will be held by the principal or the principal's designee. The Principal may suspend or expel a student immediately when there is evidence that the student poses a **serious and immediate danger** to the health or safety of himself /herself or others. However, if a student is suspended or expelled prior to a hearing, a hearing must be held within ten days. If a student is not expelled or suspended prior to a hearing, the hearing will be held at the most reasonable time and as close as possible to the alleged infraction. All hearings will be closed, unless otherwise requested by the student/parents. It is essential that the each student be given an opportunity to present their defense against the charges made against them, and that the proceeding be fair and impartial.

##### *Notification (25 CFR §42.7(a))*

Parents and students will be notified of charges within reasonable time prior to the hearing.

##### *Specific Student Hearing Rights and Procedures (25 CFR § 42.8)*

The student has the right to:

- Not to be compelled to testify against himself or herself
- View documents and related records including written findings of fact and conclusions.
- Request deferral (delay) of hearing: The request must be in writing. The request must clearly state reason for deferral. The request must be submitted to the Principal two days prior to the hearing
- A private hearing
- Representation by legal counsel (at student/parent's expense)
- Presence of a student, parent/guardian or their designee
- Translator, if requested
- Appear on his /her own behalf
- Produce witnesses and evidence on his/her behalf and to confront and examine all witnesses
- Confront and cross examine an opposing witness or for the student legal counsel to do so
- To the record of the disciplinary action, including written findings of fact and conclusions
- Have an allegation of misconduct and related information expunged from the student's school record if the student is found not guilty of the charges
- Administrative review and appeal under school policy

The student may receive failing grades for failure to attend an alternative education program if offered. A student can, prior to, or at time of hearing, enter a plea of guilty at which time the case will immediately be



referred to the principal for review and final decision. While on suspension a student cannot request makeup work.

### *Appeal*

A student will have the right to appeal the decision of suspension/expulsion to the Education Program Administrator (EPA) within ten days from the date of receipt of the initial decision in accordance with school policy. If a student should win their appeal, the student will be allowed to make up any missed assignments within 3 days of his/her completion of the suspension.

## **V. Grievance Procedures**

### *Student/Parent - Employee*

If a parent and/or a student have a conflict with school staff, the following process should be used. This section does not apply in the case of any physical or sexual abuse. Physical or sexual abuse (including verbal sexual harassment) should be immediately reported to the principal, and/or local law enforcement. If the differences are not settled informally between student/parent and employee, it is the right of the parent/student and/or the employee to go to the employee's supervisor who will act as the mediator. Both sides of the dispute have the right to present a written or verbal statement and answer to the grievance.

### *Student - Student*

If a conflict arises between students, the student should report the conflict to a staff member for advice on how the conflict can be resolved. If students' differences are not settled informally, it is the right of the student to go to a teacher/counselor, or the Principal. Both sides of the dispute have the right to present a written or verbal statement and answer to the grievance.

## **VI. Behavior Interventions**

- Student Advocacy
  - An assigned advocate meets with students monthly.
  - Advocate meets with student upon request.
- Traits of Good Character
  - Common School Language using the six traits of good character
  - Token Economy Program
  - Building Good Character Agreements

## **SPECIAL EDUCATION POLICY**

### **I. IDEA.**

The school will comply with the Individuals with Disabilities Education Act ("IDEA") 20 U.S.C. §§ 1400 et seq., P.L. 108-446) and its implementing regulations (34 C.F.R. Part 300). Disciplinary actions taken against a student covered under IDEA will be done in accordance with BIE's Notice of Procedural Safeguards, available at <http://www.bie.edu/cs/groups/xbie/documents/text/idc1-032083.pdf> and BIE Special Education Practices and Processes. <http://www.bie.edu/cs/groups/xbie/documents/text/idc-020377.pdf>. These documents will be provided in accordance with 34 CFR § 300.504 and to any parent/guardian or student upon request. If there is a conflict between this Handbook and the Special Education Practices and Processes or Notice of Procedural Safeguards, the school will follow the Special Education Practices and Processes or Notice of Procedural Safeguards.



## II. Section 504 of the Rehabilitation Act of 1973

The school will comply with the requirements of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 et seq., Pub. L. No. 93-112 and its implementing regulation (34 C.F.R. Part 104). Disciplinary actions of a student covered under Section 504 of the Rehabilitation Act (Section 504) will be done in accordance with the BIE's Guidance Document for Section 504 available at **the KBS front office**. This document will be provided to parents and guardians to review during all meetings pertaining to a student's assessment, eligibility, services and discipline under Section 504 and to any parent or student upon request.

## SCHOOL SERVICES

### I. Meal Cost

Schools are reimbursed for meals provided to all the students. Parents, staff, and all other visitors, however, are required to pay for their meals because these meals are non-reimbursable by USDA.

### II. Cafeteria Rules and Expectations

- TRUSTWORTHINESS – Eat your own food.
- RESPECT – Stay in line.
- RESPONSIBILITY – Keep your hands feet and objects to yourself.
- FAIRNESS – Keep noise level down.
- CARING – Use good manners.
- CITIZENSHIP – Clean up eating area.
- Students are to follow all school rules while in the cafeteria.
- Students are expected to model good behavior at all times.
- No tea, sodas, sports drinks, or energy drinks are allowed in the cafeteria (only bottled water and milk, and when served from the line, juice).
- All electronic devices must be out of sight in the cafeteria.
- Remove all head gear before entering the cafeteria.
- Students are to enter the cafeteria from the designated entrance.
- No cutting into the food line.
- Horseplay (e.g., shoving, running, shouting, fighting, throwing food) is not allowed.
- Each student is expected to clean the area he/she used.
- Each student must remove all trash (e.g., gum, paper) from his/her tray, disposing of it in the designated trash can.
- A student who wants a second helping must wait until everyone has been served once and must use the same tray. Note: At times there will not be enough of some food items for seconds.
- Sponsors of after-school clubs, classes, tutoring, or sports must supervise their students during dinner at the cafeteria (if applicable).

### III. Transportation

#### INSCRIPTION HOUSE BUS ROUTE

AM Arrive Time @ Old Inscription House Store – 6:00am

AM Arrive Time @ Mile Post 345 – 6:20am

AM Arrive Time @ Mile Post 338 – 6:35am

AM Arrive Time @ Willow Springs – 6:50am

PM Arrive Time @ Willow Springs – 3:50pm



PM Arrive Time @ Mile Post 345 – 4:20pm  
PM Arrive Time @ Old Inscription House Store – 4:45pm  
Friday PM Arrive Time @ Old Inscription House Store – 1:30pm

### **RED LAKE BUS ROUTE**

Monday AM Arrive Time @ Red Lake NHA – 5:50am  
AM Arrive Time @ Mile Post 11.5 – 6:10am  
AM Arrive Time @ Willow Trees – 6:30am  
Am Arrive Time NHA Across Rodeo Grounds – 7:00am  
PM Arrive Time @ NHA – 4:00 pm  
PM Arrive Time @ Willow Trees – 4:15pm  
PM Arrive Time @ Red Lake NHA – 4:50pm  
Friday PM Arrive Time @ Red Lake NHA – 2:30pm

### **PAGE BUS ROUTE**

Monday AM Arrive Time @ Big Lake – 5:50am leave @ 6:00am  
AM Arrive Time @ Mile Post 315 – 6:25am  
Tuesday – Friday AM Arrive Time @ Mile Post 315 – 5:30am  
AM Arrive Time @ 13 miles toward Gap – 6:15am  
PM Arrive Time 13 miles toward Gap – 4:40pm  
Friday PM Arrive Time – 2:00pm

Arrival and departure times are subject to change in the event the driver has to complete a double run.

Please remember that **riding the bus is a privilege** maintained by good behavior. Students are required to follow all school rules and procedures to ensure the safety of all on the bus. Unacceptable behavior and violation of the bus rules while on the bus may result in restrictions or suspension of bus privileges. If bus privileges are suspended for more than 5 days, students can appeal the suspension in accordance with the appeal process outlined above. The school provides daily bus service for day students and will only stop at designated locations.

- **TRUSTWORTHINESS** – Ride only on your assigned bus unless you have prior approval. Be honest.
- **RESPECT** – Use inside voices, treat others the way you want to be treated, and use a respectful tone.
- **RESPONSIBILITY** – Stay seated until you have reached your stop.
- **FAIRNESS** – Follow all rules. Wait your turn to enter and exit the bus.
- **CARING** – Be courteous and use kind words.
- **CITIZENSHIP** – Clean up your area/pick up trash and personal items before exiting the bus.
- **Bus Change Requests or Mode of Transportation Change** - A student must have a temporary bus pass in order to ride a different bus from the one assigned. To be eligible to receive a temporary bus pass, a parent must give written notice or call by 2:00 p.m. on the same day Monday – Thursday and by 11:15 a.m. on Friday.
- **Transportation Cancellation due to Inclement Weather**
  - The school will announce changes on local radio stations and an attempt will be made by the school liaison to contact parent/guardian by telephone.
- **Bus Rules (additional information regarding bus expectations in Appendix E) - "Don't Lose Your Riding Privilege"**
  - Be on Time.
  - Have Respect for others and for the driver.



- Remain in your seat.
- For safety, keep the aisle and exits clear.
- Be courteous. Never use foul language or obscene gestures.
- Keep all body parts inside the bus.
- Use of tobacco, alcohol, & drugs is prohibited.
- No food or drinks on the bus.
- Do not damage any part of the bus; you and your parents will be responsible for repairs.
- For your own safety, do not distract the driver.
- Listen to the Bus Driver.

#### IV. School Library

The Library welcomes all faculty and students who wish to read, learn, and/or study.

- **Checkouts** - Library books may be checked out at the discretion of the librarian or designee.
- **Overdue Books** – Students who have overdue items will be limited to a single book one time until the overdue books are returned or renewed. At the end of the school year, all overdue books will be treated as lost or missing. Certificate of completion may be withheld until a student clears any pending financial obligations with the school.
- **Requests for books** – Book requests from the staff and students are welcomed. All attempts will be made to obtain requested books for the library.
- **Library Rules** –
  - TRUSTWORTHINESS – Always tell the truth.
  - RESPECT – Treat others the way you want to be treated. Value the library books.
  - RESPONSIBILITY – Pay attention to the teacher’s instructions.
  - FAIRNESS – Follow all rules.
  - CARING – Take care of the library books you check out.
  - CITIZENSHIP – Be courteous to one another.
  - Bring all materials needed before entering the library
  - Do not bring food or drinks into the library
  - Do not leave the library during class hours without permission from librarian or their designee
  - Keep voices down
  - No running or horseplay allowed
  - Keep the library clean
  - Return books to designated areas for proper re-shelving
  - Reference materials, magazines, and newspapers are not to be removed from the library

#### V. School Health Services

The School Nurse/assistant, if available, will collaborate with staff members, parents, and students to promote a safe and healthy environment.

- **Student Illness Procedures** – Students are to remain home if they are ill, or have a contagious illness. If a student becomes ill and cannot remain in class, the student will be sent to the school nurse/front office. The school nurse/administrator will contact the parent/guardian to pick up their child at the school.
- **Dispensing Medication (Prescription and Over the Counter)** – Medications will be administered in accordance with the BIE’s Medication Administration Policy which is:

#### MEDICATION POLICY

Parents are required to complete a Health Form annually. Students are not allowed any nonprescription or prescription medication in their possession while on campus. Students are required to turn in all medication to





the office. Prescription medications must be in original package or container and will only be administered as prescribed. If medication is not in its original packaging it will be confiscated consequences will apply. School personnel will not dispense nonprescription medication.

## **VI. Medical Emergency**

In case of an emergency (i.e., the need for urgent medical attention), the student will be immediately transported to the local health facility/hospital. The parent/guardian will be notified as soon as possible, and staff will remain with student until parent(s) or guardian(s) arrive.

## **VII. Extra-Curricular Activities for K-8 school refer to the Coaches/Sponsors Handbook**

### **Parent Involvement Policy**

Navajo District strives to educate teachers, support staff, administrators, and School Board members, with the assistance of parents, about the value of parental contribution and the necessity of reaching out to, communicating with, and working with parents as equal partners. Specifically, the school strives to

- build ties between parents and the school
- research, adopt, and implement model approaches to improving parental involvement;
- develop appropriate roles for community-based organizations and local businesses in parental involvement activities, and provide other reasonable support for parental involvement activities as parents may request

Navajo District believes that all parents and families want the best for their children. Educational research shows that children do their best when parents are enabled to play four key roles in their children's learning:

- Parents as Teachers (helping children at home)
- Supporters (contributing their skills to the school)
- Advocates (helping children receive fair treatment)
- Decision-makers (participating in joint problem solving with the school at every level)

Navajo District recognizes that parents/guardians are full partners with educators, administrators, school board members, and support staff, in achieving the best possible learning experience for each child. A strong program of two-way communication between home and school must be encouraged, continually evaluated, and maintained so that the school and community are connected in meaningful and productive ways.

In order to institute and maintain two-way communication with parents and to facilitate and maintain active parental involvement, our schools will:

- Continue to involve parents in the joint development of the school's improvement plan. If the school's improvement plan is not satisfactory to the parents of participating children, the school will submit any parent comments with such improvement plan when the school resubmits the improvement plan to the Bureau of Indian Education (BIE).
- Plan, implement, assess, and, as necessary, revise effective parent involvement activities to improve student academic achievement and the school's overall climate and performance
- Build the schools' and the parents' capacities for strong parental involvement through collaborative school planning, ongoing two-way parent/school communication, and integration of parents into professional development and other school activities.
- Coordinate and integrate parental involvement strategies and activities as parenting workshops which encourage and support parents in furthering the education of their children and which assist them in



understanding and thereby avoiding the pitfalls (e.g., gangs, violence, drugs, teen pregnancy) faced by today's youth.

- Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the school's Parent Involvement Policy in improving the academic quality of the school, including identifying barriers to greater participation by parents in authorized activities. The findings of such evaluation will be published, made available for review by parents, and used to design strategies for more effective parental involvement, and if necessary to revise the school's existing Parent Involvement Policy.

### **I. Student-Parent Handbook and Parent Involvement Policy**

The schools will distribute the Student-Parent Handbook and Parent Involvement Policy to parents of all enrolled students. The School's administration will develop a School Plan for Parental Involvement that will explain the means by which the bulleted items above will be implemented and maintained.

### **II. Parent Advisory Committee**

All schools have a Parent Advisory Committee (PAC) comprised of parents and school personnel. The PAC will convene for the purpose of developing the School Plan for Parental Involvement. Parents will be notified of the policy and the subsequent plan via easily understandable written correspondence. Monthly PAC meetings will be held **every second Wednesday at 6:00 pm of each month**. Parents are encouraged to be involved in an organized, on-going, and timely way, in the planning, review, and improvements of the school's Parent Involvement Policy and the joint development of any other plans, policies, and procedures. Upon request, a language interpreter will be provided for translations. The PAC policy and the subsequent plan will also be made available to the local community, and updated periodically to meet the changing needs of parents and the school.

### **III. Parent-School Compact**

The compact has been developed with parents of children served by programs described in the school improvement plan. The Parent-School Compact outlines how parents, the school staff, and students share the responsibility to build and develop a partnership for student achievement. Some of the main functions of the Compact are:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, which enables the children to meet academic achievement standards of the Navajo Nation, the Bureau of Indian Education, and their designated state
- Clarify parents' responsibility for supporting their child's education through monitoring attendance and homework completion, and participation, as appropriate, in decisions relating to their child's education and positive use of extracurricular time
- Emphasize the importance of two-way communication between instructional staff and parents on an on-going basis through:
  - Quarterly parent-teacher conferences
  - Frequent communication to parents about their child's progress
  - Volunteer opportunities

The Parent-School Compact will be reviewed and updated annually by the Parent Advisory Committee.

### **IV. Student Responsibilities**

- To be in school every day and all day
- To provide supporting written documentation (e.g., an appointment slip) for any absences.
- To follow the school's checkout policy as stated above
- To inform your teacher(s) of an impending absence



- To advocate for yourself and to stay informed about your academic progress.
- To know your legal responsibilities and your liabilities as a student and to abide by all local, state, tribal, and federal laws and regulations

## V. Annual Meeting

As required by policy all schools are required to hold an annual parent meeting to:

- Inform parent of the school's status
- Explain the requirements of programs
- Answer questions about parental rights
- Present annual assessment data
- Summarize the content of the school's improvement plan and planned Parental Involvement activities, to include:
  - Monthly Parent Advisory Committee meetings throughout the year, to which all parents will be invited. The meetings will promote two-way parent school communication and increased parent involvement in each student's education
  - Monthly Parent Newsletter & Principal's Letter to Parents
  - Three-week progress reports and semester report cards
  - Parent Teacher Conferences and other meetings with teachers/staff as appropriate and/or as requested by parents to formulate suggestions and to participate in decision relating to the education of their children, with the school responding to any such suggestion as soon as practically possible
  - Possible in-depth Parent Training throughout the school year
    - NASIS Parent Portal Access to Relevant Student Information
    - Understanding Your Child's Assessment Data
    - NWEA Des Carte Reports
    - Cyber Bullying
    - Health and Wellness
    - Curriculum of the Home
    - Volunteering at the School (including Background Check process)
    - Diné Content Standards
    - Common Core State Standards (English/Language Arts and Mathematics)
    - Next Generation Science Standards
    - School Improvement Model
    - Outside Resource Support Programs
    - Other topics as recommended by the PAC

# APPENDIX A



**ATTACHMENT A**  
**BUREAU OF INDIAN EDUCATION**  
**AUTHORIZATION TO ADMINISTER PRESCRIBED/OVER-THE-COUNTER MEDICATION**

**PART I—TO BE COMPLETED BY THE PARENT/GUARDIAN**

I hereby request and authorize designated and properly instructed school personnel to administer prescribed medication as directed by the prescribing physician or other duly licensed provider (PART II below). I certify that I have legal authority to consent to the administration of prescribed medication following the provider's order. I understand additional prescriber/parent authorizations will be necessary for each medication to be administered, and if the dosage of the medication is changed. If necessary, I authorize the designated school health care official to communicate with the prescriber or the student's health care provider as allowed by HIPAA.

STUDENT INFORMATION			
Student Name _____	Date of Birth _____	Gender M ___ F ___	
Last	First	MI	
School _____	Grade _____	School Year _____	Height (Inches) _____ Weight (lbs) _____
List all medication(s) student is taking, including over-the-counter medication(s): _____ _____			
List any known drug allergies/reactions: _____			
Parent/Guardian Signature _____		Date _____	
Contact Number(s): _____ (Day) _____ (Evening)			

**PART II—TO BE COMPLETED BY THE PRESCRIBER**

PLEASE USE A SEPARATE FORM FOR EACH MEDICATION	
Name of Medication: _____	Diagnosis: _____
Dosage: _____ Time(s)/Frequency to be given: _____	
Route of Administration: _____ PRN (as needed) ___ Yes ___ No If PRN, (signs/symptoms): _____	
Side Effects: _____	
Begin Medication: _____ Date	Stop Medication: _____ Date
Special Instructions: Refrigeration required? ___ Yes ___ No Is medicine a controlled substance? ___ Yes ___ No Is this an emergency self carry/self administration medication? ___ Yes ___ No Has student been instructed in the proper self administration of medicine? ___ Yes ___ No	
Prescriber's authorization for self carry/self-administration of emergency medication: _____ Signature Date	
Prescriber's Name/Title: _____ (Type or Print) Phone _____	
Address: _____ Fax _____	
Prescriber's signature: _____ Date _____	

**PART III—TO BE COMPLETED BY School Nurse/Other Duly Licensed Health Care Provider**

- Parts I and II above are completed, including signatures.
- Prescription medication is properly labeled by a pharmacist and within the expiration date.
- Medication label and prescriber order are consistent.
- Over-the-counter medication is in an original container with manufacturer's dosage label intact.

Principal/Authorized School Personnel Signature \_\_\_\_\_ Date \_\_\_\_\_

Release #16-4, Issued: 11/04/15  
 New



# APPENDIX B







# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

KABETO BOARDING SCHOOL

EAST HIGHWAY 160/98

PO BOX 1420

KAIBETO, ARIZONA 86053



Student/Parent/ School Compact

School Year 2018 – 2019

**For all students to reach their highest potential of intellectual, emotions and physical development, the parents must work with the students and schools and agree on the following responsibilities:**

**As a student, I will:**

- Attend school regularly and on time.
- Always do my best in my work.
- Work cooperatively with my classmates.
- Show respect for my school, my teachers, others and myself.
- Obey the school and the bus rules.
- Take pride in my school and follow the 6 Traits of Good Character.
- Come to school prepared with my homework and my supplies.
- Believe that I can learn and will learn.

**As a Parent/Guardian, I will:**

- See that my child attends school regularly and on time.
- Spend time each day with my child on reading, writing, arithmetic or just conversation.
- Provide a home environment that encourages my child to learn.
- Insist that all homework assignments are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities every day.
- Encourage my child to read at home and to monitor his/her activities.
- Show respect and support for my child, and teacher and the school.

**As a Teacher, I will:**

- Believe each student can learn.
- Will value and respect each child and his/her family.
- Will provide an environment conducive to learning.
- Will help each child grow to his/her fullest potential.
- Will provide meaningful and appropriate homework activities (Monday – Thursday only).
- Will enforce school and classroom rules fairly and consistently.
- Will maintain open lines of communication with each student and his/her family.

\_\_\_\_\_  
Student's Signature

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

\_\_\_\_\_  
Teacher's Signature



# APPENDIX C





### STUDENT PARTICIPATION POLICY

I agree to the following rules and consequences as a condition for me to participate in any activities that I represent Kaibeto Boarding School. These activities include any athletic team or event, club, or student council. Student Handbook Penalties apply for all offenses.

I will not possess, distribute, or use alcohol, tobacco products, or illegal substances on campus or at any school activity.

I will not be involved in fighting, verbal assaults and any mischievous conduct with other students.

I will stay academically eligible.

I will not be involved in theft or destruction of school property.

**Consequences:** Immediate removal from the team or school sponsored activity for the remainder of the season or school year if it involves a year-long activity. Police will be contacted.

**Consequences:** Suspension from participation for ten school days. Can not attend activity during the suspension.

**Consequences:** Ineligible to travel with the team/club or participation until eligibility is established.

**Consequences:** Ineligible to travel, practice, or participate with the team or club until restitution is made or work is completed to compensate for damages or theft. The Principal will set the value of the property. Work will be assigned a value of \$3.00 an hour. Parent permission will be obtained.

### ACKNOWLEDGEMENT

I have read the above rules and consequences and I understand each item. By my signature, I agree to the above conditions to participate in athletics, clubs, student council and other school activities at Kaibeto Boarding School.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



# APPENDIX D





## STUDENT PARTICIPATION FORM

I hereby give permission for my child, \_\_\_\_\_ to participate in extracurricular activities at Kaibeto Boarding School to include athletics and other activities outside of the instructional day. I understand my child must abide by all school, residential and athletic/club policies and guidelines. Furthermore, I understand that it is my responsibility to transport my child to and from the school to participate or to ride the bus to away events that are outside of the regular school week (non-school days).

I will model by example good sportsmanship and conduct myself appropriately at all times while in attendance at Kaibeto Boarding School activities whether they are at home or away.

_____ Student's Signature	_____ DATE
_____ Parent's Signature	_____ DATE
_____ Coach/Sponsor's Signature	_____ DATE
_____ Athletic Coordinator's Signature	_____ DATE
_____ Principal's Signature	_____ DATE

# APPENDIX E







**SUBJECT: RULES OF CONDUCT FOR SCHOOL BUS RIDERS**

Dear Parent/Guardian and Student Rider:

The student on the bus are under the immediate supervision of the bus driver are thus subject to the rules set by the School Board. Any infraction of these rules by a student is to be documented on a Bus Conduct Report concerning the disciplinary infraction with copies distributed to the principal, the parents, and kept on record by the transportation department.

**The safety of the bus passenger is the most important part of school bus transportation.** Efficient and effective use of school buses is another important factor of the school transportation system.

In order to provide safety to passengers and effective use of buses, the following rules are established to regulate conduct of school bus passengers:

1. Stand in an orderly single file line at pick-up points until the bus comes to a complete halt.
2. Enter the bus in an orderly fashion and go directly to your assigned seat.
3. All passengers must be seated while the bus is in motion.
4. At your stop, remain in your seat until the bus has full stopped. Then enter the aisle and go directly to the front exit door.
5. Exhibit the six traits of Good Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, eating or drinking, are examples of activities that draw attention to the bus driver from his/her main task of safe operation of the bus. Such actions, or any other distracting action by the riders, create a safety hazard by demanding unnecessary attention of the driver and are forms of misconduct. Misconduct at bus stops is also considered a violation and shall be cause for disciplinary action.

When a rider is guilty of misconduct on the bus or at the bus stop, it will be reported to the Academic Department Head and the Principal of his/her school. Parents will be held responsible for any bus damage that may result from the student's misconduct. Misconduct may be cause to deny the privilege of transportation to the student. The following procedures will be taken by school administration. Misconduct citations will be issued as follows:

1 <sup>st</sup> offense	Student given an oral warning. ( <i>Bus Driver</i> )
2 <sup>nd</sup> offense/1 <sup>st</sup> Citation	Student/Parent given a written warning. ( <i>Bus Driver, School Administration &amp; parents</i> )
3 <sup>rd</sup> Offense/2 <sup>nd</sup> Citation	Student/Parent given a written warning. Student denied bus privilege for 3 days. A parent conference is required (before student can return to the bus)
4 <sup>th</sup> Offense/3 <sup>rd</sup> Citation	Student given a written warning. Bus privileges denied for 10 days. A parent conference is required (before student can return to bus).
5 <sup>th</sup> Offense/4 <sup>th</sup> Citation	transportation privilege denied for the remainder of the school year. ( <i>School Administration and School Board</i> ).

Offenses such as smoking, drugs, weapons, damaging the bus, or harming another student will be handled as 3<sup>rd</sup> Citation level on the 1<sup>st</sup> Offense. Violations of the law will be reported to the Navajo Nation Law Enforcement authorities.

Parents are to contact the school to schedule an appointment with the administration and the bus driver. The student will also attend. Parents are always encouraged to schedule an appointment anytime they have a concern.

**Parent/Guardian/Student:** Please sign below to indicate that you have read this memorandum then return it to the school office. A copy will be issued.

\_\_\_\_\_  
*Parent/Guardian Signature*

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

\_\_\_\_\_  
*Date*



# APPENDIX F





## PARENT AND STUDENT AGREEMENT

The Kaibeto Boarding School Student-Parent Handbook is being given to you for your review and discussion with your child/children. We encourage all parents to sit and read together the contents of this handbook as soon as you receive it to ensure that this important message is understood by student and parents.

Further, the contents of this handbook will be received by each parent and student at the time of enrollment into the classroom and throughout the year as needed.

With your support and cooperation, all students will understand and follow all rules in a positive manner. If you and/or your child have any questions, concerns of need clarification, please contact the school at 928-673-3480/3418.

**We have read, reviewed, and discussed the Kaibeto Boarding School Student/Parent Handbook. Return this signed agreement to Kaibeto Boarding School.**

\_\_\_\_\_  
Student's Name (Print)                      Student's Signature                      Date                      Grade

\_\_\_\_\_  
Parent's Name (Print)                      Parent's Signature                      Date



# APPENDIX G





EAST HWY 160/98  
P.O. BOX 1420  
KAIBETO, ARIZONA 86053

**United States Department of the Interior  
BUREAU OF INDIAN EDUCATION**



TELEPHONE (928) 673-3480  
FAX NUMBER (928) 673-3489

**KAIBETO BOARDING SCHOOL  
SCHOOL YEAR 2019-2020  
P.O. Box 1420  
Kaibeto, AZ 86053**

Dear Parent or Guardian,

**Please read the following carefully before signing the Internet Access Agreement Form on the reverse side of this letter.**

**We are pleased to announce the availability of full Internet access in the Kaibeto Boarding School. The benefit of being connected to the Internet is that it expands our students' access to resources, including original source material from all over the world. It brings information, data, images, and computer software from around the globe instantaneously to the classroom. Access to these resources can involve student in individual and group projects, cross-cultural collaborations, and idea-sharing not found in schools that lack Internet access.**

Internet access also makes possible contact with people all over the world, bringing into the classroom experts in every content area and counterparts in other schools. Our Internet connection can become a valuable resource for others as well.

Computer networks can be a great motivator for students, and their use encourages the kind of independence and autonomy which we believe is important for students to achieve in their learning process. Because the Internet is blind to class, race, gender, age and disability, it is a valuable means for addressing the needs of all students.

While the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system which contains pockets and materials that many people might find offensive. We cannot absolutely guarantee that your son or daughter will not encounter text, pictures, or references that are objectionable, but we can assure you that your son or daughter will only access Internet resources while under the direct supervision of a professional staff member. We ask for your assistance in developing responsible attitudes and reinforcing appropriate behaviors on the Internet.

Attached is a copy of the User Responsibilities and User Guidelines which have been developed to govern and guide the use of all computer related technology in the Kaibeto Boarding School, including the Internet. Please read them thoroughly, and discuss them with your son or daughter. After you have read the enclosed material carefully please indicate on the attached Internet Access Agreement Form whether or not permission is granted. It is necessary for you to sign, date and return the said Agreement for access to either be given or denied your student.

Sincerely,

Veronica Klain, Acting Principal  
(928) 673-3480

**"Committed to excellence in Character, Dine' Language and Culture, and Academic Achievement."**





# APPENDIX H







**KAIBETO BOARDING SCHOOL  
SCHOOL YEAR 2019-2020**

**Internet Access Agreement Form**

I understand and will abide by the terms and condition for Internet access in the Kaibeto Boarding School. I further understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

Student Name ( <i>Please print</i> ): _____
Student Signature: _____
Date: _____

**As the Parent or Guardian I have read the terms and conditions for Internet access in the Kaibeto Boarding School. I understand that this access is designed for educational purposes and the School has taken reasonable precautions to prevent access of inappropriate material. However, I also recognize that it is impossible to prevent access to all inappropriate materials and I will therefore not hold the Kaibeto Boarding School responsible for material viewed, acquired, or communicated on the Internet or private accounts accessed. I understand that if my son/daughter should commit any violation, his/her access privileges may be revoked and school disciplinary action may be taken.**

**Please check one of the following:**

- I give permission for my son/daughter to access the resources of the Internet under the attached Guidelines.
- I do not give permission for my son/daughter to access the resources of the Internet under the attached Guidelines.

Parent/Guardian Name ( <i>Please Print</i> ): _____
Signature: _____
Date: _____





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## STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

### User Responsibilities:

**Students are not to reveal their own or other's personal home address or home phone numbers. Your name on any e-mail must use the school address only. You must notify your parent(s)/guardian(s) and school administrator immediately if any individual is trying to contact you for illicit or suspicious activities.**

Learn proper codes of conduct in electronic communication. In news groups, giving out personal information is inappropriate. When using e-mail extreme caution must always be taken in revealing any information of a personal nature. Giving out personal information about another person, including home address or phone number, is strictly prohibited.

### User guidelines:

1. No student will be allowed to access the Internet on any on-line services unless a parent permission slip is on file.
2. No student will access any on-line services or the Internet unless they are under direct teacher supervision.
3. All use of the LAN/Internet must be in support of education and research and consistent with the purpose of Kaibeto Boarding School.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network;
5. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the LAN/Internet;
6. Malicious use of the LAN/Internet to develop programs that harass other users to infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited;
7. Use of the LAN/Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited;
8. LAN/Internet accounts are to be used only by the authorized owner of the account for the authorized purpose;
9. All communications and information accessible via the LAN/Internet should be assumed to be private property;
10. Any use of the LAN/Internet for commercial or for profit purposes is prohibited;
11. Use of the LAN/Internet for personal and private business is prohibited;
12. Any use of the LAN/Internet for product advertisement or political lobbying is prohibited;
13. The illegal installation of copyrighted software for use on Kaibeto Boarding School computers is prohibited;
14. Making copies of copyrighted software is prohibited;
15. Use of the LAN/Internet for the purchase and/or sale of any physical item or service is prohibited;
16. Access to the Internet will only be allowed via School Accounts, unless special permission is given.
17. No student will be given access to Internet or on-line services passwords.
18. Each teacher will incorporate the user guidelines into their respective discipline codes.
19. From time to time, the Kaibeto Boarding School Principal will make determination of whether specific users of the networks are consistent with the acceptable use practice.

# APPENDIX I





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### PHOTO WAIVER FORM

To protect the privacy and safety of Kaibeto Boarding School students, personal information about students (such as student birthdates, email addresses, schedules, home addresses or phone numbers) **will not be published** on Kaibeto Boarding Schools web page under any circumstance.

Student names, photo of students, audio or video recordings of students and student work may be published only on the official Kaibeto Boarding School web page or Kaibeto Boarding School approved web services, with parent permission required below.

Please note that no permission is required for large group photos in which the students are not individually identified.

#### Disclaimer

I am aware that still photos and video of my child/children may be taken on the premises of any Kaibeto Boarding School campus as well as during any off-site campus sanctioned extra-curricular activity (i.e. sporting events, dance, plays, etc.)

Students may be involved in school-sponsored activities, which may result in photographs being taken of students engaged in those activities. These activities may include, but shall not be limited to, performance in school plays; participation in extracurricular activities and athletic events; displayed samples of student work or representation at a particular instructional program or professional training.

I am aware that still photos and video may be posted to a website and/or be used in a variety of collateral printed pieces (i.e. brochures, newsletters, flyers, print ads). The pictures/video will be used for the purpose of illustrating, advertising, professional training, media and promoting the activities associated with any Kaibeto Boarding School campus to include yearbook.

Photos and/or video posted to the Kaibeto Boarding School web site are considered the property of Kaibeto Boarding School and may not be sold or reused without the express consent of the school campus officials and/or Kaibeto Boarding School administration.

Parents who have special concerns or requirements regarding photography or videotaping of their child/children agree to contact Kaibeto Boarding School administration in advance of the planned activities to resolve any issues regarding the use of their child's image.

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE



# APPENDIX J



P.L. 101-630, Indian Child Protection and Family Violence Prevention Act

...any person identified as a Mandated Reporter (one who has first contact with a child regarding an allegation; one who has first-hand knowledge (includes employees, volunteers, contractors, consultants, etc.) who knows or has a reasonable suspicion that a child has been abused in Indian country, must report the information to the local protective services agency or local law enforcement agency. Further, if the Mandated Reporter knows or has a reasonable suspicion that actions are being taken, or are going to be taken, that would reasonably be expected to result in the abuse of a child in Indian Country he/she must report the information to the local protective services.

Reporting Child Abuse:

1. Identify a situation and report it to a school employee.

- Proof of abuse or neglect is not required.
- Civil & Criminal Immunity
- “reasonable belief” or “in good faith” are immune from civil and criminal liability

2. SCAN documents must be completed by a KBS employee and submitted to the principal or the AIT.