



BIE Navajo District Residential Handbook



SCHOOL YEAR **2024-2025**

“A Guide for Students, Parents, Community Members and Staff”



Naat'anii Ya'zhí Bi'ghan Residential Life Program
Hwy 371, Route 9, Building 1771
P.O. Box 178 Crownpoint, New Mexico 87313
Phone # 505-786-6161
Fax # 505-786-6163

Bureau of Indian Education

U.S. Department of the Interior

TABLE OF CONTENTS

LETTER FROM THE RESIDENTIAL LIFE SPECIALIST.....	3
MESSAGE THE FROM PRINCIPAL.....	4
MESSAGE FROM THE SCHOOL BOARD PRESIDENT.....	4
SCHOOL CALENDAR.....	5
RESIDENTIAL DIRECTORY, SCHOOL STAFF AND SCHOOL BOARD MEMBERS.....	6
INTRODUCTION AND BUREAU OF INDIAN EDUCATION.....	7
BUREAU OF INDIAN EDUCATON NAVAJO DISTRICT.....	7-8
MESSAGE ON: SCHOOL BOARDS, WELLNESS, CHILD ABUSE AND NEGLECT.....	8-9
COMPLIANCE WITH ANTI-DISRIMINATION LAWS AND CONFIDENTIALITY.....	9
SCHOOL VISION AND MISSION STATEMENT.....	9-11
RESIDENTIAL PROGRAM.....	11-15
RESIDENTIAL DAILY OPERATION.....	16-17
DAILY SCHOOL SCHEDULE.....	17-18
HOMELIVING POLICIES AND PROCEDURES.....	18
Student Check-Out Policy.....	18-19
Medication Administration Policy.....	19
Violence/Bullying Policy.....	19-20
Drug and Alcohol Policy.....	20
Computer Usage Policy.....	20-21
Transportation Policy.....	21-22
Dress Code Policy.....	23
Isolation Policy.....	23-24
Infectious Disease Control Policy.....	24
Visitor Policy.....	24-25
School Search and Seizure Policy.....	25-26
Electronic Device Policy.....	26
Emergency Procedures and Contact Numbers.....	27
Public Display of Affection.....	27
Discipline.....	27-36
Grievance Procedures.....	37
School Bank Procedures.....	37
Parent/Student Rights and Responsibilities.....	37-38
What to Bring to the Dormitory.....	38-39
Housekeeping.....	39
Appropriate Room Décor.....	39
Laundry.....	39
School Activities and Field Trips.....	39-40
Student Mail.....	40
Damage to School Property.....	40
Telephone Use.....	40

APPENDIX

APPENDIX A - BIE Suspected Child Abuse/Neglect (SCAN) Reporting Protocol.....	41
APPENDIX B - BIE Student Check-Out Procedures Memorandum dated April 13, 2.....	42-44
Parent/Guardian and Student Agreement Document	
APPENDIX C - November 4, 2015, Memorandum: Medication Administration at BIE-Operated Schools and Dormitories.....	45-57



United States Department of the Interior
BUREAU OF INDIAN EDUCATION
Navajo District
PO Box 1499
Window Rock, AZ 86515

August 4, 2020

Dear Students, Parents and Guardians,

Thank you for being a part of the Navajo School District. Your work, interest and support for success provided by you everyday is very important to their future hopes and dreams. Our Navajo schools are focused on student safety and a learning environment that will help to provide strong learning results for all children.

During this time of the pandemic, you may have concerns on how to best support your child as he/she learns and continues to make progress. Please be assured that much time and effort has gone into the planning and preparation for the School Year, 20-21. In partnership, we will continue to learn and make adjustments as the pandemic continues. We are focused on continuity of learning and the health and wellness of our students and staff.

The Student-Parent Handbook provides guidance to the policies and requirements expected of all students. As partners in educating your child, you and your child play in making sure that you are well informed about the expectations related to appropriate behavior for a safe, positive and productive school year.

Please carefully read and review the information inside of this handbook. It is written to include information that will continue to keep all of our students and schools safe and strong! While learning is our focus, we expect student behaviors to be respectful and follow the outlined guidelines for a safe learning environment. Thank you for being our partners in education. We look forward to a great year of learning! Thank you for your support and cooperation in reviewing this handbook with your child.

If you have questions about any portion of this handbook, please contact the building principal of the school where your child attends. Thank you. Be safe and know that we appreciate working with you, your child and your family!

Respectfully,

Emily K. Arviso

Emily K. Arviso
Acting Associate Deputy Director-Navajo
Bureau of Indian Education

Bureau of Indian Education

P.O. Box # 1449

Old Club Road

BIA Building 3

Window Rock, Arizona 86515

(928) 871-5932

(928) 871-5945 (fax)

Emily Arviso, Associate Deputy Director, BIE-Navajo District
Kodie Largo, Program Support Assistant

MESSAGE FROM ADMINISTRATION

Welcome back parents to another exciting school year.

We'll continue engaging your child(ren) with our guaranteed and viable curriculum and address both, academic and positive behavior supports through our Multi-Layered System of Support as we strive to "Commit, Cultivate, Succeed." Through collaboration and teamwork, we'll work to reach our goal of preparing your child(ren) to be College and Career Ready.

It is imperative that you become familiar with the handbook and abide by the policies and procedures outlined within and review these with your child(ren). We must have a common understanding of our policies and procedures to achieve success and growth.

I wish you a successful new school year!

Respectfully,

Nina Begay, Assistant Principal

MESSAGE FROM THE SCHOOL BOARD

This year, changes have been made, incorporating the BIE College and Career Readiness Standards, to make certain that we create a positive and rigorous learning environment for our students. Working together, we will challenge our students in reaching our mission statement, "Commit, Cultivate, Succeed." Our goal is to continually strive to make Adequate Yearly Progress, and as a team we can achieve this endeavor.

We strongly encourage parents to support their children and the teachers to work together in a positive and productive manner to achieve success in the rigors of the BIE College and Career Readiness Standards, and reach proficiency.

Administration and staff have the ultimate responsibility to ensure that our students are provided every opportunity to excel and become high achieving students. We all understand that through high academic standards and performance, we will prepare our students to be college and career ready. On behalf of the School Board, I would like to thank all staff for the rigorous task of preparing our students to be lifelong learners. We look forward to a successful and productive school year.

Respectfully,

Eastern Navajo School Board

Forward

The revision of the T'iis Ts'ózi Bi'Ólta'/Crownpoint Community School Student/Parent Handbooks was a collaborative effort between all school departments to ensure a comprehensive school experience. Under the guidance of the Assistant Principal, Nina Begay, the final draft of the Handbook Revision was submitted to the School Board for approval on the ____ day of _____. The policies, practices, and procedures outlined in this handbook are intended to provide assistance for all students and parents on issues that impact the educational experience at the T'iis Ts'ózi Bi'Ólta'/Crownpoint Community School. Please have a productive 2024/25 school year.



2024-2025 School Year Calendar

"Commit, Cultivate, Succeed"

July 2024						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2025						
Su	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

September 2024						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 2025						
Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 2024						
Su	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2025						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2024

29 Staff returns (Adm. Day)
30-31 Staff on Duty (Adm. Days)

August 2024

1-5 Staff on duty (Adm. Day)
6 First Day of School
9,16,23,30 Half days of School
School Days: 19

September 2024

2 Labor Day (Federal Holiday)
6,13,20,27 Half days of School
School Days: 20

October 2024

8 Full day PD (No School/Adm. Day)
14 Indigenous People's Day (Federal Holiday)
9 End of 1st Quarter
16 Parent/Teacher Conferences (1/2 Day of School)
11,18,25 Half days of School
School Days: 21

November 2024

11 Veteran's Day (Federal Holiday)
28 Thanksgiving (Federal Holiday)
25-27,29 Thanksgiving Break
1,8,15,22 Half days of School
School Days: 15

December 2024

20 End of 2nd Quarter
25 Christmas Day (Federal Holiday)
23-24,26-31 Christmas Break
6,13,20 Half days of School
School Days: 15

January 2025

1 New Year's Day (Federal Holiday)
2-3 Christmas Break
8 Parent/Teacher Conferences (1/2 Day of School)
20 Dr. Martin L. King, Jr. Day (Federal Holiday)
10,17,24,31 Half days of School
School Days: 19

February 2025

17 President's Day (Federal Holiday)
29 Full day PD (No School/Adm. Day)
7,14,21 Half Days of School
School Days: 18

March 2025

17-21 Spring Break
12 End of 3rd Quarter
26 Parent/Teacher Conferences (1/2 Day of School)
7,14,28 Half days of School
School Days: 16

April 2025

4,11,18,25 Half days of School
School Days: 22

May 2025

2,9,16 Half days of School
19 FACE/Kindergarten Promotion, 10:00am
19 8th Grade Promotion, 2:00pm
21 Last day of School/End of 4th Quarter
22-23 Staff on duty (Adm. Day)
23 Last Day of SY 2023/2024 Contracts
School Days: 15

Consented by School Board: 04/09/2024



- ◆ Half days of School (dismissal at 12:15pm)
- ◆ Full days of School (Monday to Thursday) (dismissal at 3:15pm)

Phone: (505) 786-6159/6160
Fax: (505) 786-6163
Website: www.ccs.warrrioraz.bie.edu

School Days: 180
Federal Holidays: 08
School Vacation Days: 17
Administrative Work Days: 10

T'is Ts'ozí Bi'Ótta / Crownpoint Community School reserves the right and discretion to amend handbooks as needed throughout the school year. Changes are effective as of the date of their occurrence.

The Hardworking Residential Team!

Naat'anii Ya'zhí Bi'ghan Residential Hall

(505) 786-6161

Residential Staff

Lula Mariano, Residential Life Manager, Ext. 6228
Vacant Residential Hall Counselor

Roberta Antone, Judy Becenti, Royce Morgan
Reid Francisco, Patricia Begay

SCHOOL PERSONNEL

Vacant, Principal, Ext. 6011
Nina Begay, Assistant Principal, 6206
Marsh Francisco, Registrar, Ext. 6012
Derryl Long, Business Specialist, Ext. 6015
Vacant, Counselor, Ext. 6222
Suzi Pablo, Health Technician, Ext. 6504
Harrison Jones, Recreation Technician

(505)786-6011 (505)786-6159
Sandy Lewis, School Secretary, Ext. 6203
Malerie Mariano, Receptionist, Ext. 6100
Rudy Thompson, IT Specialist, Ext. 7143
Vacant, Counselor, Ext. 6221
Darrell Cowboy, School Security

Transportation Staff

(505) 786-6001

Julius Casamero, School Bus Driver Leader,
Christine Cambridge, Jackie Woody, **Delphine Gaddy**, and Darleen Miller, **Lionel Sleuth**

Food Service Staff

(505) 786-6018

Kitchen – Ext. 6213, Cafeteria – Ext. 6211
Vacant, Kathleen Chiquito, Richardson Belin, Joann Morgan, **Colyne Jones, Bryan Johnson**

Maintenance Staff

(505) 786-6106

Frederick Smith, Lorenzo Larvingo

Custodial Staff:

Lorretta Chiquito, Rita Curley, Jennifer Platero

SCHOOL BOARD MEMBERS

George Werito, School Board President
MacGarrett Pablo, School Vice-President
Beatrice Woodward, School Board Member/Agency School Board Representative.
Henry King, School Board Member
Lucita Nolan, School Board Member

INTRODUCTION

This manual provides information for parents, students, community members, and staff about what is expected and offered at the (Crownpoint Community School) Residential Hall. This Handbook is promulgated in accordance with 25 C.F.R. Part 36.

BUREAU OF INDIAN EDUCATION (BIE)

I. VISION STATEMENT

“Uniting to promote healthy communities through lifelong learning.”

II. MISSION STATEMENT (25 C.F.R. 32.3):

To provide quality education opportunities from early childhood through life in accordance with a tribes’ needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska 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. 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 Navajo District BIE funded and operated schools. The priorities are:

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

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 WELLNESS

We encourage students and their families to practice traditional concepts of Hozho, and take measures 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 structured physical activities at a minimum of one hour every weekday, and two hours on Saturday and Sunday. Further, the residential program will provide native language and cultural activities. 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 Suspected Child Abuse/Neglect (SCAN) Reporting Protocols. For access or further information on the protocol, contact the building residential supervisor, or visit the Bureau of Indian Education website at: <http://www.bie.edu/Programs/SSS/index.htm>. The website will explain the Suspected Child Abuse/Neglect Reporting Protocols. Additional information about SCAN will be attached as *Appendix A*.

COMPLIANCE WITH ANTI-DISCRIMINATION LAWS

The dormitory will comply with the requirements of Title IX of United States Education Amendments of 1972, Section 504 of the Rehabilitation Act, 29 U.S.C. § 794, and 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).

CONFIDENTIALITY

The Bureau of Indian Education protects the confidentiality of personally identifiable information regarding students in accordance with tribal, state and federal laws dealing with regular and special education students' rights and privacy. The foundation of the rights and laws comes from federal legislation titled, Family Educational Rights and Privacy Act of 1974. All students are covered by the regulations contained in Chapter 12 known as Students' Rights and Responsibilities. It is the intent of this policy to inform both parents/guardians and eligible children (e.g., students eighteen and older) of their rights in the collection, maintenance, release, and destruction of records.

SCHOOL VISION/MISSION STATEMENT

Philosophy

T'iiis Ts'ózi Bi'Óta'/Crownpoint Community School is committed to parents and local communities which will instill values and attitudes for our students to become healthy, successful, and productive citizens. We will promote cultural values by emphasizing the importance of education, self-identity, and self-reliance to achieve goals in life. We will provide a safe learning environment to develop social and communication skills essential for the future. We will inspire students to develop technological/educational competencies to meet global advancement.

WE BELIEVE

In supporting and caring for our students.
In demonstrating respect, responsibility, and safety.

WE VALUE

The principles of Navajo Philosophy of Education.
The traits of integrity, resiliency, and self-discipline.

WE COMMIT

To communicate and collaborate.

To be positive.

We are WARRIOR STRONG!

Vision: Commit, Cultivate, Succeed

Mission Statement: CCS is committed to providing students with meaningful knowledge, skills, and cultural values to prepare them for success in higher education.

Goals: The students at T'iis Ts'ózi Bi'Ółta'/Crownpoint Community School will:

- Develop mentally, physically, emotionally, and spiritually for tomorrow's world.
- Learn to cope with life's situation
- Exhibit qualities of good citizenship
- Become independent thinkers and make appropriate choices in our global community

Expectations: The students at T'iis Ts'ózi Bi'Ółta'/Crownpoint Community School are expected to:

- Display fairness and humility by sharing and giving
- Respect themselves and others
- Respect our global environment
- Become positive thinkers
- Become confident communicators
- Become responsible in all their daily actions

Needs: The students at T'iis Ts'ózi Bi'Ółta'/Crownpoint Community School need:

- To gain self-esteem, identity, respect, and love
- To be provided with a safe and secure environment
- To receive a quality education
- To develop a healthy lifestyle
- To become respectful and responsible citizens

Cognia Performance Standards

Domains:

- 1 Culture of Learning
- 2 Leadership for Learning
- 3 Engagement of Learning
- 4 Growth in Learning

The Cognia Performance Standards is a set of evaluative criteria that lays the foundation for improvement planning and implementation. Based on rigorous research and best practices, the Standards are a powerful tool for driving institutional change. The Cognia Performance Standards are research-based statements that describe conditions that are necessary for institutions to support organizational effectiveness and improve student performance. The Cognia Performance Standards serve as a road map for the continuous improvement process for the school to provide quality education for every learner.

The Domains are statements that define the capacity of an institution to provide quality and meet the rigorous demands of continuous improvement. (Cognia Performance Standards)
T'iis Ts'ózi Bi'Ólta'/Crownpoint Community School is accredited with Cognia as of May, 2024.

RESIDENTIAL PROGRAM

Residential Life Program is a co-ed residential facility that provides temporary lodging/housing for students attending T'iis Ts'ózi Bi'Ólta'/Crownpoint Community School. Residential Life Staff strives to provide a comfortable home environment for the students. Residential Life Program provides a wide range of activities, services and programs, such as, an after-school tutoring, study hall, mini-library, computer lab, recreational activities, transportation, guidance, and other services that support the educational process. The instructional support program reinforces the core academic program offered by T'iis Ts'ózi Bi'Ólta' /Crownpoint Community School.

Family Educational Rights and Privacy Act (34 CFR Part 99)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records.

An education agency or institution must maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, as well as the names of State and local educational authorities and Federal officials and agencies. (34 CFR, 99.31 (a) (3))

The McKinney-Vento Homeless Education Assistance Act

In Title X, Part C, No Child Left Behind Act, the act ensures educational rights and protections for children and youth experiencing homelessness. Parents and guardians are to be fully informed of the enrolment options and educational opportunities which are available for their children.

The Residential Education Placement Program (REPP) assists in providing an appropriate education in an alternative setting for students whose needs cannot be met through the traditional school program and who require a Residential Life Program. This policy applies to students who meet requirements, and policy and procedures will be followed.

Enrollment Procedures - Students who attend T'iis Ts'ózi Bi'Ólta'/Crownpoint Community School on a full-time basis can enroll in the Residential Life Program. All students wanting to participate in this program must meet the following criteria and complete the required documentation. (25 CFR 39.11(h))

- First through eighth grades (1st- 8th) are eligible.
- Establish a need for residential accommodations (Students living in remote and isolated areas will have priority. Local area students will be enrolled should space be available.)
- Reside within the T'iis Ts'ózi Bi'Ólta'/Crownpoint Community School boundaries.
- Make a commitment to maintain Residential Life status throughout the school year and abide by all Residential Life Program rules and regulations
- Each student must have all immunizations required by State, local or tribal governments before being admitted to a home living program. Annual flu shots are not required, but are encouraged. (25 CFR, 36.99)

Withdrawal from Residential Life Program - Students will follow standard school procedures to withdraw from the Residential Life Program. All students will complete the necessary withdrawal forms with the school Registrar. During the school year, students are strongly discouraged from alternating day to residential status during the school year. If alternating from residential to day student status becomes a problem, students will be put on **probation** status. Students on probation status will not attend the residential field trips (incentives).

The Residential Life Program offers a variety of services to its residential students. In addition to providing housing/lodging, the program offers academic and counseling support to ensure that individual needs are met and that all students achieve high levels of academic performance. The academic and counseling components of the program are directly aligned with the core instructional program. Academic support services include both tutoring and homework assistance. The following services are provided.

Academic Tutoring – Tutoring is provided on a daily basis. All Residential Life students receive small group instruction which targets the core instruction of Reading and Math. Residential Life staff work collaboratively to provide needs driven by instructional support. Residential Life Manager, Residential Life Counselor and Recreation Technician will coordinate events.

Grading Scale

T’iis Ts’ózi Bi’Ólta’/Crownpoint Community School will use the following grade scale for 1st to 8th grade. This scale will be used to establish guidelines for Honor Roll. Revisions may apply contingent on BIE and NASIS.

A+	4.33	97-100%
A	4.0	93-96%
A-	3.66	90-92%
B+	3.33	87-89%
B	3.0	83-86%
B-	2.66	80-82%
C+	2.33	77-79%
C	2.0	73-76%
C-	1.66	70-72%
D+	1.33	67-69%
D	1.0	63-66%
D-	.66	60-62%
F	0	59% & below

Progress report scale will be:

E	excellent	S	satisfactory
N	needs improvement	U	unsatisfactory

Study Hour (25 CFR 36.74 (j)) - Study hour will be designated, and times posted for students to complete any homework assignments, enhance reading and mathematics skills, and study. All students will be expected to engage in academic studies. This will not be considered a free time for students without homework.

Library/Technology Lab –The Residential Life Program offers students a variety of resources. Books, magazines, instructional games, and computers are available to all students in the Residential Life Program. In addition to those items, students also have access to the school’s library and technology lab.

Communication - CCS will be incorporating *One Call Now*, an automated calling system, into our system of communication that will allow us to contact parents and staff within minutes.

Guidance Counseling Services

Residential Program Counseling and Guidance Services

A specific counselor is assigned to provide counseling and guidance services to CCS Residential Life Program students. This counselor has specific knowledge of the unique needs of students residing outside the family unit and the challenges these children may face in the residential life. The counselor is experienced with students of various ages and is able to provide one-to-one and group counseling. The counselor is available to assist students and their families in making informed decisions regarding their child’s participation in the Residential Life Program. In addition to assisting students to adjusting to their living situation, the counselor promotes and enhances the academic, personal, social, health, social emotional learning, and career development of all students while they reside in the dormitory. The counselor focuses on helping students explore careers, enhancing self-esteem, building more mature communication and relationship skills, developing life skills, and positive work habits. In collaboration with the school counselors, this counselor also serves as a resource for parents and teachers and as a liaison to community agencies.

Social Work Services

A key component of CCS’s School Counseling and Guidance program is the Social Work Services. Services are designed to fully complement the school’s counseling and guidance services and to promote and enhance the overall academic mission of the school. Social Work services target the strengthening of home/school/community partnerships and remove barriers to student learning. These services contribute to the development of healthy, safe and caring learning environment by promoting the understanding of the emotional and social development of children and the influences of family and community on student learning. All students are eligible for these services. The School Counselors, School Registrar and Special Education Staff coordinate and collaborate to provide services. For more information on counseling program, please see counselor or administration.

Multi-Layered Systems of Support (MLSS)/Student Assistance Team (SAT)

Purpose

The primary purpose of this team is to review the individual needs of students when a referral is made; after reviewing all the available information and data, make an informed decision regarding the actions that will be taken and to ensure the actions are taken to benefit the student.

Role/Responsibilities

A multi-layered system of support is a coordinated and comprehensive framework that uses increasingly intensive evidence-based academic and behavioral supports to address student needs as evidenced by student data. It is a model for holistic school improvement that provides progress measures for

additional supports such as school-based team structures, training, health and wellness, and family and community engagement.

The MLSS/SAT Team members include:

- School Official(s)
- Grade-Band Teachers
- Special Education Teacher (if appropriate)
- Counselor
- Residential Life Staff (if appropriate)
- Any other school specialist, when appropriate

Parents are notified of the student’s academic and/or behavior.

All meeting proceedings are documented and files of the actions that are taken are maintained.

Recommendations made to the SAT

- Parents or teachers may request that educational screening of academic achievement be conducted.
- Children are screened and assessed to determine their areas of strength, need and academic progress.
- If a parent has concerns regarding their child’s progress in school, they may contact their child’s teacher or the counselor, and a SAT referral may be initiated.

Student Activities and Guidelines

Recreational Field Trips – An important aspect of the Residential Life Program is to offer students the opportunity to experience a variety of activities not found in the Crownpoint area. Field trips will take place in the surrounding areas, and activities such as, bowling, movies, swimming are common.

Off-Campus Student Accountability

During off-campus trips, sponsors will be required to take attendance at every transition, loading and unloading of bus, to assure students are present and accounted for. Each chaperone will have a list of students in the group. Chaperones will be responsible for taking group attendance and reporting to the sponsor and bus driver. Protocol will be:

1. Sponsors will distribute student list to chaperones.
2. Chaperones will take attendance at every transition (loading and unloading of bus)
3. Chaperones will report to sponsor.
4. Sponsor will record attendance on the main Trip Request Form.
5. Sponsor and chaperones will conduct a head count on the bus. Number of students and chaperones should match Trip Request Form.
6. Sponsor will report attendance to bus driver to verify the presence of all students.
7. A final head count will be conducted before returning to school.

Residential Life Student Council – To identify and develop leadership skills, students are given the opportunity to establish a Residential Life Student Council. The council will be established at the beginning of each year and officers will be elected. The primary role of this council is to actively participate in decisions regarding student activities, such as, celebrations, picnics, dances, and other activities.

Student Recognition –A Residential Life student is selected each month for outstanding contribution to the residential setting. As a year-end activity, a student of the year and a student with perfect attendance are recognized. Students may be awarded trips (November/May) contingent on available funds. A Big Brother, Big Sister Award will be given to residential life students for consistently demonstrating positive behaviors for role modeling, assisting younger students with homework (peer tutoring), and demonstrating positive citizenship.

Spiritual Guidance - Although not a specific component of the program, students may participate in local spiritual services. However, a written parent/guardian approval must be on file.

Meals - The Food Services department provides all meals and snacks for the Residential Life Program. All meals are prepared in accordance with the NM Nutrition Standards and USDA guidelines. Residential students are served three meals a day except for Friday evenings. Special diets or meals require a doctor's statement.

All snacks and food items for parties/activities are also prepared in accordance with NM Nutrition standards and USDA guidelines.

- All meals meet USDA and the Public Education Department dietary guidelines
- Meals low in sugar content
- Meals low in sodium content
- Meals low in (total) fat, saturated fat and cholesterol
- Meals which include a variety of vegetables, fruits, milk, and grains
- Meals that promote acceptable healthy cultural food choices, i.e., vegetable stew, corn meal, tortilla, etc...
- Serving of healthy snacks to all Residential Life celebrations and activities

Any snack provided by parents and are brought from the home need to comply with NMPED Wellness Policy (PL 108-265) guidelines. All snacks will be stored in a designated cabinet and can be requested after dinner. The following guidelines are used to prepare and provide all Residential program meals and snacks (Refer to the Policies/Procedures section for more information on NMPED Wellness Policy/PL 108-256; and CCS Wellness and Nutrition Policy for a list of acceptable snacks).

- Food and beverages of no nutritional value are prohibited - no junk food
- **NO energy drinks will be allowed at any time**

Student Activities – Residential Life students can participate in a variety of activities that are designed to develop leadership and responsibility roles. The following activities are available:

- Recreational activities
- Spiritual guidance
- Field trips
- Celebrations
- Sports
- Fitness
- Parent night
- Culture Events
- Monthly dine-out

Parent/Child Engagement Activities: Scheduled on the last Thursday of each month to promote positive family relationships. Parents/Guardians, students, and staff eat dinner and participate in activities such as Bingo and other games.

Positive Behavior Management - T'iis Ts'ózi Bi'Ólta'/Crownpoint Community School will utilize CHAMPs to promote a proactive and positive approach to managing student behavior thus creating an effective learning environment. CCS Bucks will be used to reinforce positive behavior. CCS bucks store will be opened once a month to provide short term incentive. The end-of-year CCS Buck Auction will be held annually for students accumulating 20 or more CCS bucks. CCS Auction Guidelines will apply.

RESIDENTIAL DAILY OPERATION

Residential Hall is closed 8:00 A.M. – 12:00 PM Monday - Thursday

Saturdays and Sundays: Naat'anii Ya'zhí Bi'ghan Residential Hall is closed

Monday

Residential Hall opens to receive students
 Student Check-in 6:00 A.M. to 8:00 A.M.
 School Hours 8:00 A.M. to 3:00 P.M.

Once a Month

Family Activities 5:00 – 7:30 PM

Friday (PM)/Half Day

Roll call 12:30 PM
 Students transported home 12:35 PM
 Residential Hall closes 5:00 PM

Fieldtrips (Schedule may change)

Departure time will vary according to activity.
 Travel to activities 3:35 - 4:30 PM
 Activity 4:30 - 6:15 PM
 Supper 6:15 - 6:45 PM
 Travel to Crownpoint Community School 6:45 - 7:45 PM
 Shower/Personal Hygiene 7:45 - 9:00 PM
 Lights out 9:00 PM

**Tour of Duty
 Residential Life Staff Schedule**

Monday	Tuesday to Thursday	Friday
6:00 A.M. – 8:00 A.M. 2:00 P.M. – 10:00 P.M. 10:00 P.M. – 8:00 A.M.	2:00 P.M. – 10:00 P.M. 10:00 P.M. – 8:00 A.M.	10:00 A.M. – 5:00 P.M.
Saturday – Sunday	Closed	

Residential Life Manager Duty Schedule

Monday	Tuesday to Thursday	Friday
7:00 A.M. -12:00 P.M. 1:00 P.M. – 4:00 P.M.	12:00 P.M. – 8:00 P.M.	7:00 A.M. -12:00 P.M. 1:00 P.M. – 4:00 P.M.

Daily Schedule

Wake up students, clean personal unit	6:00 AM
Breakfast	6:30 - 7:00 AM
Personal Hygiene/ Prepare for class	7:00 – 7:45 AM
Students to playground/Gym	7:45 – 7:55 AM
Release to class	7:55 AM
Student School Hours	8:00 AM - 3:00 PM
Dorm Check	3:00 – 3:15 PM
Student Check in	3:15 – 3:30 PM
Study Hour (Homework/Tutoring)	3:30 – 4:30 PM
Down Time	4:30 – 5:00 PM
Supper	5:00 – 5:45 PM
Playground	5:45 – 6:00 PM
Activity Time /Computer Lab/Recreation	6:00 – 7:00 PM
Leisure Time	7:00 – 7:30
Chores	7:30 – 8:00 PM
Curfew	8:00 P.M.
Personal Hygiene/Laundry	8:00 - 9:00 PM
Bed Time (Lights out)	9:00 PM
Hourly Student Count	8:00 - 6:00 AM
Check to make sure everyone is in bed	9:00 PM
Night Shift Duty Begins *	10:00 PM
Evening Shift Ends *	10:00 PM

*Time will be adjusted to meet program accommodations.

ACADEMIC SCHOOL SCHEDULE

Breakfast Schedule: Students are sent to classes at 7:55 AM
7:30 – 7:55 A.M.

Full Day Lunch Schedule: Buses will depart at 3:15 P.M.

11:05 – 11:35 AM	Kindergarten
11:35 – 12:05 PM	1 st and 2 nd Grades
12:00 – 12:30 PM	3 rd and 4 th Grades, 5 th and 6 th Grades, F.A.C.E. 7 th and 8 th Grades

Full Day Dismissal

3:00 P.M.	Classes will be dismissed by bus numbers.
3:15 P.M.	Buses depart

Half Day Lunch Schedules: Buses will depart at 12:30 P.M. and students will follow early lunch schedule

10:45 – 11:15 AM	Kindergarten 1 st and 2 nd Grade
11:15 – 11:45 PM	3 rd and 4 th Grade 5 th and 6 th Grade
11:45 – 12:15 PM	7 th and 8 th Grade

Half Day Dismissal: Buses will depart at 12:30 P.M. 12:15 – 12:30 P.M. Students will be dismissed by bus number starting with pick-up and walkers.

Inclement Weather—In the event of a school delay or change to remote learning, *One Call Now* will generate automated messages.

School delays due to inclement weather will begin at 10:00 am. If a delay is announced on a Friday, the school day will be extended to 3:00 pm.

BIE schools may close due to severe winter weather conditions, including but not limited to heavy snowfall and ice storms, which make travel to and from school unsafe. In such cases, it will be essential to transition to a remote platform so students can continue to learn without disruption. Students will take home necessary technology to connect to Schoology for continued learning from home.

HOMELIVING POLICIES AND PROCEDURES

I. STUDENT CHECK-OUT POLICY

Students may be checked out in accordance with the BIE Student Check-out Procedures attached as *Appendix B*. Below are the requirements for checking out a student:

- **Only immediate family can check-out students.** Immediate family is defined as a mother; father, brother, sister, grandparent, uncle and aunt. Parents or legal guardians are required to submit a list of person(s) authorized to check-out a student. No exceptions for check-out will be granted to anyone without a written and signed request by the student's parents or legal guardians.
- **School personnel will not be allowed to check-out student(s) at any time** (e.g. overnight, weekdays and weekends), unless they are the parent/guardian of the student.
- Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- All check-outs must conclude **by 8:00 PM curfew** unless pre-approved by staff in charge at the time of check-out.
- Parents or legal guardians may designate, in writing, family members who are authorized to check-out their child overnight. Authorization and approval in writing will state conditions and restrictions of check-out.

- **Check-out request via telephone will not be approved**, except in situations where a family emergency involving a serious illness or death of an immediate family member are involved.
- All students authorized for check-out are expected to return to the school campus at the specific time of return, as stated in their approved check-out request.
- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check-out.
- If a conflict arises concerning the student check-out process, the school supervisor or acting designee reserves the right to revoke any check-out privileges.
- Student(s) must be in good academic standing in order to be checked out when they will be absent for class. The only exception to this would be in an emergency situation.
- **Any student, regardless of age, shall not be authorized to check themselves out (e.g. self-check-out) even if the student is 18 or older. Students may not be checked-out by an adult less than 25 years of age or by anyone (including family members) under the influence of alcohol or drugs.** The two exceptions to the 25 year age requirement will be if the parents/guardians are under 25 year of age, or if the student is under the custody of a family member who is under the age of 25. If the adult's age is in question, the school personnel will verify the adult's age.
- Student may not be checked out until any applicable restriction is served (e.g. In School Suspension or In Dorm Suspension). Exceptions, prompted in the case of emergency, must be approved by the school administration.
- In the event of local emergencies, e.g. natural disasters, fire or threatening weather conditions, any previously approved check-outs may be cancelled without prior notice.
- Students involved in an inappropriate activity while in checked-out status may have their check-out rights cancelled and will face disciplinary actions upon their return to the campus depending on the severity of the infraction.

A parent/guardian and student agreement signature form will be attached as **Appendix B**. This form will be completed by all parents/guardians and students. The form will be completed during registration at the school.

II. MEDICATION ADMINISTRATION POLICY

Medications will be administered in accordance with the BIE's Medication Administration Policy which is attached as **Appendix C**.

III. VIOLENCE/BULLYING POLICY

A. NO INTIMIDATION/SEXUAL HARASSMENT/ABUSE/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, or causing someone to be subject to public ridicule.

B. 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.

C. BULLYING

Bullying is prohibited in the dorms, property immediately adjacent to the dorms, at dorm-sponsored or school-related events whether on or off dorm property, at dorm bus stops, and on dorm buses or other vehicles owned, leased or used by the dorm.

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

IV. DRUGS AND ALCOHOL POLICY

The Residential Hall and School campus are drug free environments. No alcohol, drugs, smoking or chewing tobacco, or other controlled substance, or related paraphernalia are allowed in the dorms, on dorm property, including surrounding grounds, in dorm vehicles/buses, or at dorm sponsored activities. Violation of this policy will be dealt with in accordance with the disciplinary process.

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.

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 for school-purchased devices only. Students may not use personal devices to access school's Wi-Fi.

VI. TRANSPORTATION POLICY

Bus Routes:

- East of Mariano Lake area, Smith Lake and South on Hwy. 371
- North and South Loop of Standing Rock, Standing Rock Chapter House, Standing Rock Housing
- Hwy. N.R. 481, Littlewater area and Housing, and Heartbutte area

- Along North Hwy. 371, Becenti Housing, Red Mesa Housing, Miracle Valley Church Road and P.H.S. Housing
- Surrounding Dalton Pass area and Housing, East and West Cross Canyon Road, West Route #9, Old School Farm and Church Road
- Rocky Canyon Road, New and Old West Mesa Housing, North Heights, Crownpoint High School, and Hill View Housing
- Old Mutual Help Housing, Sunnyside area, Central Valley Housing, Midway Housing, NTU Apartments and Day Care
- Low Rent and North Valley Housing, Food Distribution, Old P.H.S. Housing, B.I. A. Housing, and Tall House Trailer Park

Residential students may occasionally ride the day bus to commute to and from their residences. 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 below. The school provides daily bus service for day students and will only stop at designated locations.

- **Bus Change Requests** - 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 11:00 a.m. on the same day.

Transportation Cancellation due to Inclement Weather The television stations KOAT (channel 7), KOB (channel 4) and KRQE (channel 13) announce school closures. School administration will make the final decision regarding school closure and/or delays. **All snow delays or school cancellation announcements will be announced by 5:30 AM, and no later than 6:15 AM. In the event a delay is upgraded to a cancellation, that cancellation will be announced no later than 7:30 AM.** In the event a delay is upgraded to a cancellation, that cancellation will be announced no later than 7:30 AM. CCS will be incorporating *One Call Now*, an automated calling system, into our system of communication that will allow us to contact parents and staff within minutes.

- **Bus Rules**

“Don’t Lose your bus riding privileges.”

1. I will be on time at the bus stop.
2. I will obey the bus driver’s directions.
3. I will not distract the driver.
4. I will not use profane language and obscene gestures.
5. I will not fight, push, or shove.
6. I will keep all body parts and personal items inside the bus.
7. I will adhere to Zero Tolerance Policy on Illegal substances in any form (See Discipline Ladder).
8. I will keep bus clean by disposing of trash properly.
9. I will wear a face mask if I choose.
10. I will comply with Emergency COOP Plan.

Regulations

Bus regulations not followed will be handled according to the school discipline policy.

Driver is authorized to assign seating arrangements.

Any tampering or damage to bus or equipment will be parent's/guardian's financial responsibility.

VII. DRESS CODE POLICY

Students will follow the school's dress code from the time they arrive on school property (including the school bus) until they depart.

- Logos or graphics on clothing 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, shorts, and skirts) must fit at the waistline and may not be more than three inches above the knee.
- Clothing may not have holes or be torn and ragged.
- Tank/muscle tops and tube/halter tops are not allowed.
- Clothing must cover cleavage, bellies, shoulders, and backsides; undergarments should not be visible.
- Students can wear leggings/jeggings under tunics, skirts, or dresses, but not alone.
- Students should wear proper footwear (Flip flops/ Croc shoes should be avoided).
- Gang-related attire, accessories, insignia, and colors are prohibited.
- Tattoos, body markings (pens and permanent markers), body mutilations (eraser burns, cutting oneself), as well as body piercing are not permitted.
- Chains, spikes, brads, adornment, or any other accessories that may be used as a weapon or damage school property are not allowed.
- Face painting, masks, and excessive makeup that hide one's face are not allowed.
- The use of non-prescription decorative contact lenses (for example, cat eyes, vampire eyes) that causes distraction to the educational process are prohibited.
- Personal headphones/ear buds are to be kept out of sight while in any building on campus.
- Head gear (hat, hoodie, beanie, and visor) is not to be worn in any building on campus during school hours.

VIII. ISOLATION/SEPARATION POLICY

All residential students will be transported by school personnel in an approved school vehicle for basic medical, dental, vision and other health services. Parents/Guardians will be notified of any medical appointments or medical issues. External transportation services may be used (e.g. ambulance, fire truck, helicopter, etc.) for emergencies. There are designated isolation rooms for girls and boys. If medical personnel determine that a student should not remain in a dormitory setting, the student's

parent/guardian will be contacted to come get the student, or if necessary a staff member will transport the student home. Students will remain in the isolation room until a parent/guardian can be contacted and arrangements made to transport the student. When a student is placed in the isolation/separation room he/she will be monitored closely. At the minimum, visual checks on the student will be made every ten minutes.

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 the dormitory. These guidelines will be followed in any communicable/infectious disease (Cold, Flu, RSV) situation.

Students will follow the safety guidelines:

- To reduce the spread of COVID-19, cold, flu, and RSV students will constantly wash their hands and/or use hand sanitizer. Students will clean (disinfect and sanitize) after themselves. Students will wear face coverings or sneezing excessively.

If a student is believed to have a communicable or infectious disease the residential staff will immediately notify, the home living supervisor or designee. The home living supervisor 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 and ensure the student is checked every 10 minutes.
- 5) Control the transmission of the communicable disease in the dormitory.
- 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.

Re-admittance:

If a student has been taken out of the dormitory and had a communicable or infectious disease prior to returning to the dormitory/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.

X. VISITOR POLICY

The safety and security of staff and students at Crownpoint Community School is of the utmost importance. A critical part of creating a safe campus environment is for the administration to have

advance knowledge of all visitors. School administration must know who is on campus at all times and reserves the right to refuse entry to any visitor. Any visitors (individuals not currently enrolled at or employed by each school) must sign-in at the dormitory staff office upon arrival to receive an official **Visitor's Pass**. Visitors are not allowed beyond the front entrance of the dormitory without an escort or proper clearance. Students and staff are expected to inform the residential staff of the presence of any unregistered visitor on campus.

Residential student curfew is at 8:00 PM. **Parents/Guardians are encouraged to visit their child between the visitation hours of 7:30 AM-8:00 PM.** If you arrive after 8:00 PM, **ONLY** the parent/guardian will be allowed visit their child in the front lobby area of the dormitory. **The parent will have to physically walk into the dormitory for all check-outs.** Students will not be allowed to meet their parent/guardian in the parking lot. This is to ensure safety and accountability.

During the school year, school sponsored closed events (such as the dances/prom) are only for current enrolled school students and approved guests. Visitors at such events are subject to prior approval by the school principal. Unapproved visitors will be escorted off the premises either by school personnel, or by local law enforcement authorities.

XI. 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/dorm policy or state/federal/tribal law, school authorities (including dorm staff), may search any student, student locker, dorm room, furniture, or student automobile 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 authorities 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 dorm 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 dorm 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 which included property within the dorm, 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 their dorm rooms, and any furniture assigned to them. School authorities may conduct a general inspection of dorm rooms 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 school authorities have 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 authorities regarding incidents of illegal activity.

Use of Dogs

School authorities are 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 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.

XII. ELECTRONIC DEVICE POLICY

Electronic devices include, but are not limited to, the following:

- Cell phone/Smartwatches
- Digital camera
- Electronic game devices (for example, Gameboy, Ns Switch, PSP)
- Handheld video camera
- Personal iPad/tablet
- Laser pointer (For safety reasons, the school prohibits laser lights on campus.)
- Personal music player/iPod/speakers/airpods

- Portable DVD player
- Personal laptop

The school has an option to allow or not allow electronic devices during the residential time frame. If a school elects to allow students to have electronic devices during the residential timeframe, the following language should be included. Any misuse of electronic devices will result in the electronic device being confiscated, turned into the Home living Supervisor/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 outlined below. The school is not responsible for loss or damage to students' personal-property brought onto the school campus.

XIII. EMERGENCY PROCEDURES AND CONTACT NUMBERS

FIRE ALARMS

If the fire alarm goes off, the building will be evacuated immediately by the home living supervisor or designee in charge. Students must follow the directions of the residential staff. The fire alarm box will be checked to determine the source of the alarm. The staff will go to the source indicated to assess the risk. The staff will report the situation to the supervisor and the security guard and call for emergency response if appropriate.

FIRE DRILLS

Two fire drills will be conducted during the first month of school (August), and one fire drill will be held each month for the remainder of the school year and summer school. During a fire drill the building will be evacuated rapidly, and in an orderly manner. Occupants of the building will not be allowed to stop and pick up personal belongings or re-enter the building. Once the occupants are outside of the building, an accurate account will be made of all the students, staff, and visitors. The time it took to evacuate will be noted. Evacuation plans are posted in every room, and in the hallways. Fire drills will be conducted at random times (afterschool, evening, and night).

EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLAN (COOP)

Crownpoint Community School has developed a plan to prevent, detect, and respond to any emergency situation that may occur at the school. During the first month of school the residential staff will review safety protocols with students including evacuation protocols, lock down protocols, and shelter in place protocols. In case of an emergency, students, parents, and visitors will be given instructions and guidance by school personnel in accordance with the Emergency Management/COOP. The Emergency Management /COOP can be viewed at the academic front office, and home living staff office.

EMERGENCY CONTACT AND PHONE NUMBERS

Emergency	911
Crownpoint Police Department	505-786-2050/2051
Crownpoint Fire Department	505-786-7385
Ambulance/Hospital	505-786-5291
New Horizon Wellness Center	505-786-6232
Facilities Management	505-786-6168
Navajo Tribal Utility Authority	1-800-528-5011/ 1-928-729-5721

Continental Divide Electric Company 1-877-775-5211
Grants 1-505-285-6656
Gallup 1-505-863-3641

XIV. PUBLIC DISPLAY OF AFFECTION (PDA)

The school prohibits all levels of public displays of affection on school grounds and during school events. Students who violate this policy are subject to discipline (See Discipline Ladder).

XV. DISCIPLINE

The residential program is a privilege and not a right. A student may be removed from the residential program based on a discipline or safety concern but could still attend school as a day student. This type of removal from the residential program will be handled on a case-by-case basis.

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.

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 Residential 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/dormitory 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 to the Governing Board for Expulsion

Type of Offense	First Offense	Second Offense	Third Offense
Sale or distribution of a controlled substance	Short or long suspension School Official notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract.	Long or long-term suspension School Official notifies law enforcement.	Long-term suspension or expulsion
Use or possession of drugs or alcohol	Short or long suspension School Official notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long or long-term suspension School Official notifies law enforcement.	Long-term suspension or expulsion
Possession or use of tobacco products, including e-cigarettes	Short or long suspension School Official notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long or long-term suspension School Official notifies law enforcement.	Long-term suspension or expulsion
Fighting, inciting a riot/ fight, possession of a weapon, fighting with a weapon	Short or long suspension School Official notifies law enforcement. Mandatory parent/guardian - student conference; establish a behavioral and counseling contract	Long or long-term suspension. School Official notifies law enforcement.	Long-term suspension or expulsion
Gang-related activities (Including, but not limited to, recruitment, initiation, threatening or equivalent behavior)	Short or long suspension School Official notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long or long-term suspension. School Official notifies law enforcement.	Long-term suspension or expulsion
Arson, bomb threat, false fire, alarm, fireworks	Short or long suspension School Official notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long or long-term suspension. School Official notifies law enforcement.	Long-term suspension or expulsion

Sexual misconduct, any inappropriate contact	Short or long suspension School Official notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long or long-term suspension. School Official notifies law enforcement.	Long-term suspension or expulsion
Physical assault	Short or long suspension School Official notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long or long-term suspension. School Official notifies law enforcement.	Long-term suspension or expulsion
Other serious or threatening behaviors that involve or 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 School Official notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long or long-term suspension. School Official notifies law enforcement.	Long-term suspension or expulsion

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 to the Governing Board for Expulsion

Type of Offense	First Offense	Second Offense	Third Offense
Possession of drugs or alcohol paraphernalia	Short suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension

Extortion	Short suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Intimidation, harassment, or bullying (including, but not limited to, name calling, repeated incidents of minor bullying, rallying other students to bully someone)	Short suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Hazing	Short suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Vandalism and/or theft	Short suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Sexual harassment	Short suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Verbal abuse of an individual	Short suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Gang-related activity (Displaying gang affiliation, including showing colors, flashing signs, marking territory, displaying gang tattoos)	Short suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Similar offenses	Short suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension

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, failure to produce school identification badge, 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	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Public display of affection	Verbal warning and counseling	Written reprimand School Official notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Short suspension	Long suspension
Profanity	Verbal warning and counseling	Written reprimand School Official notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Short suspension	Long suspension
Insubordination	Verbal or written reprimand	ISS/IDS 1-4 days School Official notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	Short suspension Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract	Long suspension	Long-term suspension

Dress Code Violation	Verbal or written reprimand *Correct if possible if not contact parent to bring appropriate attire.	Verbal reprimand *Correct if possible if not contact parent to bring appropriate attire. School Official notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract	Short suspension	Long suspension
Ditching classes	Verbal or written reprimand	ISS/IDS 1-4 days School Official notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract	Short suspension	Long suspension
Truancy	Verbal or written reprimand Parent/guardian is notified	ISS/IDS 1-4 days School Official notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	Short suspension Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract	Long suspension	Long-term suspension
Attendance	See Page 23 Student Parent Handbook				
Tardies	See Page 24 Student Parent Handbook				
Leaving class or campus without permission	Verbal or written warning Parent/guardian and/or law enforcement is notified	ISS/IDS 1-4 days School Official notifies parent/guardian by certified mail. Establish a behavioral and	Short suspension Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract	Long suspension	Long-term suspension

		counseling short-term contract			
Failure to serve detention	ISS/IDS 1-4 days Parent/guardian is notified.	Short suspension School Official notifies parent/guardian by certified mail. Establish a behavioral and counseling long-term contract	Long suspension Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract	Long-term suspension	Expulsion
Violation of reasonable standards of right and wrong, bullying (including, but not limited to, name calling, excluding someone, deliberately disregarding someone else's feelings)	Verbal reprimand	Written reprimand School Official notifies parent/guardian by certified mail Establish a behavioral and counseling long-term contract	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract	Short suspension	Long suspension

DISCIPLINE OF STUDENTS WITH DISABILITIES

While students with disabilities will be held accountable for their actions, any disciplinary actions taken against a student identified with a disability will be done in accordance with all applicable laws and regulations. Discipline of student with disabilities may require additional processes and procedures not identified in this section such as manifestation hearings, and reasonable accommodations. The processes and procedures required for discipline of a student with disabilities are fact dependent and will be determined on a case-by-case basis.

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.

In-Dorm Suspension (IDS)

Prior to in-dorm suspension each student and their parent/guardian will be notified of the offense(s) leading to the IDS, and the duration of the IDS. Students serving IDS will report to the Home living Supervisor or designee when checking back in from home or after school to begin intervention.

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

DISCIPLINE APPEALS-PROCEDURAL DUE PROCESS

Information in this Handbook informs the students of their rights and responsibilities, dorm rules, and regulations governing behavior, and consequences for infractions of dorm rules and regulations. Every student and his/her parent(s)/guardian(s) needs to study and know the dorm 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. This section in conjunction with the Special Education Policy below applies to students with a known disability or with an IEP.

The school will work with students involved in infractions as detailed earlier in this 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 a 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

A suspended student will be on excused leave and allowed to make up any missed assignments within 3 days of his/her completion of the suspension. The student may receive failing grades for failure to attend a program of alternative education. A student can, prior to, or at the hearing, enter a plea of guilty at which time the case will immediately be referred to the principal for review and final decision.

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.

XVI. GRIEVANCE PROCEDURES

Student/Parent - Employee

If a parent and/or a student has a conflict with 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 staff, it is the right of the parent/student and/or the staff 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, Principal, or the Residential Supervisor. Both sides of the dispute have the right to present a written or verbal statement and answer to the grievance.

XVII. SCHOOL BANK PROCEDURES

To prevent theft, students should not have more than \$20 in their possession at any time. If a student has more than \$20, they should secure the excess funds by following the school procedure below:

Student Bank – To teach students responsibility and the value of money, a student bank is established. Students have the opportunity to deposit their money and make transactions (deposits/withdrawals). The Residential Life Manager is responsible for maintaining the monies, establishing 'bank hours' and recording all transaction(s) in the logbook.

XVIII. PARENT/STUDENT RIGHTS AND RESPONSIBILITIES

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

Crownpoint Community School recognizes that parents or guardians are our most important partners in a child's education. Parental involvement is essential to your child's educational success. The school urges you to understand and exercise your rights and responsibilities.

Parental Responsibilities

- 1) You have the responsibility to read and understand the rules.
- 2) You have the responsibility to ask school officials to help you understand these rules if necessary.
- 3) 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.
- 4) You have the responsibility to bring your child back to the dormitory before school start either on Sunday evening or Monday morning so your child can be present in their 1st hour class. If you child does not make it to class on Monday morning, it is the parent/guardian's responsibility to call and inform the dormitory and the school to explain the truancy.

Parental Rights

- 1) 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 of these records confidential because it is not for general information, but only for you, your child, school officials, or others designated by you.
- 2) You have the right to be told what the school rules are.
- 3) You have the right to be informed of what the consequences (punishments) are for your child for breaking the rules.
- 4) You have the right to appeal disciplinary action as provided for by this document and applicable law.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Responsibilities

Crownpoint Community School wants all students to reach their full potential. To do so, it is essential that schools be free of disruption. As a student, you are required to respect the rights of all members of the school community – teachers, administrators, parents, residential staff, support staff, and other students.

Student Rights

- 1) Freedom of expression as guaranteed by the U.S. Constitution.
- 2) Assemble and associate with other students subject to reasonable rules set by the school regarding time and place.
- 3) Publish materials provided that they are not obscene, libelous or likely to cause a disruption. The principal or a designee must approve publications that are distributed within the building.
- 4) Organize clubs, provided the principal approves, and a teacher agrees to be faculty advisor. All students are free to join any club. Clubs must follow rules regarding the time they meet and the use of facilities, and must not cause disruption within the school.
- 5) Post bulletins on school bulletin boards provided the principal or his/her designee has approved them. The student's name must be on the posting. Postings cannot be obscene, libelous, or likely to cause disruption.
- 6) Vote in local, state and national elections, provided you are 18 years of age or older.
- 7) You have the right to appeal disciplinary action as provided for by this document and applicable law.

XIX. WHAT TO BRING TO THE DORMITORY

Students can bring any items they wish that are not prohibited, and do not pose a threat to the health, safety, or welfare of others. Residential staff has the right to ask students to remove items, or to confiscate items, if deemed necessary to comply with any law, regulation, or policy, or to protect the safety or well-being of the staff or residents of the dormitory.

Necessities:

- adequate amount of clothing (clothing based on the school uniform policy)

- school supplies and school bag
- personal hygiene products (soap, toothpaste, & non-alcoholic mouthwash)
- hair products
- towels
- laundry detergent
- blanket or comforter, pillow, bed sheets
- small stereos and alarms clocks

Items that are not allowed in the dormitory:

- large amounts of money. The maximum amount of money a student can bring to the school is \$20 (see school bank procedures to manage money safely)
- items prohibited by the school dress code
- large stereo systems, large speakers, and televisions
- skateboards, heelys (shoes with wheels)
- drugs/alcohol/tobacco
- any tobacco products including E Cigarettes
- cigarette lighters/matches
- fireworks
- correction fluid/paint/spray paint/markers/ pepper spray
- stink bombs/water balloons
- weapons including toy weapons (e.g. knives, guns, bats, clubs, darts, etc.)
- tattoo machine
- pornographic material
- animals (unless approved by the school principal and residential supervisor)
- permanent markers, pens

XX. HOUSEKEEPING

The Residential Supervisor is responsible for the cleanliness of the residence hall and the grounds around the buildings. However, each student is expected to perform household chores in the residential halls. The chores should be completed before bedtime. A clean-living environment enhances the spirit and the morale of the residents and employees. Cleaning assignments will be posted.

XXI. APPROPRIATE ROOM DÉCOR

Students will keep their rooms free from inappropriate or sexually explicit materials, including posters, magazines, videos, and video games. Bunk beds are not to be taken apart and made into double beds.

XXII. LAUNDRY

Students will respect other students' property (clothing) if they are left in the machines or the dryers. Laundry hours for each of the residential halls will be posted.

XXIII. SCHOOL ACTIVITIES AND FIELD 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.
- **Student Activity Waivers** (HS only) Coaches and sponsors of school related activities which will result in missed classes will obtain signed waivers for each participating student so that students will be marked as present.

XXIV. STUDENT MAIL

All incoming student mail is subject to inspection. Incoming mail will be sorted by the front office and will be forwarded to the residential supervisor or designee. The residential supervisor or designee will distribute mail daily Monday-Friday. All mail not picked up within 30 days will be returned to the sender.

XXV. DAMAGE TO SCHOOL PROPERTY

Students willfully destroying or defacing government property by writing on or scratching doors, lockers, furniture, computers, walls, government vehicles, breaking windows, cutting window screens or curtains are responsible for payment or replacement of the property. In addition, intentional vandalism will be reported to Law Enforcement. Students with restitution balances owing may have school records withheld until payment in full is made.

XXVI. TELEPHONE USE

Students may use the U.S. Government (office) phones with permission from a residential staff member. Students will not be called out of study hour or meetings to a telephone unless it is deemed an emergency by staff. Students using phones to make false 911 calls or prank calls will be subject to discipline as outlined above and will only be allowed to make supervised phone calls for the remainder of the school year.

APPENDIX A

BIE's Suspected Child Abuse/Neglect (SCAN) Protocol Summary

4.0 Introduction

It is mandated that all knowledge of or suspected child abuse be reported to the local law enforcement agency or to child protection services. However, the report must meet the definitions of child abuse contained within Public Law 101-630 and Public Law 101-647 to be considered “abuse”. Since 1998, when the Child Protection Handbook was released, numerous reports of suspected occurrences of child abuse have been documented. The seriousness of these reports of alleged child abuse varied greatly. There were reports as serious as sexual molestation to as minimal as an employee engaging in discourteous verbal conduct involving a student.

The BIE developed a tool for Management to ensure all incidents that may negatively impact children continue to be documented, but at the same time, ensure that only the incidents that meet the definitions of child abuse are reported to law enforcement or child protection authorities. BIE also began using Administrative Inquiry Teams (AIT, to be discussed in Chapter 5) to assist management to ensure SCAN Reports are accurate and complete. AITs provide needed information and recommendations to assist management in making prompt decisions regarding whether an individual may be a threat to Indian children.

4.1 Reporting Format – SCAN Report

The Suspected Child Abuse/Neglect Report, *Revised in 2009*, is used for documenting incidents of suspected child abuse within the BIE. The report will be referred to as the “SCAN Report” along with supporting documents; electronic forms are available at the BIE website. A report of suspected abuse is the equivalent of a request to an investigation by local law enforcement and/or child protection authorities. The actual investigation is the lawful assessment by an authorized individual to determine if a harmful condition exists involving a minor and what emergency action should be undertaken for the safety of the child. The BIE’s role is to ensure the suspected child abuse is reported in a manner that is clear and as accurately as possible so an investigation is initiated by proper authorities.

When a SCAN Report is filed, it is critical that the report be completed accurately and all appropriate notifications made accordingly. Of equal importance is the action taken after the SCAN Report has been completed. Depending on the seriousness, some action must be taken almost simultaneously to completing the SCAN Report.

A SCAN Report will be completed when a Mandated Reporter, while engaged in a professional capacity or activity, learns of facts that give reason to suspect that a child has suffered an incident of child abuse. The Mandated Reporter does not have to prove the suspected child abuse has occurred but they must describe the behavior or physical signs that led them to suspect a child has been abused. Persons who make a report of child abuse based upon their reasonable belief and in good faith are immune from civil and criminal liability.

The Mandated Reporter will contact their immediate supervisor and work with their supervisor to complete the report. If the alleged offender is the Mandated Reporter’s immediate supervisor or if the Mandated Reporter has concerns about reporting directly to their immediate supervisor, they may submit the SCAN Report directly to the BIE Program Specialist (SCAN) Office. The report must be completed within the Mandated Reporter’s regularly scheduled workday and the SCAN Report must be submitted to the BIE Program Specialist (SCAN) Office within the established timeframes. This includes those reports that are non-staff related. The timeframes for reporting are identified in Chapter 6 and specific instructions on how to complete the SCAN Report.



United States Department of the Interior

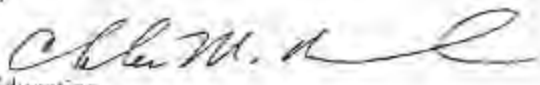
BUREAU OF INDIAN EDUCATION
Washington, D.C. 20240

11/20/14 09:56:10

NOV 20 2014

Memorandum

To: All Education Line Officers

From: Dr. Charles M. Roessele 
Director Bureau of Indian Education

Subject: Student Check-Out Procedures

The following replaces the memorandum dated April 13, 2010, on the same subject.

Each Bureau of Indian Education (BIE) operated residential program shall publish and distribute to all parents, students and staff a school or student handbook. The handbook shall be reviewed and updated annually and will include a section on checking out students. School administrators may increase the strictness of the procedures. Any discrepancies or exceptions to the procedures shall be reviewed and approved by the Education Line Officer (ELO) and concurred by the Associate Deputy Director for Bureau Operated Schools. It is recommended that tribal/grant residential programs implement a similar policy.

At a minimum, the handbook shall include the following requirements for checking out students.

1. A student wishing to have check-out privileges must have an original written permission signed by the parent or legal guardian stating that the school is released of any liability associated with the check out. The written permission should include, at a minimum, name of student, name and relationship of individual designated to check out the student, and if there is an alternate authorized by the parent/guardian to check out their child. Written permission must be submitted every academic year.
2. Check-out requests via telephone, telefax or email will not be approved except in situations where a family emergency has occurred due to serious illness or there has been a death of an immediate family member. An immediate family member can include mother, father, sister, brother, uncle, aunt, grandmother, grandfather, step mother, step father, foster parent, etc. Such requests will be followed up by a telephone call to the parent/guardian to verify the origin of the request, and will be approved by school personnel on a case-by-case basis. Written documentation will be submitted to the school after the check-out is approved. The ELO will be notified of the emergency check-out.

3. When there is evidence or a reasonable belief that the safety of the student may be at risk (e.g., either responsible party or student under the influence of drugs or other impairment), school personnel reserve the right to refuse the check-out request. If necessary, local law enforcement will be contacted.
4. If a conflict arises concerning the student check-out process, the school administrator, or his/her designee, reserves the right to revoke any student's check-out privileges. All conflicts will be reported to the ELO.
5. Student(s) must be in good standing and not on restriction in order to be checked out. However, exceptions will be made if the student requires medical treatment, or in the case of a serious illness or death of an immediate family member. School personnel also have discretion to make exceptions on a case-by-case basis when a student is on check out restriction. All restrictions will be reinstated when the student returns.
6. All students authorized for check-out are expected to return to the school campus at the specified time of return as stated in their approved check-out request. All student check-outs must be concluded by curfew unless pre-approved by staff in charge at the time of the check-out and noted on the School's Student Check-Out form.
7. Spell out the procedure for tracking and logging the student's departure and return to campus or his/her non-return to campus.
8. If a student has not returned to the school campus by curfew or return time, a phone call will be made to the responsible party for the check-out. If repeated attempts to contact the responsible party fail, and one-half hour has passed, a parent/guardian will be contacted, and law enforcement may be contacted.
9. Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities that are approved by the school administrator or his/her designee.
10. Any student, regardless of age, shall not be authorized to check themselves out. No student check-out will be approved to an adult less than 25 years of age; however, exceptions will be made on a case-by-case basis that are approved by school personnel when the responsible party for the student's check-out or the student's parent/guardian is under 25 years of age.
11. Parents/ legal guardians may designate, in writing, immediate and non-immediate family members who are authorized to check-out their child overnight. The written document must indicate the specific family member by name and relationship.
12. School personnel will be allowed to check a student(s) out overnight with the approval of the school administrator or his/her designee on a case-by-case basis for each occurrence, when the parent/guardian consents.
13. In the event of local emergencies, i.e., natural disasters, fire or threatening weather conditions, any previously approved check-outs may be canceled without prior notice.
14. Students involved in inappropriate activity while in check-out status may face disciplinary action upon their return to campus. Students may have their check-out privileges revoked and check-out authority of individuals may also be revoked.

1

STUDENT CHECK-OUT PROCEDURES: PARENT/GUARDIAN AND STUDENT AGREEMENT

Students may be checked out in accordance with the BIE Student Check-out Procedures attached as *Appendix B*. Below are the requirements for checking out a student:

- **Only immediate family can check-out students.** Immediate family is defined as a mother; father, brother, sister, grandparent, uncle and aunt. Parents or legal guardians are required to submit a list of person(s) authorized to check-out a student. No exceptions for check-out will be granted to anyone without a written and signed request by the student’s parents or legal guardians.
- **School personnel will not be allowed to check-out student(s) at any time** (e.g. overnight, weekdays and weekends), unless they are the parent/guardian of the student.
- Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- All check-outs must conclude **by 8:00 PM curfew** unless pre-approved by staff in charge at the time of check-out.
- Parents or legal guardians may designate, in writing, family members who are authorized to check-out their child overnight. Authorization and approval in writing will state conditions and restrictions of check-out.
- **Check-out request via telephone will not be approved**, except in situations where a family emergency involving a serious illness or death of an immediate family member are involved.
- All students authorized for check-out are expected to return to the school campus at the specific time of return, as stated in their approved check-out request.
- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check-out.
- If a conflict arises concerning the student check-out process, the school supervisor or acting designee reserves the right to revoke any check-out privileges.
- Student(s) must be in good academic standing in order to be checked out when they will be absent for class. The only exception to this would be in an emergency situation.
- **Any student, regardless of age, shall not be authorized to check themselves out (e.g. self-check-out) even if the student is 18 or older. Students may not be checked-out by an adult less than 25 years of age or by anyone (including family members) under the influence of alcohol or drugs.** The two exceptions to the 25 year age requirement will be if the parents/guardians are under 25 year of age or if the student is under the custody of a family member who is under the age of 25. If the adult’s age is in question, the school personnel will verify the adults age.
- Student may not be checked out until any applicable restriction is served (e.g. In School Suspension or In Dorm Suspension). Exceptions, prompted in the case of emergency, must be approved by the school administration.
- In the event of local emergencies, e.g. natural disasters, fire or threatening weather conditions, any previously approved check-outs may be cancelled without prior notice.
- Students involved in an inappropriate activity while in checked-out status may have their check-out rights cancelled and will face disciplinary actions upon their return to the campus depending on the severity of the infraction.

Parent/Guardian Signature

Date

Student Signature

Date

APPENDIX C- November 4, 2015, Memorandum: Medication Administration at BIE-Operated Schools and Dormitories

**INDIAN AFFAIRS
DIRECTIVES TRANSMITTAL SHEET**

(modified DI -416)

DOCUMENT IDENTIFICATION NUMBER 30 IAM 13	SUBJECT Medication Administration at BIE-operated Schools and Dormitories	RELEASE NUMBER #16-4
FOR FURTHER INFORMATION Jacquelyn Cheek. (202) 208-6983		DATE NOV 04 2015

EXPLANATION OF MATERIAL TRANSMITTED:

The Bureau of Indian Education (BIE) recognizes that some children and adolescents are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses. It is preferred that all medication be administered at home. However, when medication must be administered at school, the BIE requires that all BIE-operated schools adopt this Policy regarding both prescription and over-the-counter (OTC) drugs.



Dr. Charles Roessel
Director, Bureau of Indian Education

FILING INSTRUCTIONS:

Insert: 30 IAM 13, #16-4

INDIAN AFFAIRS MANUAL

Part 30

Education (Management)

Chapter 13

Medication Administration at BIE-Operated Schools and Dormitories

Page 1

- 1.1 Purpose.** The Bureau of Indian Education (BIE) recognizes that some children and adolescents are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses. It is preferred that all medication be administered at home. However, when medication must be administered at school, the BIE requires that all BIE-operated schools adopt this policy regarding both prescription and over-the-counter (OTC) drugs.
- 1.2 Scope.** The policy applies to all BIE-operated K-12 schools and dormitories.
- 1.3 Policy.** To administer any prescribed medication, the school must require a separate, completed Bureau of Indian Education Authorization to Administer Prescribed/Over-the-Counter Medication form (Medication Authorization Form) (Attachment A) for each prescription or OTC medication a student must take at school.
- 1.4 Authority.**
- 1) 20 U.S.C. § 1232(g), Family Education Rights and Privacy Act of 1974
 - 2) 15 U.S.C. § 1693(b), Health Insurance Portability and Accountability Act of 2000
 - 3) 25 CFR 36.86, Homeliving Programs
- 1.5 Responsibilities.**
- A. **Director, Bureau of Indian Education** is responsible for final approval of this policy and submission of the final policy to the Associate Deputy Director.
 - B. **Associate Deputy Director** is responsible for the annual review of this policy for overall management improvement. The Associate Deputy Director is also responsible for monitoring the Education Line Offices for adherence to the policy.
 - C. **Education Line Officer** is responsible for ensuring the policy is in place at and implemented by BIE-operated schools.
 - D. **School Principals** are responsible for ensuring school staff members are in compliance with the policy.
- 1.6 Requirements and Procedures.**
- A. **Required Medication Authorization Form (Attachment A) information**
 1. Name of student

Release #16-1, Issued: 11/04/15
New

INDIAN AFFAIRS MANUAL

Part 30

Education (Management)

Chapter 13

Medication Administration at BIE-Operated Schools and Dormitories

Page 2

2. Date of birth
3. Reason for medication or diagnosis
4. Name of medication
5. Exact dosage to be taken in school
6. Time to take medication and frequency or exact time interval dosage is to be administered
7. If medication is given on an as-needed basis, specify the conditions or symptoms when medication is to be taken and when it may be given again ("Repeat as necessary" is usually unacceptable)
8. Duration of medication order or effective dates
9. Signature of a Licensed Medical Professional
10. Signature of a parent/guardian

Medications purchased outside the United States (U.S.) are not exempt from the requirement for a written prescription by a U.S. licensed medical professional.

All prescription medications, including physician samples, must be in an up-to-date and labeled container.

B. Boarding Schools and Dormitories

In boarding schools or dormitories, where a parent is not on campus for extended lengths of time, and the school acts in *loco parentis*, some protocols may differ based on the home living staff training and health services agreements with local health care providers who prescribe the child's medication. Therefore, written documentation that the prescribing provider has contacted the parent/guardian by telephone and consent has been obtained, may be acceptable in lieu of the parent/guardian signature.

C. Student Confidentiality

Schools and dormitories must ensure that student confidentiality is protected, as outlined in the Family Education Rights and Privacy Act, and the Health Insurance Portability and Accountability Act.

Release #16-1, Issued 11/01/15
New

D. Medication Administration Staff

In the absence of trained medical staff, the school principal or a designee should be trained to administer medication to students. It is imperative that any person administering medication be educated about the method of administration and contraindications to giving the medication. The principal will set aside time for the school nurse, or if there isn't one, a public health nurse, to train academic and/or dormitory staff on medication administration, which includes, amongst others, recognition of adverse side effects and allergic reactions.

The training will include the Six Rights of Assisting with Medication Administration:

1. Right Student
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route
6. Right Documentation

The Six Rights are to be triple-checked each and every time a student is given a medication.

- First, when taking medication from the storage cabinet
- Second, when giving the medication to the student
- Third, when returning the medication to the storage cabinet¹

The school nurse, or designated employee, will watch the student periodically to observe side effects and effectiveness of the medication and inform the prescribing provider of any complications.

E. Off Campus Activities

The medications may be administered to students while on school provided transportation, and during participation in school sponsored field trips, school camps, and other out-of-school activities as noted on the Medication Authorization Form.

¹ New Mexico School Health Manual www.nmschoolhealthmanual.org

INDIAN AFFAIRS MANUAL

Part 30

Education (Management)

Chapter 13 Medication Administration at BIE-Operated Schools and Dormitories Page 4

In the event of field trips or other off-campus activities, the school or dormitory employee who will chaperone the event will meet with the school nurse, or designated employee, who will explain the purpose and expected effect of the medication, as well as signs of a bad reaction to the medication. The school nurse will provide the medicine to the staff member/chaperone in a sealed envelope labeled with the date, student's name, the name and dose of the medicine, the time or circumstances for the medication to be given, and a copy of the Medication Authorization Form.

F. Self-Carry/Self-Administration

Students are not permitted to self-carry and self-administer medications, with the exception of certain medications (inhalers for asthmatic students; EpiPens or Anvi-Q for anaphylaxis; medication for treatment of diagnosed migraine headaches; insulin for diabetic students). If a student carries medication, the physician must indicate on the Medication Authorization Form that the student has the ability to safely manage the medication. Students must report to the designated medication administration staff they have self-administered their medication.

Persons suffering an anaphylactic reaction may not be able to speak due to extremely rapid and **potentially life threatening** swelling of the throat and/or tongue, which can occur within seconds. Following the administration of an EpiPen or Anvi-Q, staff must seek immediate medical help.

G. OTC Medications

OTC medications or herbal medications require a physician's note that in essence "prescribes" these nonprescription medications. All OTC medications and herbal medications must be in the original up-to-date container with the name and dosage of the medication visible. The school or dormitory must have physician-approved protocols (indications, dose, and contraindications) for using OTC medications. Medications may not be administered for children at ages below which the drug is not approved (unless prescribed by a licensed medical professional). The school nurse, or designated staff, will observe the student to determine if it is appropriate to administer a particular OTC medication to a student, and to determine if the student's symptoms could be alleviated first without medicine.

H. Medication Supply

Schools and dormitories will notify parents that it is their responsibility to supply the school with prescribed medications in the original up-to-date pharmacy labeled containers, keep medications current and supply medical devices (e.g., nebulizers, insulin pumps, oxygen). Medications will be delivered to the school in-person by the parent or through

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

INDIAN AFFAIRS MANUAL

Part 30

Education (Management)

Chapter 13 Medication Administration at BIE-Operated Schools and Dormitories Page 5

acceptable mailing services. It is also the parents' responsibility to complete a Medication Authorization Form for each medication at the beginning of each school year.

In situations where parental notification isn't possible due to parental absence, medication authorization by a nurse will be sufficient as long as a parent has provided written permission for the school to administer medications in their absence. Medications will be kept with the school nurse, or other designated staff, as noted in Section L, below.

I. School Medication Documentation

Protocols should be established for the documentation of all medications administered at school, whether emergency or routine. Some schools use a log, and others use a computer-based student medical record system. A log must not be accessible to anyone other than the school nurse, or designated employee. Any error in medication administration at a school needs to be reported using the Medication Incident Report (Attachment B) and also to at least one common supervisor to identify patterns of errors and take corrective action.

Errors with medication dosage or timing will also be reported to the parent and the medication prescriber so any necessary course of action can take place. Measures taken by school administrators after a medication error must be designed so that they do not discourage staff self-reporting of errors.

J. Individualized Health Plan

Students who self-carry and/or self-administer medication must have an Individualized Health Plan (IHP) developed by the school staff, school health care provider, Licensed Medical Professional, and a parent/guardian.

The IHP will describe the student's special health care needs, protocols for emergencies, responsibilities of principal, school nurse, teacher, aide, family, and student, including back-up plans when the trained teacher is absent.

K. Licensed Medical Professional

A licensed medical professional consists of the following: Doctor of Medicine (MD), Doctor of Dental Surgery (DDS), Doctor of Medical Dentistry (DMD), Doctor of Osteopathic Medicine (DOM), Doctor of Podiatric Medicine (DPM), physician's assistant (PA), pedodontist, oral surgeon, orthodontist, etc.

INDIAN AFFAIRS MANUAL

Part 30

Education (Management)

Chapter 13

Medication Administration at BIE-Operated Schools and Dormitories

Page 6

L. Medication Storage

Controlled substances such as Methyphenidate (Ritalin, Concerta) must be kept in a narcotics cabinet. Access to a medication cabinet is limited to the school nurse or designated employee.

At the end of the school year, the school nurse will notify parents they are to pick up any unused medication. If the parents fail to pick up the medication within one week after the end of the school year, the School Nurse is to destroy the medication following the *U.S. Food and Drug Administration: How to Dispose of Unused Medicines Guidelines*:

1. Take the medicine out of the original container;
2. Mix the drug with an undesirable substance, such as cat litter or unused coffee grounds;
3. Put the mixture into a disposable container with a lid, such as an empty margarine tub or a sealable plastic bag;
4. Conceal or remove any personal information, including Rx number, on the empty containers by covering it with black permanent marker or duct tape, or scratching it off; and
5. Place the sealed container with the mixture and the empty drug containers in the trash.⁷

1.7 Notification. The school principal shall annually notify all students, faculty, staff, and parents about this medication policy. The school principal will also document that the policy has been reviewed with staff and students during staff and student meetings. The documentation shall include an agenda, a sign-in sheet, and any materials that were distributed. The school principal should notify students, faculty, staff, and parents of the policy by:

1. Publication in student handbooks;
2. Publication in the school newsletter;
3. Publication in faculty handbooks;
4. Posting it for students and staff on bulletin boards in the school or dormitory teachers' lounge, offices, main office, and other commonly-used areas; and
5. Providing it to students as part of their registration materials for school.

⁷<http://www.fda.gov/forconsumers/consumerupdates/ucm101653.htm#guidelines>

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: _____		Stop Medication: _____	
Date		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: _____		Phone _____	
(Type or Print)			
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 # 16-1, Issued: 11/01/15
 New

**ATTACHMENT B
MEDICATION INCIDENT REPORT**

NAME:

LAST FIRST M.

HOME ADDRESS: ZIP CODE

GRADE BIRTHDATE. MALE FEMALE

TIME OF INCIDENT: _____ DATE OF INCIDENT: _____

TYPE OF INCIDENT: (CIRCLE)

Wrong dosage	Wrong student	Wrong medication	Wrong time
Unable to locate student	Wrong route	Wrong documentation	Missed dose

Reported by:

NARRATIVE DESCRIPTION:

REN/GUARDIAN Notification YES[] NO[] By Whom Date Time

Comments:

MD notification YES[] NO[] By Whom

Comments:

IF APPLICABLE Poison Control notified: 1-800-222-1222 YES[] NO[]

Recommendations:

ACTIONS/OBSERVATIONS:

PLAN OF ACTION COMPLETED:

Signature: _____

Date:

Time:

Supervising Nurse:

Date:

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

New

ATTACHMENT B continued
BUREAU OF INDIAN EDUCATION
AUTHORIZATION TO ADMINISTER PRESCRIBED/OVER-THE-COUNTER
MEDICATION

INFORMATION AND PROCEDURES

1. No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization and a written physician or other licensed health care provider order. This includes both prescription and over-the-counter (OTC) medications. An exception will be made for students living at a boarding school or a dormitory and whose parent/guardian has granted permission for emergency care for the student.
2. The parent/guardian is responsible for completing Part I and obtaining the physician's statement on Part II. This is required every school year for each new or continuing order or if there is a change in dosage or time of administration during the school year. Information necessary includes: child's name, diagnosis, medication name, dosage, time of administration, duration of medication, side effects, physician signature, and date.
3. The medication must be delivered to the school by the parent/guardian or through acceptable mailing services and under special circumstances by an adult designated by the parent/guardian.
4. All prescription medication must be provided in an original container with the pharmacist's label attached. If applicable, a duplicate bottle may be requested so some of the medicine can be kept at home. Non-prescription OTC medication must be in the container with the manufacturer's original label so dosage information and expiration date are viewable.
5. The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician's order or at the end of the school year. Medication not claimed within that time period will be destroyed using approved disposal methods by the FDA or EPA (see BIE Medication Administration policy).
6. A physician's or other duly licensed provider's order and parental permission are necessary for self-carry/self-administered emergency medications such as inhalers for asthma and EpiPens or Anvi-Q for anaphylaxis, Insulin for diabetes, and Sumatriptan for migraines. It is imperative the student understand the necessity for reporting to the health staff or teacher that they have self-administered their inhaler or have self-administered an EpiPen, so emergency services can be sought. Students that self-carry/self-administer emergency medications will have an Individualized Health Plan so school nurse/school health assistant can communicate with school staff.
7. When applicable, pursuant to specifications on the medication authorization form, the school nurse or other licensed health care professional will assess the student to determine if it is appropriate to administer a particular OTC medication to a student, and to determine if the student's symptoms could be alleviated first without a medicine. A non-licensed provider will observe the student and report their observations to a nurse or other licensed health care provider.

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

Wash Your Hands!



Dirty!



Wet



Get Soap



Scrub



Rinse



Dry



Clean!



Centers for Disease Control and Prevention
National Center for Emerging and Zoonotic Infectious Diseases

www.cdc.gov/handwashing

CS267057-A

Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About



Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

When should I use?

Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

Alcohol-Based Hand Sanitizer

- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- * Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

CS270631

How should I use?

Soap and Water

- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the "Happy Birthday" song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

Note: Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.



For more information, visit the CDC handwashing website, www.cdc.gov/handwashing.