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RESIDENTIAL HANDBOOK

HUNTERS POINT BOARDING SCHOOL, INC.
ROUTE 12 SOUTH LUPTON ROAD | P.O. BOX 99 | ST. MICHAELS, AZ
86511

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**RESIDENTIAL Handbook
SY 2022-2023**

**PO Box Drawer 99
St. Michaels, Arizona 86511
Phone # (928) 871-4439 x 24
Fax # (928) 871-4435**

HOURS OF OPERATION:

Sunday: Open 5 PM

Friday: Closed 8 AM

Governing Board:

Janis Damon, Board President

Jackie Yazzie, Board Member

Genevieve Jackson, Board Vice President

Dorothy Keedah, Board Member

Administrator:

Julia Donald, Principal

Residential:

Angelena Tabaha, Residential Manager

Stevie Yazzie - Residential Assistant

VACANT - Residential Assistant

Margaret Bedonie – Residential Assistant

EMERGENCY NUMBERS

Window Rock Police Department 928-871-6112 / 911
Fax # 928-871-6922

Ft. Defiance Hospital / EMT 928-729-8000

Window Rock Behavioral Health Department 928-871-4012

Navajo Nation Social Services Department/CPS 928-871-8578
Fax # 928-810-8570

BIE Child Protective Service
SCAN Specialist – Michelle Begay 505-563-5292
Fax # 505-563-5293

Indian Country Child Abuse Hotline 1-800-633-5155

Poison Control 1-800-222-1222

INTRODUCTION

This manual provides information for parents, students, and staff about what is expected and offered at the Hunters Point Boarding School, Inc. Residential Hall. This handbook is promulgated in accordance with 25 CFR, Part 36; Section 36.94 – What must be contained in a Residential Handbook?

VISION AND MISSION STATEMENTS

I. VISION

Tse'Na'shchii O'lta (HPBSI) will provide a challenging education infused with Dine Culture that stimulates creative learning in a safe and positive environment.

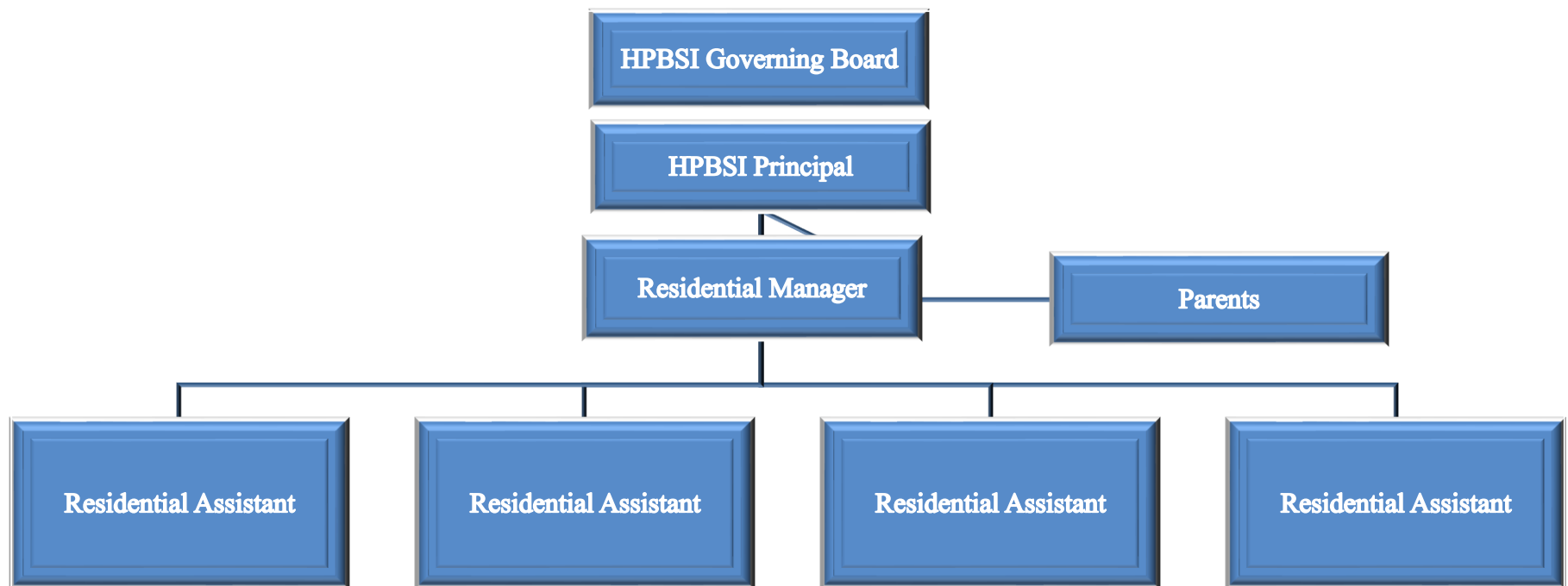
II. MISSION

Educators at Tse'Na'shchii O'lta (HPBSI) will Inspire, Education, Achievement, Goals, Leadership, Examples of Good Character and Support of Cultural Identity.

III. GOALS

- A. Be successful in a diverse society with a foundation of a bicultural and bilingual education.
- B. To increase and maintain student enrollment at the HPBSI Residential Hall.
- C. Increase parental involvement and recognition of student success.
- D. Increase physical well-being to make healthy lifestyle choices.

IV. HPBSI RESIDENTIAL ORGANIZATIONAL CHART AND CHAIN OF AUTHORITY



ADMISSION ELIGIBILITY

- A. Native American with an enrolled tribal number.
- B. Grade 1st to 5th.
- C. Age 6 through 12
- D. Native American with a Tribal Number
- E. Be in the boundaries of HPBSI
- F. Be enrolled as a regular *full-time* student at HPBSI
- G. Returning student **MUST** be in good standing with discipline and attendance.
- H. Be in good standing at previous school, *a background check will be made.*

ADMISSION

Priority for Admission: The Residential Program, provides services to the community of Lupton, Oak Springs, Hunters Point, St. Michaels, Fort Defiance, AZ and Tse Bonito, NM. Admission priorities have been established as follows:

- A. 1st Priority – Native American who are HPBSI community students.
- B. 2nd Priority – Native American who *are not* HPBSI community students.
- C. 3rd Priority – Student referred by HPBSI with attendance issues.

CONFIDENTIALITY

Disclosure of student records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232(g). FERPA is a federal law that requires HPBSI Residential Program with certain exceptions, to obtain written consent prior to the disclosure of personal identifiable information from students' educational/residential records. This shall also be enforced with information provided verbally through discussion and/or conferences pertaining to students.

Secure Maintenance of Records

All permanent and temporary student records shall be maintained in a locked container to ensure the security and confidentiality.

ATTENDANCE

All students are required to report back on Sundays at 5:00 p.m. Physical counts are made at 6:00 AM, 3:00 PM, 9:00 PM and 12:00 AM Sunday through Friday per 25 CFR Subpart 36.

Students are expected to be in school daily, except for excused reasons listed below:

- A. Sick at home
- B. Doctor, dental and/or clinic appointments which requires a written note from the attending physician(s).
- C. Death in family.
- D. Traditional ceremony, a written request from parent/legal guardian.
- E. Impassable roads and/or natural disasters.
Court appearance of the student subpoena by law enforcement agency or mandatory court appearance

When a student is absent for ten (10) consecutive days, his/her name will automatically be dropped from the Residential Attendance Roster and will need to re-enroll with the School Registrar.

HOMELIVING POLICY AND PROCEDURES

CHECK-OUT PROCEDURES

To ensure the safety of all residential students, the Residential Program requires that parent/guardian understand the Student Check-out Procedures below:

1. 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.
2. During the pandemic there will be no check-outs.
3. Check-outs may not be approved to anyone less than 25 years of age. This applies to all parties, including family members. With exceptions for those parents who are less than 25 years of age. However, they will be restricted to check-out their own children and will not be allowed to check-out other students because they do not meet the required age of 18. If the adult's age is in question, the school personnel will verify the adult's age
4. It is the responsibility of the parent to return student to school the following day. The student is not allowed to catch the day student bus run. HPBSI transportation system is available and enrolled students are encouraged to utilize the bus service on Sundays and Fridays.
5. School personnel will not be allowed to check-out student(s) and overnight unless they are the parent/guardian of the student.

6. All check-outs must be concluded **by 8:00 pm curfew** unless pre-approved by staff in charge at the time of check-out and are expected to return to the school campus at the specified time of return, as stated in their approved check-out request.
7. **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. Any arrangements made through school employee personal cell phone contact will not be granted.
8. When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel check out.
9. 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.
10. A certified court order must be in the student's file should custodial rights be restricted to one parent. Without a certified court documented order, we will not get involved in enforcing custody orders. Domestic problems must be handled outside the Residential Hall.
11. 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.
12. Students may not be checked out until any applicable restriction is served (In-School Suspension). Exception, prompted in the case of emergency, must be approved by a school administrator.

PERSONAL ITEMS AT CHECK-IN

Students may bring the following personal items when checking into the residential hall:

- a. Five (5) sets of clothes, pants, t-shirts, socks, underwear,
- b. Pajamas or nightgowns
- c. Bath Towel
- d. Wash cloths/shower loofah
- e. Shower slippers
- f. School supplies, and school bag
- g. Hair styling accessories
- h. One Poster (optional)
- i. Personal hygiene products: shampoo, conditioner, toothpaste, toothbrush, body wash, deodorant, hair comb/brush, and feminine hygiene products.

Residential Hall will provide a mattress pad, bed sheets, comforter and a fire blanket. If student is unable to furnish personal hygiene items, the student and/or parent may request these items from the residential hall.

PERSONAL PROPERTY

HPBSI is not responsible for recovery, reimbursement, or replacement of lost, stolen or damaged personal property brought to the Residential Hall by student and strongly recommends that valuable personal property remain at home. Personal property should be checked in with the Residential staff on duty to secure in a lockable closet. Examples of personal property include but not limited to purses, wallets, watches, jewelry, electronic devices, credit cards, cash, checks, notebooks, book bags, etc.

PROHIBITED PERSONAL ITEMS

Due to the importance of learning and concerns for safety and security, the following personal items are prohibited:

- a. Skateboards, and Heely shoes. Scooters, bicycles, and roller blades are used for recreation time at the dorm.
- b. Trading cards
- c. Large amount of money
- d. Fireworks
- e. Lasers, laser pens, or pointers
- f. Full-length mirror
- g. Ornamental lights
- h. Electric blankets
- i. Hair Dye
- j. Razors
- k. Candles
- l. Alarm Clocks
- m. Hair Curler/Dryer
- n. Gorilla Glue Hair Gel
- o. Electronic devices, games, and toys

Due to the disruptive nature and the possibility of damage or theft of cell phones, or tablets are not permitted to be used at school unless they receive written or verbal permission. If a student is permitted to use these items by the Residential Manager, they must remain in the Residential Hall during school hours. In addition, students sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual or disruptive nature in electronic device may receive up to a suspension, or expulsion depending on the severity. It is important to note that Child Exploitation and Child Pornography are felonies and require school officials to notify law enforcement or child services of violations.

Disciplinary Action for Prohibited Personal Items

- a) First offense – Confiscated item will be taken away and returned at the end of week to student.
- b) Second offense - Confiscated items(s) will be kept until the end of the school year and will be released to the parent/guardian.

COMMON AREA/NON-COMMON AREAS

HPBSI Residential Hall Common Areas are used by all students:

- a) Multi-purpose area (front living room)
- b) Cafeteria
- c) Computer Lab
- d) School Gym
- e) Outdoor corridors/playground/basketball court

Students will not be allowed in or around the front parking lot and outer fence area during the after-school hours, other than reporting to and from school. Any students found in restricted areas will be subject to disciplinary action.

STUDY HALL/TUTORING

Residential staff are responsible in implementing the after-school study session. They will monitor and assist with study session areas to assure that disturbances are kept to a minimum. All student must fulfill a required one hour study session daily and meet the following guideline:

- a. Monday through Thursday
- b. 20 minutes reading
- c. No visiting or horsing around
- d. Study Hour is “Quiet Hour”
- e. Students must complete homework before attending sports practice.

Students needing to go back to their classroom shall provide the residential staff an official note from the teacher explaining reasons for going back after school. If there is no note, students will not be allowed to return to the classroom.

DRESS CODE

All students are expected to adhere to the following guideline:

- 1. Shorts, skirts, and dresses should be no shorter than 3 inches from the top of the knee cap. This applies to slits in dresses and skirts.

2. Sleeveless shirts, tops, and dresses that do not cover the top of the shoulder (i.e. spaghetti straps, halters, etc.) are not allowed unless worn with a top that has sleeves.
3. Shirts and tops should be long enough to cover the midriff when sitting or standing, and shirts, tops and dresses must cover the back and chest area.
4. Sagging pants and pants worn below the hipbone are not allowed.
5. Appropriate undergarments are required and are not to be visible whether sitting or standing.
6. Clothing is not to be sheer, mesh, have holes, or designed in such a manner as to reveal the body or undergarments.
7. Neither oversized clothing nor tight fitting clothing is allowed.
8. Slogans that promote alcoholic beverages, tobacco, the use of controlled substances, depicts violence, are of a sexual nature, are of gang related, are of cult related are not allowed.
9. Appropriate footwear should be always worn. Shoes laces must be tied. Bed slipper or flip flops are not acceptable.
10. Students may not wear entirely black attire.
11. Clothing should not be worn inside-out, backwards, pant legs rolled up, unfastened bib or overall, etc.)
12. Belts should be worn at the waistline and not hanging down.
13. Hats, ball caps, hoods, handkerchiefs, hairnets, sweatbands, and sunglasses are not allowed indoors.
14. Colored and characterized contact lens are not permissible.
15. Hair should not cover the eyes or face.
16. Tattoos, body piercing and spiked/studded jewelry are not allowed.
17. Dark sunglasses should not be worn indoors.

Consequences

All students will follow the below violation standards:

- > 1st Offense. Warning and student will be asked to change clothing. Parent will be notified
- > 2nd Offense. Warning and student will be asked to change clothing. Parent will be notified that dress code policy has been violated and the next violation will result in further consequences.

BANKING POLICY

Staff members are to discourage students on bringing money to school. Expectations are for field trips, picture day, or book fairs. Any monies on hand must be turned in to the staff on duty who shall record the date and amount. The student will sign a deposit/withdrawal form. Staff will document money deposit/withdrawal in the logbook.

COMPUTER USAGE POLICY

The HPBSI board is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner in accordance with the mission of the HPBSI. All users must abide by the acceptable use policies of other networks.

Acceptable Use

To prevent unauthorized and inappropriate access to computer networks, websites, or home pages, all students and their parents/legal guardians are required to sign an “Acceptable Use Policy Agreement” form yearly and placed in student file which will detail the rules for using the school’s internal computer network and it’s Internet/World Wide Web (www).

Unacceptable Use

Students are prohibited to do the following:

1. To access, copy, download, delete, or alter others’ files without proper permission.
2. To engage in plagiarism, copyright violations and invasion of privacy, or unauthorized access.
3. Viewing, sending, printing inappropriate web sites deemed as pornographic or offensive.
4. To download lyrics, photos, or movies that are inappropriate.
5. To share/give their own log in computer access to other students.
6. Tampering with or damaging school computer equipment and/or system.
7. Violating the rights of privacy of students, parent/community members, and employees of HPBSI.
8. The use of profanity, obscenity, or other language that would be inflammatory, degrading or in any way inappropriate.
9. The viewings of transmitted data that are violent, threatening in programs such as MTV, Games, Music, and Facebook and sexually oriented/explicit in nature are not in keeping with the mission of HPBSI.
10. To transmit threatening, obscene, or harassing materials, or to interfere with or disrupt network users, services, or equipment. Disruptions include but are not limited to propagation of computer worms and viruses and using the network to make unauthorized entry to any other machine accessible via the network.
11. The use of computer and network resources and Internet access in violation of international, federal, state, or local laws or regulations and licensing agreements, including but not limited to the illegal copying of software, is prohibited.
12. Download to internet stations’ hard drives. Patrons may, however, download to storage media such as USB drives and CD-ROMs as equipment allows.
13. The use of personal software, attaching equipment to the Library’s computers or network, or modify the operating system or network configuration.

Use of The School's Internet

Student use of HPBSI Internet system is a privilege. The use of the internet is for educational purposes which expands student's research resources and provides material that may not be found in the school library. Misuse of the Internet will result in student loss of Internet privileges as determined by the school administrator/designee.

Parent and Community Member Computer/Network Usage

Parent and community member computer usage is encouraged and supported. Technology and Network usage cannot disrupt the learning environment; therefore, priority will be given to the student and staff members of HPBSI. Parents are encouraged to use the technology at the Parent Center with prior arrangement.

Commercial activities and excessive printing are not allowed. Parent and community members will understand that if they misuse the computer(s) or network account(s) they will lose their access privileges. In Order to be issued privileges, parent/community members must fill out the [HPBSI Acceptable Use Policy Form](#) on a yearly basis. The person, whose name appears as the account holder, is ultimately responsible for their behavior and should review this policy with care and consideration.

Use of Laptops

Laptops is provided for the students use during study hour or for research projects. Damage of a Chromebook will be handled the same as damage to any school property. The Residential staff will determine when laptops will be used during homework/guidance lessons.

PARENT RESPONSIBILITIES

- A. You have the responsibility to read and understand the rules.
- B. You have the responsibility to ask HPBSI staff to help you understand these rules, if necessary.
- C. You have the responsibility to ensure that your child stays for class from the start of school to the end of the school day.
- D. You have the responsibility to transport your child if absent from Sunday pick-up as well as any day of the week to school the next day. Day routes are for day students only.
- E. You have the responsibility to call or inform the Residential staff and the School Registrar to explain the truancy.
- F. You have the responsibility to participate in the residential program sponsored activities and monthly parent meetings throughout the year.

- G. You have the responsibility to attend your child's Parent Teacher Conferences as scheduled.
- H. You have the responsibility to check your child's hair for head lice and return to school head lice free.

PARENT RIGHTS

- A. You have the right to see and read your child's record (e.g., attendance, grades, test scores, referrals, incident reports. etc.). Ask for help understanding 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.
- B. You have the right to be told what the school rules are.
- C. You have the right to be informed of what the consequences (punishments) are for your child for breaking the rules.
- D. You have the right to appeal disciplinary actions.

STUDENT RESPONSIBILITIES

HPBSI students should express their ideas and opinions in a respectful manner. It is the responsibility of the students to comply with the following:

- A. To be in attendance each day except when ill or properly excused and to allow other students the freedom to learn with upsetting the homeliving environment.
- B. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- C. Not to bring to the Residential Hall/school alcoholic beverages, drugs, weapons, stolen property, or any illegal item or substance.
- D. To be sure that decisions made do not violate school policy, all applicable laws, not infringe upon the rights of others.
- E. To express opinions and ideas respectfully so as not to offend others and to understand that others are allowed to express their opinions and ideas.
- F. To understand that they may not write untruths that will harm a person's reputation.
- G. To report to staff that they have been treated unfairly when having problems and to expect or receive special help and follow up.
- H. To not disrupt the work of other students or staff members.
- I. To not harm themselves or others.

- J. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect
- K. Exercise proper care when using public facilities and equipment.
- L. To do their very best on their schoolwork and homework.
- M. To be prepared for class, have their completed homework and school supplies.

STUDENT BILL OF RIGHTS

Each student is entitled to participate in a diversity of educational experiences to develop their physical, mental, social, and spiritual well-being. Hunters Point Boarding School, Inc. students have the following rights:

- A. The right to a quality education, provided by the qualified education staff, instruction material and facilities.
- B. A limited right from unreasonable search or seizure of person and property unless there is reasonable suspicion believe that a rule, law, or regulation has been violated or that there is some other matter that may comprise the health, safety, or welfare of student, staff, or others. Students must understand they have no expectation of privacy in the residential facility, dressers, or other personal property including backpacks and like materials and that where there is reasonable suspicion, as noted above, those items and areas can search.
- C. The right to a secure place to live and learn.
- D. The right to make decision when applicable and when not in violation of residential hall rules and regulations.
- E. The right to reasonable amount of privacy when visiting, studying, or improving personal hygiene.
- F. The right to freedom of religion, cultural belief, to speak their native language, and practice native customs.
- G. The right to be treated with respect and dignity, without discrimination, by his/her peer group and residential hall family.
- H. The right to participate meaningfully in the establishment of regulation regarding student behavior and discipline.
- I. The right to plan social and leisure time activities.
- J. The right to freedom of speech and expression such as display of buttons, posters, choice of dress, and length of hair. The symbolic expression shall not disrupt the educational process, endanger the health and safety of others or be abusive, obscene, offensive, and dangerous not shall it publicize or represent drugs, alcohol, or tobacco.
- K. The right to a fair and impartial assessment based on his/her potential, ability, and progress.

- L. The right to peaceably assemble and to petition the redress of grievance.
- M. The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulation for which the student may be subjected to penalties of suspensions, expulsion or transfer. A student’s right to due process is defined herein.
- N. The right to freedom of the press except material in student publications that is libelous, slanderous, obscene, or disruptive or inappropriate to the homeliving and educational setting.

VISITORS

No visitations during the pandemic or state of emergency.

Visitor’s pass must be worn while on campus. Visitors visiting during the evening hours between 3:00 PM to 5:00 PM Monday through Thursdays must sign in with the Residential Staff on duty or Night Security. **Visitors are NOT PERMITTED in students’ sleeping areas, students’ restrooms or residential hallways.** Designated visiting area is in the front living area. Parking lots are not considered a visitation area. People under the influence of alcohol or drugs will not be allowed on campus and furthermore will be considered trespassing and law enforcement will be called.

During the school year, Residential Hall sponsored activity are only for current enrolled students and approved guest. Visitors of such events are subjected to prior approval of the school principal.

CAFETERIA

HPBSI cafeteria provides three (3) well-balanced meals per day for students to include breakfast, lunch, and dinner.

Dining Room Hours:

Breakfast	7:00 AM
Dinner	4:00 PM
Sundays Dinner	5:00 PM

Cafeteria Rules & Regulations

All students must adhere to Hunters Point Boarding School, Inc. Food Service Department and Dining Hall regulations as follows:

1. Running, shoving, cutting lines and shouting are not allowed. Students caught doing these things will be called to end of line.

2. Students are not allowed to sit on tables.
3. Hats and beanies shall be removed when in the dining hall during mealtimes.
4. All trash must be dispensed in proper receptacles. Do not put gum on trays, on or under the tables.
5. Before leaving eating area, students shall clean their eating areas before leaving dining hall.
6. Food WILL NOT be taken out of the dining hall or eating area during meals times, other than special events.
7. Throwing food in dining hall is prohibited and will not be tolerated.
8. Students will not be allowed to bring in sodas and other fast-food items into the dining during breakfast, lunch, and dinner hours. Food items will be discarded.
9. Foul language and disrespectful behavior/attitude will not be tolerated.
10. All students will eat breakfast, lunch, and supper on daily basis.
11. Shoes and appropriated clothing shall be worn in dining hall; students will refrain from wearing pajamas and slippers into the dining room and will adhere to dress code.
12. Students will use proper table manners and proper conduct is expected to ensure a safe and orderly food service program.

NOTE: Violations to any rules will constitute a discipline referral and be submitted to the Lead Cook to determine consequences.

TRANSPORTATION POLICY

To ensure the safety of all passengers on Sunday and Friday Bus Routes, misconducts, distractions, or improper behavior will not be tolerated. The bus drivers are in complete control of the bus they operate and are charged with the safety and discipline of the occupants of the bus. Students must abide by the rules and regulations of the driver concerning their conduct on the bus. The driver will inform the Residential Manager and provide an Incident Report. HPBSI bus driver must adhere to all Navajo, Arizona and Federal laws and regulations and HPBSI board policy governing the transportation of students, including all applicable speed limit laws.

- A. It is the responsibility of the parent to transport their child if absent from Sunday pick-up as well as any day of the week to school.
- B. A written statement is required, if parent/guardian request that their child be dropped off at a different location other than home. Written statement must include To Whom, Date, Location and Reason for drop off. TELEPHONE REQUESTS WILL NOT BE HONORED.
- C. Parent/Guardian are allowed to change pickup and drop off locations two times within the school year with a request with signature to the Support Service Director by 11:00 AM. Telephone calls or text messages are not valid

- D. Students will not be dropped off at their parent’s place of employment. NO EXCEPTION
- E. The bus will not wait more than 3 minutes. The bus driver will wait only if the student tries to get on the bus.
- F. Parents are not allowed in the bus loading zone at any time. Parents shall check out their child at the front office. No student will not be released once the child is on the bus.
- G. Parents need to be home when the bus arrives for drop-off on Fridays. If no one is found to be home, then the student will be brought back to the school, where proper authorities will be notified.

The use of bus transportation to and from school is a privilege, not a right. If the conduct of a student while riding a bus is such that it jeopardizes the safety of others or is otherwise undesirable, this privilege may be denied until such time specified by the administrator.

The following are bus rules:

- A. Follow the direction and cooperate with the bus driver.
- A. Always remain in your seat. No standing while the bus is in motion.
- B. Do not open bus windows without permission and approval of the bus driver.
- C. Keep all objects and body parts inside the bus and to yourself. A fine can be levied by the police for things thrown out the window.
- D. No eating, drinking, smoking, or use of tobacco products.
- E. Keep the inside of the bus clean. Do not be destructive
- F. On field trips, at the discretion of the bus driver and chaperones food and drinks may be allowed on the bus.
- G. Do not shout, whistle, yell or move from seat to seat while the bus is in motion.
- B. Keep all personal gear in your lap such as school supplies, backpack, etc.
- H. Hitting, spitting, threatening and intimidation or verbal abuse of others will not be tolerated and grounds of loss of riding privileges.
- I. Arguing with bus driver, chaperones will not be tolerated and is grounds for loss of bus privileges.
- J. Live animals, radios, electronics, toy weapons, and other similar items that may divert rider or driver attention are not permitted on the bus.
- K. Hazardous materials, explosive, or firearms on bus are prohibited. Students will be immediately removed and arrested by law enforcement.

Any violation of bus rules will result in immediate corrective actions and followed up with an official write up and submittal to the School Principal/ Residential Manager.

Consequences

The range of penalties imposed for bus rules violations will adhere to the following:

- 1st Offense: Verbal Warning and Bus Driver Intervention
- 2nd Offense: Written discipline referral to administrator resulting in Student/Parent Conference.
- 3rd Offense: Bus privileges removed by School Principal.

HEALTH SERVICE

The primary Health Care Provider will be Tsehootsoo Medical Center Emergency Room. Students sustaining severe injuries classified life threatening will be provided medical attention from the local emergency medical units and transferred to a health provider facility. During this process, the residential staff will notify parents immediately.

If a student is sent home **at any point** during the day/night they may return the following day with a note from the medical doctor and is symptom and/or fever free. Also, on days of non-attendance if the student had any medical procedure such as surgery, a medical doctor note should state the condition and any special care needed.

Student returning to the Residential Hall during class time must bring a referral outlining symptoms and check in with Residential Hall staff. Students that have a fever of 99 degrees, are vomiting, coughing, or are visibly sick should stay at home to avoid spreading the illness to others. In the case, the child should become ill at the residential hall, the parent/guardian will be notified immediately to pick up their child within 30 minute and will be referred to the Tsehootsoo Medical Center. For more serious illness or injuries, a doctor's release will be required before student can return to HPBSI Residential Hall.

ISOLATION/SEPARATION POLICY

HPBSI Residential Hall has an isolation room(s) available for all students with contagious conditions. An isolation room is available in each department (boys & girls). Students isolated for contagious illness must be supervised as frequently and visual checks on the students will be made every 10 minutes. All residential students will be transported by school personnel in an approved school vehicle if necessary. Student will remain in isolation room until the parent/guardian can be contacted and arrangements to transport student.

Exclusion from residential hall/school include:

- A. Elevated temperature of 99 degrees or higher, accompanied by other symptoms such as headaches, sore throat, rash, or other communicable disease.
- B. Any undiagnosed rash
- C. Any sore throat or inflamed throat
- D. Discharging from ears
- E. Skin disease such as scabies, ringworm
- F. Inflammatory eye condition (pink eye)
- G. Any undiagnosed cough
- H. Nausea and vomiting
- A. Diarrhea

INFECTIOUS DISEASE CONTROL POLICY

- A. If a student is believed to have a communicable or infectious disease the residential staff will immediately notify Residential Manager.
- B. Parent will be notified for pick up to take their child to the nearest hospital.
- C. Isolate student while waiting for parent and ensure student is checked on every 10 minutes.
- D. Control the transmission of the communicable disease in the residential hall.
- E. Notify other parents in writing of:
 1. The disease to which the child was exposed and whether this is one case or part of an outbreak
 2. Signs and symptoms of the disease that the parent should be watching out for in their child
 3. How the disease is spread
 4. The incubation period of the disease (when they might see symptoms appear).
 5. How many days or weeks the disease can spread from person to person (period of communicability).
 6. Disease prevention measures recommended by a Public Health Nurse or Sanitarian.
 7. The control measures implemented at the school.

Re-admittance:

If a student has been taken out of the Residential Hall and had a communicable or infectious disease prior to returning to the residential hall or 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.

When a student complains of a toothache, the parent will be contacted for student check-out. The dental clinic only allows the parent(s) or legal guardian(s) to authorize treatment for children.

Arizona State laws state immunizations must be up to date for school attendance. Students who are notified of inadequate immunizations during the school year will have two weeks to complete the required immunization before suspension will occur. Under certain circumstances students will be allowed additional time to obtain immunization records.

Any student who appears to be under the influence of any drug, chemical, alcohol, or any other intoxicating substance shall be immediately reported to the local police department and EMS shall be contacted to provide any necessary health services. Parents shall also be contacted as soon as possible to assume the care, custody, and control of their child. HPBSI is a drug, alcohol and tobacco free campus and will not tolerate the use, possession, or transfer of any of those substances by any of its students.

If a residential staff member believes, or student reports that a student maybe depressed or may do harm to himself/herself or has threatened to do harm to himself/herself, the residential staff member shall immediately contact his/her supervisor, the Window Rock Social Services, Window Rock Behavioral Health Center and then immediately contact the Principal. There are protocols for such serious matters, and all available First Responders will be notified. Student should never be left alone.

OVER THE COUNTER MEDICATION

When it is necessary for a student to receive a medicine that does not require a prescription (over-the-counter medication), the following procedure has been established to ensure the protection of the residential hall and the student:

1. Written permission must be provided by the parents(s) that allows Residential staff to administer the specific over-the-counter medication. Appropriate consent forms must be on file before medication is provided.
2. ~~Parents that bring their own over the counter medication to the Residential Hall will administer the medication.~~ HPBSI Residential Hall will NOT administer or carry Over-the-Counter Medication such as pain relievers, cough syrup, cough drops, eye drops, and children's Pepto Bismol to assist the student.
3. ~~Any over the counter medication administered to a student by the parent must be logged in and initial by the administering parent.~~

PRESCRIPTION MEDICATION

For all prescribed medications, a Medication Administration Record (MAR) must be filled out to be dispensed by a Certified Staff. The Residential Staff will be responsible for filling out the MAR with all the proper information, such as the time, dosage, name of prescription and the name of

the person administering the medication. All prescription and over the counter medications must be in its original container(s), and prescriptions must display the pharmacist's label with the doctor's name. You will also need to provide a current doctor's note as to why the child is taking the medication and for how long. In addition, all prescriptions prescribed more than two weeks ago must be accompanied by a signed note from your child's doctor. We will not administer any medication that does not have the name of the child taking the medication on it.

Note: Such prescribed medications are kept in a lockable medicine cabinet/room in the residential hall or front office and taken under the supervision of school personnel. Medication will be given to the school bus driver when the student leaves for the weekend and returned to parent/adult at drop off location.

Protection of Students

Medication at HPBSI Residential Hall premises may be disallowed or strictly limited if it is determined that a threat of abuse or misuse of the medicine may pose a risk of harm to the student(s).

HEAD LICE

Head Lice screenings are conducted upon returning to the Residential Hall on Sundays and prior to going home for the weekend. If the Residential staff identifies a student with an active case of live lice (present within a ¼ inch of the scalp), the parent/guardian will be notified so the student can be properly treated with head lice-killing shampoo. It is the responsibility of the parent to keep their child lice free. If the student returns from home with an active case of head lice the second time, the parent will be notified for student check-out and for treatment. If the student continues to have an active case of live, the student must return home for additional treatment and return with a doctor's statement. Residential staff can provide tips and educational materials to assist parents in dealing with head lice treatment and prevention. This process will continue until the student is free of live lice. This process will repeat until the student is free of nits.

COUNSELING SERVICES

Counseling is available to all Residential students. HPBSI Residential Hall offers services to students in areas of academic counseling/advisement, career guidance and personal and social counseling. Students are encouraged to consult with the counselor on an individual basis when they are unable to deal with the demands of school and personal concerns. The goals of the HPBSI Residential Hall Counseling Program are to increase student's potential for success by providing counseling to help students cope with problems/issues that impede their personal growth and

development. The following are categories and descriptions of counseling services provided at HPBSI Residential Hall:

Academic Counseling/Advisement

Each mid-term quarter and semester grading periods, counselor will meet with students experiencing academic deficiencies and recommend strategies for improvement to include mandatory study sessions, meeting with teachers and parents, weekly progress reports, and referral to individual tutorial. Academic counseling also includes meeting with students and parents, so they gain a clear understanding of Arizona state academic requirements.

Students who attain honor roll status will be recognized for their academic achievement and be eligible for field trips scheduled throughout the school year.

Personal Counseling

This will be offered on a prevention, intervention, and referral basis. Prevention activities include information given to students about emotional and mental wellness, living drug-free, managing angry emotions, tobacco prevention, and healthy nutrition. A Health Fair will also be scheduled during the school year. At times, cultural/traditional educators are invited to the residential hall to provide presentations to students. Intervention activities are support groups, individual and crisis counseling. HPBSI Residential Hall partners with other outside mental health agencies such as Indian Health Services, Mental Health, Community Counseling Centers Inc. helping students.

When confronted with substance use, abuse, mental health, personal problems, and serious physical and social concerns, students will be referred to group counseling sessions and/or personal counseling. Students are always encouraged to consult with the counselor on an individual basis when they are faced with a problem or concern. HPBSI Residential Hall staff members maintain confidentiality and a deep respect for individual differences.

Behavior Intervention Program (Counseling Program)

This program is intended as an intervention behavior program to assist students who need that extra support at the residential hall. It is necessary to implement the program to assist students so they will be able to successfully complete school and become productive citizens. HPBSI Residential Hall program's focus is to provide more interventions such as more intense individual or group counseling sessions.

Residential students will have opportunities in participating in the following sponsored programs:

1. Character Counts! – Character Education Program

2. Student Assistance Program (SAP) Group Session
3. Wellness Health Program:
4. Physical Activity
5. Nutrition
6. Safe Healthy Environment
7. Emotional and Mental Wellness
8. Comprehensive Health Education
9. Family School & Community Partnership

PROGRAM SERVICE AVAILABLE

§ 36.92 What activities must be offered by a homeliving program? (a) One hour per day of scheduled, structured physical activity Monday through Thursday, and two hours of scheduled physical activities on the weekends for any students who are in residence on the weekends; (b) One hour per day of scheduled, structured study at least four days per week for all students, and additional study time for students who are failing any classes; (c) Tutoring during study time; (d) Native language or cultural activities; and (e) Wellness program that may include character, health, wellness, and sex education.

- A. Homework/Tutoring
- B. Navajo Language & Culture
- C. Indoors & Outdoors SPARKS Physical Activities
- D. Recreational Activities
- E. Character Counts
- F. Student Assistance Program
- G. Zumba Fitness
- A. Computer & Library
- H. Incentive & Educational Field Trips
- B. Sewing Class

WELLNESS PROGRAM POLICY

Food of good nutritional content including fruits, vegetable, low-fat dairy foods, and low-fat grain products shall be available wherever food is sold or otherwise offered at the residential hall during the day. Residential staff shall take efforts to encourage student to make nutritional food choices.

Food and beverages sold or served on campus or at events shall meet the Dietary Guidelines for Americans and other nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Program.

Foods of Minimal Nutritional Value as defined by 7 CFR 201, 11(2) are prohibited from being served or sold anywhere a reimbursable meal is served, sold and/or eaten. Foods of minimal nutritional value as defined by USDA (United States Department of Agriculture) include carbonated beverages, *water ices*, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy- and candy-coated popcorn.

All carbonated beverages are prohibited from being served or sold by HPBSI staff members or club. All Energy Drinks are **PROHIBITED** on campus.

Nutrition education topics shall be integrated with the sequential, comprehensive recreation program taught at the residential hall. Nutrition education shall stress the appealing aspect of healthy eating.

FIELD TRIP

To expand on program lessons, the residential program at times, will offer a chance for students to partake in educational field trips. These trips are truly worthwhile trips for the youngsters, as they receive first-hand experiences that relate to concepts they have been learning about. Parents will be notified in advance of any trip and will be asked to complete permission slips for their child to go on the trip. Children not permitted to go on field trips, for whatever reason, should still report to school. A written permission is necessary for all residential students to participate in any activity during the school year, which necessitates him/her to leave school grounds. Permission slips should be returned in a timely manner. Residential staff are not allowed to sign any overnight field trip permission slips. It is the responsibility of the parent/guardian. Any student that does not have a parent/guardian signed slip will not be permitted to attend the trip. Students must be in attendance at least 10 days of each month and be in good standing to be eligible for any residential field trips.

NOTE: Administration can permit or deny a student the field trip based on individual circumstances.

PROPERTY DAMAGE

Any Residential student under the age of 18 living with their parents who maliciously or willfully damages or destroys Residential Hall property shall be held accountable. The student and parent shall pay for any replacement and/or repair costs. Any such damage shall be paid within thirty (30) days of notice to the parent of the damage and amounts. If payments are not received within the above stated thirty (30) days, the student will not be allowed to return to the residential hall until debt is cleared. Disciplinary action will apply to incidents of property damage.

PICTURE TAKING/VIDEO RECORDING

Parents should not take pictures or record video in the Residential hall. Some students do not have permission to be photographed while attending HPBSI. Also, pictures from within school may only be utilized for school sponsored media or publications. This guideline will prevent unauthorized pictures of students from appearing online (Facebook, etc.) without parent's permission. If pictures or video is taken you may be asked to move to a separate area with your child. Please respect the privacy of our students and their families.

SEARCH AND SEIZURE POLICY

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by HPBSI Residential Hall's responsibility to protect health, safety, and welfare of all its students and staff.

HPBSI Residential Hall Staff may conduct random searches when they have a reasonable suspicion to suspect that a law, rule, regulation, or policy has been violated or when they have reasonable suspicion to believe that the health, safety or welfare of students or staff may be compromised. Any HPBSI Residential Hall staff making a search or seizure will follow these guidelines:

1. General search of HPBSI Residential Hall property (including personal items found) may be conducted at any time when there is reasonable suspicion for HPBSI staff to believe that something that jeopardizes HPBSI staff, or student's health, safety, welfare, and mission, or violates a law or a residential rule on HPBI property. This search may be made without the student being present.
2. Illegal items (firearms, weapons, drugs, alcohol) or other possessions reasonably suspected to be a threat to the safety, security of others, or might possibly interfere with HPBSI Residential Hall purpose, may be seized by HPBSI Residential Hall staff.
3. Items which are used to disrupt or interfere with HPBSI Residential Hall and educational process may be temporarily removed from a student's possession.
4. A search of a student's personal items may be conducted where appropriate under these policies, by a HPBSI Residential Hall staff of the same sex and with an accompanying HPBSI Residential Hall staff present when possible.
5. HPBSI Residential Hall maintains ownership of student lockers and other furniture within the building. Residential Hall staff may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students or to discover evidence of violations of the residential hall rules. General searches of lockers and rooms may be made

without notice. The students should, therefore, adjust his/her expectations of privacy with respect to lockers accordingly. The personal footlockers or luggage items of students are subject to search if there is reasonable suspicion to believe that lockers or luggage contain illegal items, items that interfere with Residential Hall purposes, or evidence of the violation of a residential rule.

6. Motor vehicles parked on Residential Hall property may be searched by HPBSI personnel when there is reasonable suspicion to believe the health, safety, or welfare of students might be in jeopardy, or when there is reasonable suspicion to believe that a search will reveal evidence of violation of a HPBSI Residential Hall rule.

STUDENT INTERROGATION - ARREST

When a Residential Hall student is within the care or custody of Residential Hall, it is the responsibility Residential Hall staff to try to act on behalf of the parents with respect to interrogation by law enforcement officials. A parent may, and a Residential Hall staff will be present during these interrogations, except when interviews are conducted by a child protective service worker pursuant to Arizona State laws or similar Navajo or federal statute.

When a Residential Hall student is taken into custody (arrested), the arresting officer shall be requested by the Residential Hall staff to notify the students' parents or guardians. The arresting officer shall be responsible for the care and custody of the student and shall be responsible for reporting the arrest to the parents. However, Residential Hall shall make every reasonable effort to ensure that parents have been notified of the fact that the student has been taken into custody. Residential Hall shall cooperate with the police. When an arrest is formally made, Residential Hall and its employees no longer exercise jurisdiction or control of the student.

EMERGENCY PREPARDNESS PROCEDURES

FIRE DRILL

Residential Hall Fire drills are required under State and Federal Government regulations and will be planned by the administration and local Security/Facility departments. They are important safety precaution, and it is essential that when a signal to evacuate the building is given, everyone must exit by the prescribed route as quickly as possible. All students must be knowledgeable about how and where to exit in case of a fire or fire drill, by following the posted fire evacuation plans posted in each room. During an actual fire alarm, staff and students will adhere to the following:

Student:

1. All students proceed to the nearest fire exit calmly and quickly (No Running or Pushing, exit in orderly manner).
2. *Before leaving*: Lights need to be turned off if time permits. Staff MUST take their assigned radios (communication purposes). Residential Hall staff MUST take student rosters and attendance.
3. All doors must be closed when the room is exited.
4. REPORTING AREAS: (According to where you are located during an evacuation drill)
 - a) West exit to basketball court
 - b) South open area near open area in front of academic building
5. Students are to remain at least 100 feet away from the building until the signal is given to return to the building.
6. Students showering at time of evacuation, must wrap hair/body with a towel, use fire blanket to cover body and put bed slippers on then exit under supervision of Residential staff.
7. Students eating in the dining room will leave trays on tables and exit under supervision of cafeteria staff.

In cases where there is a gas leak, it should be determined which way the wind is blowing, and everyone must congregate to an area of upwind from the gas leak at least two blocks away.

Residential Hall Staff:

1. The Residential staff will check each bed as they move towards the exits.
2. All students are to have shoes on their feet and a blanket to cover them. Students should keep their spaces orderly, especially at night, so they can find their shoes, a blanket and be able to exit the building without delay.
3. At evacuation areas: Residential staff will immediately take attendance of all students and account for missing students. Two-way radios will be utilized to contact the whereabouts of missing student(s) with Security.
4. If the weather is bad and when students cannot go back into the residential hall for an extended period, all students shall be sheltered in the Gymnasium until the Residential Hall can be safely occupied again.
5. Residential Hall Staff must be observant not to park in fire lanes (red marked curbs) or in front or near fire hydrants.

NOTE: Fire drills are for practice. Common sense must prevail at all times. In case of an actual fire, it is the responsibility of Residential Hall Staff and other personnel on-duty to get all students out of the building and to a safe area in the safest and fastest way possible.

LOCK DOWN PROCEDURES

Purpose of Lock-Down:

- If an individual or a group is discovered inside the building or outer perimeter in possession of firearms or other weapons, students and employees should be summoned immediately into a lock down. Residential Hall Lock Down indicates that students and staff may be in jeopardy from an armed individual in the residential building. A Lock Down serves many functions during the emergency.
- When a Lock Down is initiated, most students and staff will be taken away from the threat.
- The dangerous situation can be isolated from much of the residential building.
- Accounting for students can accurately take place in each residential building; and
- Depending on the situation, an organized evacuation can take place from the dangerous area.

Chain of Command:

The School Commander or Security personnel will order a “Lock Down” by announcing over the two-way radios. School Commander will notify authorities to include the local Window Rock Police Department at 928-871-6112 and/or 911 requesting for back up and informing the location of the intruder. Residential Hall staff and students will wait for instructions either to remain in Lock Down or evacuate building.

Upon first alert of a Lock Down announcement, the School Commander or Security personnel with safety permitting: lock exterior doors to ALL campus buildings. For the safety of all Residential Hall staff and students, all exterior doors into residential building will be locked during daytime hours, except main east entrance. At night, all doors will be locked and secured.

- A. Commander on-call from 7:00 PM to 8:00 AM is the Security Guard and Residential Hall Staff on-duty.
- B. Commander on-call between 8:00 AM to 7:00 PM is Residential Hall Administration, which includes Facility Manager, Residential Manager and School Principal.

Lock Down Protocols

Point of Location

- A. Students and employees in the office, or study hall will be instructed to remain where they are and shut and lock doors.
- B. If you are in an open area, such as the big front room, sleeping areas, hallways or restrooms, employees will usher students to the nearest room that can be locked.
- C. Care should be given to avoid locking out students and employees who might be still in the big open areas.

- D. Students in dining room will be ushered into the kitchen area and employee will lock all doors and lower blinds.
- E. Students in the gym area will be ushered into the west storage room and offices, lock all doors and lower blinds.

What to do?

- A. Once students and employees are in locked rooms, instruct students to remain silent and stay away from doors and windows, to protect against flying glass.
- B. Turn off light, close blinds or curtains and again care should be taken to avoid locking out students and employees who might still be in hallways.
- C. Create a series of barriers by turning desks and tables on their sides and pulling them between the door and occupants in the room.
- D. Students should stay low to the floor behind the barriers and as far away from the door as possible. Students in sleeping areas will seek shelter in a locking room.
- A. Ensure students to remain quiet and await signal. Listen for an official announcement from school official through Public Address system or two-way radio and stay where you are until you are told all is safe or you are told to evacuate.
- E. Local Window Rock Police Official may call for an evacuation in specific areas. When everyone is safe and secured, employees will report any student or employee injuries to School Commander for medical assistance and then proceed in taking attendance of all students and employees and report to building administrator.

In all situations involving armed intruders and threatening individuals, parents should not be allowed to come onto to campus to pick up their child until the School Commander or the Navajo Nation Window Rock Police have informed them that it is safe to do so.

Precaution: No students or employee should ever attempt to confront or subdue an armed intruder or menacing person.

SUSPECTED CHILD ABUSE AND NEGLECT (SCAN)

HPBSI must comply with existing federal laws on reporting incidents or suspected incidents of child abuse or neglect, to include Public Law 100-630 "Indian Child Protection and Family Violence Preventive Act" of 1990 and Public Law 101-674,"Crime Control Act", which includes immediate reporting of child abuse and immediate removal, (Immediate is defined as occurring at once, happening right away, instantly, with no delay.) of any individual suspected of child abuse or neglect from contact with or control over children. HPBSI must report incidents or suspected local law enforcement, and/or the local child protection service or to the Indian Country Child Abuse Hotline 1-800-633-5155.

All school employees are aware that failure to report suspected child abuse or neglect may subject the school employee to fine or jail sentence and/or administrative penalties as prescribed by law.

It is the policy of HPBSI Residential Hall that all child abuse whether physical, emotional, or sexual be recognized and reported to the proper authorities. It shall be the duty and responsibility of each member of the staff in contact with the residents to be aware of the criteria for identifying a resident's mood, conduct and physical conditions as they may suggest the presence of abusive influences and experiences and to report the same to the appropriate authority. All Residential Hall staff whose duties require regular contact with residents shall receive training in the recognition of the symptoms of abuse, recommended methodologies of interacting and counseling with residents who are suspected to be the victims of abuse and the recordkeeping and reporting procedures promulgated in support of this policy.

The Suspected Child Abuse/Neglect Report form shall be used for documenting all incidents of suspected child abuse within the HPBSI Residential Hall. The report will likely be referred to as the "SCAN REPORT". A report of suspected abuse is the equivalent of a request for an investigation by local law enforcement and/or child protective services. 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 taken for the safety of the minor. The residential hall's role is to ensure the suspected child abuse is reported in a manner that is clear and as accurate as possible so that an investigation can be initiated by the proper authorities.

A SCAN Report will be completed when the Residential Hall staff, 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 Residential Hall staff does not have to prove the suspected child abuse has occurred when making the report, but they must describe the behavior or physical signs that led them to suspect a child was 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 Residential Hall staff will contact their immediate supervisor and work with their supervisor to complete the report. The report must be completed within the Residential Hall staff's regularly scheduled workday and the SCAN Report must be submitted to the proper officials within the time frames.

SEXUAL HARASSMENT

HPBSI Residential Hall is committed to maintaining a living environment that is free of harassment. Any student who engages in the sexual harassment of anyone at HPBSI Residential Hall shall be subject to disciplinary action, which may include suspension and/or expulsion.

Students should immediately report any incidents to Residential Hall staff if they feel they are being harassed. Residential Hall staff shall report any such incidents they may observe even if the harassed student has not complained.

Any Residential Hall student, or parent on behalf of the student, who feels that he/she is being sexually harassed may pursue the complaint in an informal process or may file a formal complaint with the residential hall. The Residential Manager/Principal shall immediately investigate any report of the sexual harassment of a student. If a more extensive investigation is necessary, the School Principal may utilize an outside investigator who shall serve as a Factfinder. Upon verifying that a sexual harassment occurred, the Residential Manager/Principal shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment. In addition, the student may file a formal complaint with the Principal in accordance with the HPBSI Residential Hall procedures.

Definition of sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

- A. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- B. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
- C. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
- D. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through the residential hall.

Types of conduct which are **PROHIBITED** at HPBSI Residential Hall which may constitute sexual harassment include, but not limited to:

- A. Unwelcome sexual flirtation or propositions.
- B. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- C. Graphic verbal comments about an individual's body, or overly personal conversation.
- D. Sexual jokes, notes, stories, drawings, pictures, or gestures.
- E. Spreading sexual rumors.
- F. Touching an individual's body or clothes in a sexual way.
- G. Cornering or blocking of normal movement.

- H. Displaying sexually suggestive objects in the educational environment.
- I. Any acts of retaliation against an individual who reports a violation of the residential sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

All HPBSI Residential Hall staff members have the responsibility of maintaining a home living environment free of sexual harassment. This responsibility includes discussing Residential Hall sexual harassment policy with his/her students and assuring them that they are not required to endure sexually insulting, degrading or exploitive treatment or any other form of sexual harassment.

BULLYING POLICY

HPBSI Residential Hall prohibits any acts of bullying, intimidation, or harassment. All HPBSI Residential Hall students have the right to learn and reside in a safe and supportive residential environment that is free from bullying, intimidation, and harassment. Bullying, intimidation, or harassment disrupts a student's ability to live and learn, and HPBSI Residential ability to provide students with a safe living environment.

Definition:

Bullying, intimidation and harassment include any gestures, written, verbal, or physical acts by an individual pupil or group of students that inflicts physical, verbal, emotional or mental suffering on another student or group of students. They are any behaviors, which use improper power to intimidate, threaten, distress, or hurt others. These include any behaviors that take place on residential property, residential-sponsored functions, on Sunday's bus routes, other residential-related vehicles, or any official bus stop. The following is a list of behaviors:

- A. Are motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability, or by any other distinguishing characteristic.
- B. A reasonable person should know, under the circumstances, that the act will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear or harm to his/her person or damage his/her property; or
- C. Are sufficiently severe, persistent, or pervasive, that it creates an intimidating, threatening and or abusive to the education environment for a student,
- D. Have the effect of insulting or demeaning any students in a way as to cause substantial disruption in or substantial interference with the orderly operation of the residential hall.
- E. Acts of bullying, intimidation or harassment may also be a student exercising power and control over another student, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Reporting:

Violations of this policy shall be reported to the Residential Manager/Principal or his/her designee. All HPBSI Residential Hall staff is required to report alleged violation of this policy to the Residential Manger/Principal or his/her designee. All other members of the residential community including students, parents or legal guardians, volunteers and visitors are encouraged to report any act that maybe a violation of this policy. While submission of an Incident Report Form to the Residential Manager/Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Residential Manager/Principal office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely based on an anonymous report.

AHPBSI Residential Hall staff who promptly reports an incident of bullying, intimidation, or harassment to the appropriate HPBSI Residential Hall official and who makes the report in compliance with the procedures in the policy prohibiting bullying, intimidation and harassment is not liable for damages arising from any failure to remedy the situation.

Investigation:

Residential Manager/Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy. Residential Manager/Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. Residential Manager/Principal or his/her designee will maintain a record of each investigation regarding allegations of bullying, intimidation, and harassment.

Some acts of bullying, intimidation or harassment may be isolated incidents requiring HPBSI Residential Hall staff to respond appropriately to the individual's committing the acts. Other acts may be so serious or part of a larger pattern of bullying, intimidation, or harassment to require a response either at the residential hall or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of bullying, intimidation or harassment range from positive behavioral to dismissal from residential hall.

The administrators will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing pattern of behavior, and the context in which the alleged incident(s) occurred.

Reprisal or Retaliation is prohibited:

HPBSI Residential hall prohibits reprisal or retaliation against a victim, witness, or anyone with reliable information about an act of bullying, intimidation or harassment. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Residential Manager/Principal or his/her designee after consideration of the nature and circumstance of the act, in accordance with the case law, federal and state statutes and regulations and residential policies and procedures.

Consequences for False Accusations:

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying, intimidation or harassment shall be disciplined in accordance with the residential policies and procedures.

Harassment ranges from positive behavioral interventions up to and including suspension or expulsion as permitted under the state law.

Consequences and appropriate remedial action for a residential employee found to have falsely accused another, as a means of bullying; intimidation or harassment shall be disciplined in accordance with the residential policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of bullying, intimidation or harassment shall be determined by the Residential Manager/Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

HAZING POLICY

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing, or any person enrolled, accepted for, or promoted to enrollment. For purposes of this policy, a person as specified above shall be considered a student until graduation, transfer, promotion, or withdrawal from HPBSI Residential Hall.

Definitions

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

The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an education institution.

The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an education institution and whose membership consists primarily of students enrolled at that educational institution.

Reporting/Complaint Procedure

Students and others may report hazing to any Residential Hall staff. Residential Hall staff must report the incident to the Residential Manager/Principal or next higher administrative supervisor, in writing, with such details as may have been provided.

A person who complains or reports regarding hazing may complain or report directly to the Residential Manager/Principal or to a Residential Hall staff. The Residential Hall staff receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When the Residential Hall staff receives the information, the Residential Hall staff member will transmit a report to the Residential Manager/Principal or supervising administrator no later than the next school day, following the day the staff member receives the report/complaint.

The Residential Manager/Principal or a supervising administrator will investigate the report/complaint. The procedures to be followed are:

- A. A HPBSI Residential Hall is in session or within fifteen (15) days during which Residential Hall Administration offices are open for business. Extension of the timeline may only be by necessity as determined by Principal
- B. The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- C. The investigator shall prepare a written report of the findings a copy of the report shall be provided to the Hunters Point Boarding School, Inc. Principal.
- D. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in residential policies related to the conduct and discipline of students and others.

STUDENT DISCIPLINE

Appropriate behavior is a prerequisite to learning and living at Residential Hall. Therefore, each student must conduct himself/herself properly and in accordance with the residential handbook rules and regulations and policies at all times. All Residential staff is responsible for enforcing proper student conduct.

Cooperation between parent(s), legal guardian(s) and Residential hall is essential for positive, effective student discipline. To facilitate and further this cooperation, Residential Hall will:

- Inform parents of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute to parents clearly stated discipline policies, rules and regulations.

Students must accept responsibility for their conduct. HPBSI Residential Hall will assist parents whenever possible by recommending services sponsored by Residential Hall program, services and agencies that may be of assistance in correcting unacceptable student behavior. However, ultimately parents must assume the responsibility for the conduct of their student.

Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but not limited to, the following:

1. Verbal warning
2. Written warning/notification to parents
3. Out of residential hall suspension (short-term not to exceed 10 days)
4. Long-term suspension (greater than 10 days)
5. Expulsion
6. Emergency Suspension

Loss of privileges will accompany written warnings/notifications and infractions warranting higher penalties. Non-inclusive lists of privileges that may be revoked are:

- a) Incentive student trips
- b) Sports activities
- c) Extra-curricular activities.

Depending upon the nature of the violation, student discipline may be progressive, i.e., a students' first violation could merit a lighter penalty than the subsequent violations. Residential staff should take into account all other relevant factors in determining an appropriate penalty, including, but not limited to, the following: the seriousness of the offense, the number of violations, the repetitiousness of the violations, and whether there is any aggravating or mitigating

circumstances surrounding the violations. Penalties may be imposed either alone or in combination.

Where applicable, IDEA and 504 students will be afforded any due process rights as may be applicable to the home living setting.

INCIDENT REPORT PROCEDURES

A. Discipline Report Procedures:

It is the obligation of every staff to know contents of the student handbook regarding Student Rights and Responsibilities and to correct incidents of student misconduct and behavior if deemed necessary to promote the discipline and to issue Student Discipline reports to any student observed violating this code.

B. Incident Report Process (Written Notice of Alleged Violations)

1. Incident reports are to be filled out by the persons(s) who witness and/or report the violation(s).
2. HPBSI Residential Hall staff who witnesses the violation is to inform the student of his/her misconduct and let the student know what rule is being violated.
3. All the information required by the incident report form is to be filled out.
4. Signing of the incident report by the student is an acknowledgement of receipt of the report by the student and is not an admission of guilt. This information must be given to student.
5. If the student refuses to sign, the incident report should be signed by someone witnessing the fact that the student received the report and immediately process it on to the Residential Manager/Principal.
6. It is recommended that statements be obtained from students, particularly the statements of the student or students charged, and especially in serious situations such as fighting.
7. If a student wishes to contest the facts on an incident report, the student has three (3) days to appeal the incident report to the Residential Manager/Principal in writing.
8. It is the responsibility of the Residential Manager/Principal or designee to review and evaluate the incident report with the student and determine if the incident report will be changed or stand as written. If the incident report stands, it will be processed. If the incident report is modified, the modified incident report will be processed and reviewed by Residential Manager/Principal.
9. A copy of the incident report will be distributed as follows:
 - a) Student File
 - b) Residential Manager/Principal
 - c) Parent

10. Incident reports will be mailed out as soon as possible within the same week.
11. A cover letter will accompany the mailed copies of incident reports to parents and will include:
 - a) Name of residential official whom the parent may contact for information.
 - b) The residential hall's telephone number.
 - c) Title of person sending copies
 - d) Explanation of the incident report (how to read it, and what it means)
12. Duplication of incident reports for the same violation is not permitted and will be screened by the Residential Manager/Principal before filing in student folder.

GENERAL HUNTERS POINT BOARDING SCHOOL, INC. RESIDENTIAL HALL REGULATIONS

It is the responsibility of the total school community to create and maintain an atmosphere that provides the best situation for teaching, learning, and living. HPBSI believes that it is the right of every student to work in an atmosphere that is conducive to learning and achievement. A school-wide positive behavior program has been developed and is utilized to teach basic behavior expectations, reinforce positive behavior, and protect the rights of students.

Maintenance of Premises. Students are expected to keep their wing and other assigned areas clean and in order. Students also have the responsibility to help maintain the residential area by keeping it clean and free of litter.

Health and Safety Standards. Students must abide by established health and safety preventative and precautionary measures.

Labeling and Securing personal belongings: Students are personally responsible for labeling and securing personal belongings

Telephone Policies. Students are not to use the business telephone (desk/cell) to place or receive personal calls. The only time a student may be allowed to use the business telephone would be in an extreme emergency. No personal cell phones are allowed. Staff members are not to use personal cell phone to place calls/receive call for students.

DISCIPLINARY POLICY

Breaking rules will be considered a violation of the code, which will result in a resident being placed on restriction, probation, strict probation, or suspension with a required resident commitment or treatment plan. Documenting violations as they occur is the responsibility of the HPBSI Residential Hall personnel. Students may be asked to withdraw or be dismissed from the

HPBSI Residential Hall residence in cases of extreme rule violations. The following behaviors are violations of the Disciplinary Policy.

1. Drug/Alcohol Policy

- a. The use of alcohol, drugs, or inhalants (paint, aerosol spray, correction fluid, gasoline, glue, toxic felt tip markers, etc.).
- b. Any student who openly and freely admits to the use of alcohol, drugs and/or inhalants will be charged with a substance abuse violation.
- c. Inappropriate use of prescription and non-prescription over-the-counter drugs.
- d. The possession of alcohol, drugs, paraphernalia and/or inhalants. *Note:* Drug possession includes any part of the marijuana plant, i.e., seeds, stems, leaf and dust particles.
- e. Trafficking, which means the sale or supply of alcohol, drugs and/or inhalants to anyone is punishable under Hunters Point Boarding School, Inc. Residential Hall regulations and will result in immediate dismissal with approval from the School Principal.
- f. The Hunters Point Boarding School, Inc. Residential Hall resident will refer substance abuse violators to local, state or federal authorities in cases of use, possession or trafficking.
- g. A student will be charged with guilt by association (“in the vicinity”) of alcohol, drugs, and/or possession when found in the immediate area of use/possession. The first “in the vicinity” violation will be treated as a Hunters Point Boarding School, Inc. Residential Hall Code Category IV violation.

2. Use/Possession of Tobacco Products

- a. Hunters Point Boarding School, Inc. recognize the harmful effects of the use of tobacco products. Residents are prohibited from the use/possession of any form of tobacco products.

3. Violence/Bullying Policy. Such violations include, but are not limited to:

- a. The act of engaging in physical assault or threatening physical contact or injury with the intent of inflicting harm or causing injury to another person.
- b. The act of verbally threatening or harassing another person with intimidating gestures or abusive statements.
- c. Aggressive acts against other persons involving sexual demands, defamation of character, extortion, blackmail, coercion, or slander
- d. Written threats against other persons.
- e. Throwing rocks, snowballs, or other objects capable of causing injury or damage.
- f. Possession of weapon shall be defined as any item that is used and/or threatened to be used to cause harm or bodily injury.

- g. The possession or use of a weapon to threaten or inflict bodily injury is a serious offense and participants could also be subject to tribal, state and federal laws.
- 4. Insubordination.** Such violations shall include, but are not limited to:
- a. Openly defying or refusing to comply with Hunters Point Boarding School, Inc. Residential Hall personnel's requests or directions.
 - b. Failure or refusing to comply with rules and policies.
 - c. Giving a false report.
- 5. Disorderly Conduct.** Such violations shall include, but are not limited to:
- a. Intimate displays of affection are inappropriate in a school setting. All forms of physical contact are not permitted. Disregard for these regulations will result in disciplinary action and parental contact.
 - b. Disruptive acts which provoke chaotic or riotous behavior.
 - c. Expression and/or worship of occult/gang.
- 6. Theft.** Such violations shall include, but are not limited to:
- a. Taking something without permission from another student, staff or the Residential program that does not belong to you.
 - b. Shoplifting or other theft offenses which occur outside of the Residential Hall setting will result in an "off-campus" violation.
- 7. Vandalism/Arson**
- a. Such violations shall include the willful destruction of property or objects belonging to the Residential program, and personnel or another person. Students who violate the rule will be required to pay for damages. Such violations shall include, but are not limited to, the willful destruction or defacement or unauthorized burning of property, weeds, paper, trash, etc. Students who violate this rule will be required to pay for damages and may be subject to federal, state, and tribal laws and penalties.
- 8. Being in an Unauthorized Area.** Such violations shall include, but are not limited to:
- a. Being in an area of unauthorized outside the confines of the HPBSI Residential premise.
 - b. Breaking and entering locked HPBSI Residential, storage rooms, staff offices, etc.
 - c. Being in the HPBSI Residential Hall during school hours and/or evening program or study hall.
- 9. Unauthorized Visitations.** Visitors are limited to designated visiting areas. Visiting in private living quarters is always prohibited.
- 10. No visitations during the pandemic or state of emergency.**
- 11. Excused Absence Policy**
- a. Personal illness of the student (medical evidence is required by the Residential

Manager/Attendance Clerk for absence exceeding 3 consecutive days). The written statement must include all days the student has been absent. If a student is continually sick and repeatedly absent from the residential program due to a specific medical condition, the parent must provide the residential program/school with a doctor's statement.

- b. Medical Appointment/Dental Appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment must be submitted to the Residential Manager/Attendance Clerk upon return.
- c. Death in the Family.
- d. Traditional religious ceremony leave will be approved upon a written request by parent/legal guardian.
- e. Impassable roads and/or natural disasters.
- f. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.

Parents/legal guardians who wish to have their child excused from the HPBSI Hall and school because of illness and/or home leave, must personally contact the school Attendance Clerk/designee and the Residential Manager to explain the absence. Failure will result in disciplinary action for the students.

11. Unexcused Absence Policy

- a. Any absence that does not fall into one of the above excused absences categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide documentation after 3 days will result in an unexcused absent.
- b. Unexcused absence is defined as being away from Residential Hall without proper leave authorization.
- c. If a student is suspended because of violations, the absences from school will be unexcused. Regardless of the reason for an absence, the student has the responsibility to makeup the work missed.
- d. Five unexcused absences constitute a major violation.
- e. Vacations, personal services, local non-school event, program, or sporting activity. Illness of others, Overslept, Babysitting, Missing school bus, shopping, etc.
- f. Non-compliance with immunization requirements (unless lawfully exempt)

12. Tardy - A tardy is defined as being up to five minutes late to study hall, meals, bed checks, scheduled meetings, counseling/group sessions, etc., without proper authorization. Failure to leave the Residential Hall for the school or evening program functions will be considered tardy and could result in an insubordination violation and/or other disciplinary

action taken on the student.

- a. Long Term Suspension from School: If a student is suspended long term by the school, the student must be readmitted to school before being allowed back into the Residential Program.
- b. Full time Student in the Residential Program: Enrolled students must reside full-time at the Hunters Point Boarding School, Inc. Residential Hall residence.

12. Off-Campus Violations. Violations include:

- a. Students on HPBSI school sponsored activities, such as athletic events, field trips or other outings must abide by the Hunters Point Boarding School, Inc. school codes and will be held accountable for any violations (e.g., shoplifting), which occur outside of the Residential Hall/school setting.
- b. Students who have committed an offense outside of the HPBSI Residential Hall/school setting or who have violated local, state, city, federal or tribal laws, will be charged with violation of the residential/school code at the discretion of the school Principal/designee.

13. Violation of Health and Safety Codes. Violations include:

- a. Pulling fire alarms without cause.
- b. Improper use of matches or lighters and fire exits.
- c. Use of incense or candles.
- d. Small electrical appliances are prohibited in dorm wings.
- e. Blocking access to dorm wings.
- f. Utilizing windows as an entry or exit is prohibited.
- g. Violation of transportation rules.

14. Forgery/Cheating/Plagiarizing. Violations include:

- a. Falsifying signatures on official documents.
- b. Taking credit for someone's work without permission.

15. AWP/AWOL – Runaway/Missing Student AWP (Absent Without Permission). AWOL (Absent without Leave) AWP/AWOL violation is defined as being away from campus without proper leave authorization. Various types of AWP violations are as follows:

- a. Improperly checking out of the residential with an unauthorized person.
- b. Failure to return to the residence on date specified on checkout form.
- c. Leaving and returning to the residential without proper leave authorization.
- d. Giving false or inaccurate checkout information or identification
- e. Failure to follow stated residential/academic checkout information.

Protocol: Missing Student should be reported to the Residential Manager, Principal, and Facility Manager. Gather all available detailed information regarding student's last seen location, time, clothing description, friends, medical history, conversation, or statements made before going missing. Provide picture, address and other students missing. Share

information with Administrator. Search area and notify parent. Call 911. Search grounds, buildings and notify all staff using appropriate methods.

Protocol: Student AWOL – Runaway Abduction should follow the same procedure as a Missing Student. Follow student if possible. If found, keep student separate from each other if more than one. Administrators will follow same procedure in calling authorities and parents.

Process of Recording Violations

A reasonable effort must be made to inform the student that a violation has been committed. An incident report will be written by a HPBSI Residential staff member who witnessed the violation or who has reasonable cause to believe a violation has occurred. The report will state the events that occurred, will list witnesses, and/or any items confiscated. All confiscated items must be forwarded to the Residential Manager's office with the incident report. Upon parental request, confiscated items may be returned to the parent at the end of the school year apart from alcohol, drugs, drug paraphernalia, inhalant paraphernalia, weapons and firecrackers.

Fairness in Discipline Policy

Before students are disciplined for breaking rules, they will be informed of the reason for the discipline and given a chance to tell their side of the story before any decision is made.

LEVELS OF MISCONDUCT AND CONSEQUENCES

LEVEL I MISCONDUCT AREAS

1. Misconduct. Behavior/conduct which creates a willful and significant interference with the educational process. Misconduct may include repetitive disruptions for which the classroom teacher has exhausted classroom consequences, including parent notification. The misconduct may occur on school property, a school bus or vehicle, at a bus stop, or at an activity, athletic or social event. The Principal or his/her designee will use discretion in the processing of student referrals. Misconduct includes, but is not restricted to, the following definitions:

- a. The use of profane language or gestures, which are disruptive, but not directed at school personnel.
- b. The willful refusal to identify oneself upon request from school personnel.
- c. The failure to disperse or leave any school facility or school event after being requested to do so by authorized school personnel.
- d. The refusal to follow a reasonable directive issued by authorized school personnel.
- e. The theft of minor items such as school supplies.

- f. The wearing of clothing which is disruptive to the educational process or in poor taste. (See dress code section.)
- g. Signing or tagging to establish territory on school property.
- h. Making hand gestures to signal affiliation or action.
- i. Public display of affection violates good taste and is unacceptable at the school.

2. Tardiness (Grading Period). An interruption of the educational process is caused by arriving in class after normal starting time. Residential staff will escort students to class before 8 a.m. Students should make every effort to be in class, seated, and ready for work when class begins at 8:00 a.m. Students who are not in their classes will be considered tardy unless they have a signed note from the Residential personnel. Students will receive a “clean slate” at the beginning of each quarter. School tardy policies cannot result in long-term suspension.

3. Tobacco Policy. The usage of tobacco products by smoking, chewing, or dipping, or the possession of tobacco products on one's person while at school, on school property, school bus/vehicle, or at a school event is prohibited.

4. Truancy/AWP. Truancy means being absent from the Residential Hall or school without permission or valid reason. At no time are students permitted to leave the residential hall or school property without proper check-out. Students who leave the building or campus without permission will be disciplined.

Note: The student may be referred to the Window Rock Navajo Social Services.

CONSEQUENCES FOR LEVEL I VIOLATIONS

- a. *1st Offense*: Principal/designee-student conference, parent/legal guardian notification and logical consequences appropriate to the conduct.
- b. *2nd Offense*: Parent/legal guardian notification and mandatory conference and the student will be referred for counseling. Referral to the Child Study Team for review and consideration of intervention options/school conduct contract.
- c. *3rd Offense*: Parent/legal guardian notification and mandatory parent/legal guardian conference then three (1) day in-school suspension and referral to the Window Rock Social Services and truancy violations will be referred to the Window Rock Judicial System.
- d. *4th offense*: Parent/legal guardian notification, mandatory conference and 1 day out of school and referral to the Window Rock Social Services and truancy violations will be referred to the Window Rock Judicial System.

NOTE: In cases of on-going, persistent offenses, the Child Study Team or the local conduct contract may stipulate that a student may be referred to a Hearing Officer who will provide an opportunity for a hearing with the student and parent/legal guardian to discuss the possibility of long-term

suspension for the remainder of the semester. The Hearing Officer will have the prerogative of long-term suspension at this hearing.

LEVEL II MISCONDUCT AREAS

1. **Abusive Language/Gestures.** The usage of improper language or the usage of insulting language/gestures or the use of profanity directed toward school personnel.
2. **Aggressive Confrontation.** The act of verbally or physically confronting another student in a disruptive manner, including, but not be limited to, intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student - however, no punches are thrown.
3. **False Report.** A student who makes a false report of child abuse or neglect against another person in bad faith or with malicious purpose.
4. **Fighting.** The act of physically confronting another student in such a manner where punches are thrown, but the fight does not result in serious bodily injury.
5. **Forgery.** The act of falsifying a person's name, or altering of any school document and/or fraudulent use of school documents, such as passes, etc.
6. **Indecent Exposure.** The act of exposing one's private body parts in public.
7. **Physical Attack.** The act of inflicting bodily injury of a serious nature upon another student. This would include using part of your person, including, but not limited to the following: fists, head, elbow, foot, knee, or teeth.
8. **Sexual Harassment.** Behavior (including gestures) or words (oral or written) that are directed at student or school personnel because of his/her sex that are uninvited, unwanted, or unwelcome, which would cause the person of that sex to feel uncomfortable or offended or when the conduct by its nature is clearly unwelcome or inappropriate. A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome for such subsequent conduct to be deemed unwelcome. Examples include, but are not limited to:
 - a. Comments about body parts or rating a person's body.
 - b. Spreading of sexual rumors, stories, or jokes.
 - c. Using sexual orientation as an insult.
 - d. Staring or pointing at a person's body parts.
 - e. Making obscene gestures.
 - f. Displaying of sexual materials.
 - g. Verbal sexual advances including subtle pressure for sexual activity.
 - h. Repeated or persistent unwelcome requests for dates, meetings, or other social interactions.

Note: If sexual touching occurs, the Sexual Attack policy can be enforced.

9. **Threats.** Threatening other students, school personnel or visitors to the school with physical harm, harassment, or intimidation either by spoken or written word or by gesture or expression.

CONSEQUENCES FOR LEVEL II VIOLATIONS

1. **1st Offense:** Principal/designee-Student conference, then Parent/legal guardian notification with mandatory conference. At Principal's/designee discretion, referral for counseling and/or notify appropriate law enforcement agency. Suspension, out of school, not to exceed three (3) days per incident, and/or other disciplinary action to be administered at the discretion of the Principal/designee. This action may include Child Study Team referral.
2. **2nd Offense:** Parent/legal guardian notification and mandatory conference. Then refer to the Child Study Team for review, intervention options, and/or a school conduct contract, and then out-school suspension, depending on severity.
3. **3rd Offense:** Parent/legal guardian notification and mandatory conference, then out-of-school suspension, and referral to the appropriate Window Rock Social Services.
4. **4th Offense:** Parent/legal guardian notification with Principal/designee discretion in notifying appropriate law enforcement agency, and referral to the Hearing Officer, who will provide an opportunity for a hearing with parent/legal guardian and student present to discuss the possibility of long-term suspension for the remainder of the current semester with the option of extending the period of long-term suspension through the succeeding semester. The student shall be suspended a minimum of five (5) days or until the hearing, whichever is longer.

LEVEL III MISCONDUCT AREAS

1. **Bullying & Hazing/Intimidation.** Any willful act done by a student, whether individually or in concert with others, to another student for the purpose of subjecting such student to bullying, humiliation, intimidation, physical abuse, or threats of abuse, social or other ostracism, shame, or disgrace. Note: This section will include cyber bullying, the use of high-tech electronic devices (cell phones, IPODs, computers, etc.) for intimidation.
2. **Disruptive and Dangerous Tactics.** Offenses that are considered dangerous or disruptive. Arson, playing with fire, calling in a bomb threat, possession or explosion of fireworks or explosives, riot, walk-outs, strikes, setting off fire alarms, and discharging fire extinguishers are all included in this section. Also, other acts that are equally as disruptive or dangerous might be charged as an offense in this policy, such as students obstructing school

personnel from responding to a dangerous or potentially dangerous situation.

3. **Extortion.** The unlawful taking of money or property from a person by use of a threat or using force.
4. **Physical Attack.** An actual attack on school personnel, or other persons on school property or at a school activity. This may include any form of intentionally forceful, harmful, hurtful, or clearly offensive physical contact administered upon or directed to the body of another, including, but not limited to:
 - a. Striking, kicking, squeezing, pushing, or pinching any part of the body, or forcefully grabbing the body or attempting to do any of the foregoing; or,
 - b. Restraining or restricting physical movement through physical contact or attempting to do either.
5. **Sexual Attack.** The act of abusing the personal rights of another student by the imposition of sexual acts. Various forms of touching may be interpreted as attack.
6. **Theft.** Taking something without permission from another student, teacher, school building, and school premises and/or knowingly being in possession of stolen property, goods or contraband.

CONSEQUENCES FOR LEVEL III VIOLATIONS

- a. 1st Offense: After careful investigation to ascertain the extenuating circumstances, if any, and individual guilt, proceed with parent/legal guardian notification and up to two (2) days out-of-school suspension with a mandatory parent/legal guardian conference for reentry. Principal /designee discretion to notify appropriate law enforcement agency. Student will also be referred to counseling and/or the Child Study Team for intervention options.
- b. 2nd Offense: Parent/legal guardian notification and mandatory conference and mandatory referral to the Window Rock Social Services (may include placement in an alternative setting) and three (3) days out-of-school suspension with a mandatory parent/legal guardian conference for reentry with a school conduct contract.
- c. 3rd Offense: Parent/legal guardian notification and mandatory conference, notification of appropriate law enforcement agency, and then referral to the Hearing Officer with recommendation for conduct contract and/or long-term suspension for the remainder of the semester.

LEVEL IV AREAS REGARDING ALCOHOL & DRUGS

1. **Drunkenness & Disorientation.** Student speaking or acting abnormally resulting from the usage of drugs or consumption of intoxicating (alcoholic) beverages or inhalants.
2. **Possession of Drugs/Alcohol/Counterfeit Drugs/Any Substance with Intoxicating or**

Addictive Effect. The possession of marijuana, hallucinogenic drugs, other abuse-prone illegal drugs, counterfeit drugs, any substance with an intoxicating effect, or the possession of intoxicating (alcoholic) beverages. This also includes possession of drug paraphernalia that has or might be used to ingest drugs.

Definition of possession:

- a. On a student's person while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.
- b. In a student's assigned or unassigned dresser drawer, including backpack.
- c. In a student's car or friend's car while on school property.
- d. Knowingly concealed on school property by a student.
- e. On a student's person while under sports/activity season 24-hour policy.

Definition of counterfeit drugs:

- a. Any substance designed to look like an illegal or abuse-prone drug.
- b. Any substance represented as an illegal or abuse-prone drug.

Definition of a substance with intoxicating/addictive effect:

- a. Substances such as permanent markers, hair spray, vanilla, liquid paper, gasoline, or caffeine pills used to produce an intoxicating effect.
- b. Drugs prescribed by the student's physician that are being taken according to the directions of the prescription are exempt under this policy.

Note: Such prescribed medications are to be kept in a lockable medicine cabinet in the residential hall or front office and taken under the supervision of school personnel. Use of alcohol, drugs, counterfeit drugs, any substance with an intoxicating, addicting effect is prohibited.

3. Use of Alcohol, Drugs, Counterfeit Drugs, Any Substance With an intoxicating or Addicting Effect. The use of marijuana, hallucinogenic drugs, other abuse-prone illegal drugs, counterfeit drugs, or substance with an intoxicating or addictive effect, or having consumed intoxicating (alcoholic) beverages.

Definition of use:

- a. Using prior to attending school, then attending school.
- b. Using prior to attending a school activity, then attending the school activity.
- c. Using while at school or in the Residential Hall.
- d. Using while being transported in a school bus/vehicle to and from school or to and from an activity, which the school is sponsoring or in which the school is taking part.
- e. Using while under sports/activity season 24-hour policy.

4. Sale or Distribution of Drugs, Alcohol, Counterfeit Drugs, Substance with Intoxicating/Addictive Effect.

Sale or distribution of marijuana, hallucinogenic drugs, other abuse-prone drugs, and/or intoxicating (alcoholic) beverages to other students or persons while on school property or a school activity.

Definition of sale or distribution:

- a. The act of selling drugs or alcoholic beverages for money or compensation.
- b. The act of distributing drugs or alcoholic beverages without compensation.
- c. The act of distributing drugs or alcoholic beverages while under sports/activity season 24-hour policy.

5. Athletic/Activity Drug & Alcohol Policy (K-5) (Usage, Possession, Sale or Distribution)

- a. Philosophy: Athletics and other non-academic activities are an integral part of the educational process providing students with opportunities to further develop their unique capabilities, interests and needs beyond the classroom/residential environment. Participation in these programs is a *privilege* offered to and earned by students. Because student participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times.
- b. The following applies when students, who are members of the school's athletic or activity programs, are in violation of this drug and alcohol policy. This policy applies to participants during each sport and other activity season and requires 24-hour compliance, on and off campus.

NOTE: "Confirmed Offense" is defined as an eyewitness report by a school employee, information substantiated by a police report, a statement of self-incrimination or other credible evidence.

CONSEQUENCES FOR LEVEL IV VIOLATIONS – AREAS 1 – 3 ABOVE

The following provisions apply when a student violates any or all the substance abuse policy.

Any offense: Parent/legal guardian notification and mandatory conference, notification to the appropriate law enforcement agency. Student will be suspended a minimum of five (5) days. Upon student's return to school, a contract shall be agreed to by the student, parent(s)/legal guardian, and school that provide for the following:

Alternative educational setting:

- a. Student is required to enroll in a drug/alcohol counseling program with the recommendation that parent(s)/legal guardian attend with the student, as requested by the drug counselor. The duration of the counseling sessions shall be determined by the

counselor.

- b. Violation of the contract or a second infraction of this policy shall result in long-term suspension.

If a student is expelled, then the student shall enroll in and complete a drug-counseling program prior to returning to school. Students who have not completed the program prior to their next allowable enrollment date may be allowed to enroll provided they are showing good faith by working towards the completion of a counseling program. However, if a student does not complete the program or drops from their counseling program, then the student will be disenrolled until a time when the counseling program is completed.

CONSEQUENCES FOR LEVEL IV VIOLATIONS – AREA 4 ABOVE

The following provisions apply when a student violates any or all the substance abuse policy.

Any offense: Parent/legal guardian notification and mandatory conference, notification to the appropriate law enforcement agency, and then refer the student to the Hearing Officer with a recommendation of long-term suspension for one year (365 days). The student will be suspended until the hearing.

CONSEQUENCES FOR LEVEL IV VIOLATIONS – AREA 5 ABOVE

- a. 1st Offense: Parent/legal guardian, student, coach/sponsor, and administrator/designee conference:
 - i. Students involved in an athletic or other activity program will forfeit their privilege of participation for the duration of the current sport or activity season or thirty (30) school day period, whichever is longer. Students will also forfeit their eligibility for all relevant awards, honors, or letters. Any suspension will automatically cease at the conclusion of the school year.
 - ii. "On Campus" violations or infractions occurring "to, from or at" extracurricular events will result in notification to the appropriate law enforcement agency or juvenile authorities. Appropriate discipline recommendations will be made consistent with substance abuse policies.
 - iii. Students will be required to abide with the drug and alcohol counseling program requirements.
- b. 2nd Offense: Parent/legal guardian, student, coach/sponsor, and administrator/designee conference:
 - i. Students involved in an athletic/activity program will forfeit their privilege of participation in all extracurricular programs for a period of one (1) year from the date of the second offense. Students will also forfeit their eligibility for all relevant awards, honors, or letters.

- ii. "On Campus" violations or infractions occurring "to, from or at" extracurricular events will result in notification to the appropriate law enforcement agency or juvenile authorities. Appropriate discipline recommendations will be made consistent with substance abuse policies.
- iii. Students will be required to abide with the drug and alcohol counseling program requirements.

Counseling must be completed before the student is allowed to re-enroll.

OTHER PROVISIONS

CRIMINAL AND DELINQUENT ACTS

Certain acts may be determined criminal and delinquent and forwarded to the attention of the local law enforcement agency, family or district court system, or other human/social service departments. This action is at the discretion of the school administration (unless covered specifically by HPBSI policy) and may be carried out in addition to sanctions imposed within the school system. These acts include but are not limited to:

1. Willful interference with the educational process of the school by committing, threatening to commit, or inciting others to commit any act which would disrupt, impair, interfere with, or obstruct the lawful mission, processes, or procedures of the school.
2. Arson.
3. Assault and/or battery.
4. Property theft or damage.
5. Criminal libel.
6. Criminal trespass.
7. Unlawful assembly or disturbing lawful assembly.
8. Extortion.
9. Larceny, robbery, or burglary.
10. Illegal sale, possession, or use of: (1) Alcoholic beverages. (2) Firearms or other deadly weapons including explosives or flammable fluids.
11. Sale, possession, or use of, without prescription, a drug or controlled substance.
12. Use of solvent for intoxication.
13. Use of a telephone/cell phone to terrify, intimidate, threaten, harass, annoy, or offend.

If a criminal and delinquent act is committed by a student and this act is not identified in a specific policy, the school administrator/designee will refer the student to the Hearing Officer to decide whether the student will be allowed to remain in school or be placed on suspension for a period

of time comparable with other acts of similar nature.

LARCENY, BURGLARY AND CRIMINAL DAMAGE TO SCHOOL OR PERSONAL PROPERTY

1. Larceny consists of stealing anything of value belonging to the school, school personnel, or other individuals on school property or at a school function.
2. Burglary consists of unauthorized entry of any vehicle, dwelling, or other structure, movable or immovable, which belongs to the school, school personnel, or other individuals while on school property or at a school function with the intent to commit any felony or theft therein.
3. Criminal damage to school or personal property consists of intentionally damaging any real or personal property of the school or school personnel without the consent of the school or personnel.
4. Any student who commits larceny, burglary, or criminal damage to school or private property shall be liable to the school or owner for full restitution of the property or for payment to the school or individual owner for an amount equal to the fair market value of the property, less any salvage value as determined by the school. In the event such a student shows financial inability to pay the school or individual owner the fair market value less salvage value, an installment payment plan shall be established. However, if the student is financially unable or unwilling to restore the value, the student may be subject to a hearing for possible long-term suspension or until such time as compliance begins.
5. Any student who commits burglary, larceny, or criminal damage to school or personal property may also be found to have engaged in misconduct or other specific offenses under these policies and may be so cited. This process may include referral to Social Services, and local district court if the act is judged criminal and/or delinquent. The school administrator/designee will decide whether the student will be allowed to remain in school or be placed on suspension for a period comparable with other acts of similar nature.

WEAPONS-FREE SCHOOL POLICY

The Governing Board and school administrators recognize that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the school. It is, therefore, the school policy to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property. This policy is enacted to implement the requirements of the Gun-Free School Zones Act of 1990 (18 U.S.C./921-924) and the Gun-Free Schools Act of 1994 (20 U.S.C./7151), and it is the intention of the Governing Board and the school that this Weapons-In-School policy be interpreted to conform to provisions of those referenced laws.

Definitions Weapon: For this policy, a "weapon" is any firearm, knife, explosive, or other objects, even if manufactured for a nonviolent purpose, that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. A "look-a-like" object that resembles a gun or other object that has a potentially violent use are also prohibited under this policy. No student shall bring a weapon into the HPBSI land lease area or onto the school campus, nor carry or keep any weapon within the HPBSI land lease area or on the school campus, or while attending or participating in any school activity, including during transportation to or from such activity. (Under the Gun Free School Act, a "school zone" means: (1) in, or on the grounds of, a public, parochial or private school; or, (2) Within a distance of 1,000 feet from the grounds of a public, parochial or private school.)

This policy shall be enforced according to the HPBSI "Student Search and Seizure Policy." In order to enforce school policies, impose school discipline, and provide a safe and enriching school environment, the HPBSI will, at times, conduct searches of students, lockers, and other school areas and facilities for contraband(s), which includes any substance, material or object prohibited from being on school property (or in the possession of any student, staff or visitor to the school), pursuant to school policy or federal or state law, including drugs, alcohol, fireworks, and weapons. The school reserves the right to conduct appropriate searches of people and property.

Firearm: For the purposes of this policy and for compliance with the Federal Gun Free Schools Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm silencer, or any destructive device.

Penalties for Weapons Violations

1. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.
2. Any student found to be in violation of this policy due to possession of a firearm will be dealt with in the following procedure: As defined in this policy, shall at a minimum, be expelled from school for a period of not less than one year (365 days), provided that the Principal or Governing Board may modify such penalty in appropriate cases at their discretion.
3. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA):
 - a. In accordance with the provisions of 20 U.S.C. /1415(k) of IDEA, a child with a disability who is determined to have brought a weapon to the school may be placed in an interim alternative educational setting as specified by the IEP team.
 - b. If the parent/guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parent/legal guardian and school officials agree otherwise.

- c. 1st and subsequent Offenses: Parent/legal guardian notification and notification to the appropriate law enforcement authorities or appropriate juvenile authorities and to the Principal with a recommendation of expulsion for one year (365 days).

Possession of Weapons Other than Firearms

Any Offense: Parent/legal guardian notification and notification to the appropriate law enforcement agency and referral to the Principal with a recommendation of expulsion for the remainder of the current semester with the option of extending the expulsion through the succeeding semester, depending on the nature of the offense.

Threat or Attack with a Weapon

Any Offense: A threat with a weapon or an attack with a weapon with the obvious intent to harm school personnel, another student, or other persons attending a school function or on school property. A weapon is defined as any instrument such as a knife, firearm, ice pick, razor (sharp edged blades), or any substance used with the intent of inflicting bodily harm. Weapons are not to be in student possession while attending school, at a school activity, or on a school bus or other means of school transportation. Possession of a weapon will be dealt with under the Weapons in School Policy.

Threat to Use a Weapon

Any offense: Parent/legal guardian notification and notification of the appropriate law enforcement agency and then refer the student to the Principal with a recommendation of long-term suspension for one year (365 days).

APPLICATION TO SPECIAL EDUCATION STUDENTS

Special Education students are required to follow the Code of Conduct, and any discipline will be in accordance with the student's behavior plan, or applicable federal, state or tribal laws.

SUSPENSION & EXPULSION OF HPBSI. RESIDENTIAL STUDENTS

HPBSI Residential enrolled student's 1st to 5th grade are eligible to reside in the residential halls and if should a student should get suspended from the residential hall:

1. If a residential student is suspended short or long term, he/she may continue to attend school as long as he/she is in good standing at the school and has needed transportation.
2. However, if a residential student is placed on long term suspension or expelled from the residential hall for a major violation, he/she will be suspended or expelled from school as well.

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- 3.** If a residential student is placed on short- or long-term suspension or has been expelled from school, the student will also be suspended /expelled from the residential hall for the same period of time.

Hunters Point Boarding School, Inc.
Residential Handbook Acknowledgement
School Year 2022/2023

RECEIPT OF HANDBOOK

We have received and read the 2022/2023 Residential Student/Parent Handbook. We understand the Student Rights and Responsibilities and agree to support and abide by the rules, guidelines, procedures and policies of the Hunters Point Boarding School, Inc. Residential Program. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects. Attendance is mandatory by Tribal Code of Federal Regulations (CFR) and State Law. Educational neglect will be reported to the Navajo Division of Social Service. Students must be in attendance at least 10 days of each month.

By signing this form, we indicate that I do understand and agree to follow the rules contained in this handbook. As a residential student at Hunters Point Boarding School, Inc. I understand that if I violate these rules, I will face disciplinary action.

Printed Name of Student: _____

Signature of Student: _____

Signature of Parent: _____

Date: _____

