



Hunters Point Boarding School, Inc.

STUDENT HANDBOOK

SCHOOL YEAR 2022-2023



Route 12 South Lupton Road, P.O. Box 99. St. Michaels, AZ 86511

www.hpbs-az.org

Governing Board Approved: February 7, 2022

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HUNTERS POINT BOARDING SCHOOL, INC.
STAFF ROSTER
SCHOOL YEAR 2019-2020

Governing Board:

Janis Damon, Board President
Genevieve Jackson, Board Vice President
Jackie Yazzie Jr., Board Member
Dorothy Keedah, Board Member

Academics:

Julia Donald, Principal
Sharon Morgan, Administrative Assistant
Ophelia Nelson, Registrar/Attendance Clerk

Faron Logan, Business Manager
Angelena Tabaha, Residential Manager

ARTICLE I - EDUCATIONAL EXPECTATIONS & STUDENT RESPONSIBILITIES

SECTION 1.01: VISION & MISSION STATEMENT

Vision Statement:

Educators at Tsé Náshchii' Ólta' (HPBSI) will inspire:

Education

Achievement

Goals

Leadership

Examples of good character

Support of cultural identity

Mission Statement:

Hunters Point Boarding School, Inc. will provide challenging education infused with Dine culture that stimulates creative learning in a safe and positive environment.

SECTION 1.02: EDUCATIONAL GOALS

To ensure that Hunters Point Boarding School's philosophy will be implemented and accomplished, through an effective and efficient bilingual/bicultural program, that's geared to the unique educational needs of each student, the community, the Governing Board, and staff shall:

1. Provide a Kindergarten to fifth grade curriculum that builds on our students' language strengths by teaching reading, mathematics, social studies, science, and some vocational skills in Navajo and English at various grade levels.
2. Strive for a high percentage of student attendance and high academic achievement in Navajo and English language instruction at all grade levels.
3. Motivate community members and parents to be involve in their children's education.
4. Learn and understand the background of all students to provide a positive supportive environment for learning.

SECTION 1.03: MODIFICATION POLICY

1. HPBSI reserves the right to modify this policy at any time.

SECTION 1.04: STUDENT RIGHTS AND RESPONSIBILITIES

Students should follow the basic guidelines that govern students' rights and responsibilities.

1. Students shall honor the rights of others and ensure that their education is not hindered.
2. Students shall respect themselves, the school, staff, stakeholders, community members, and each other.
3. Students shall use proper and acceptable language. They shall refrain from the use of any language that is vulgar, inappropriate, or obscene.
4. Students shall not deface (tag) any school property.
5. Students shall obey and follow the HPSBI student policies as set forth by the Governing Board.
6. Students shall not threaten others on campus.
7. Students shall not cheat or steal.
8. Students shall report any problems through the proper channels: the teacher, Principal, and the Governing Board.

SECTION 1.05: STUDENT RIGHTS

To ensure that the rights of all students are protected, the following rights and responsibilities have been identified:

1. Each student at HPBSI is entitled to a comfortable, safe, and secure environment in which to follow his/her educational pursuits. Each student has the right to be informed of school regulations, policies, procedures, and the consequences for violating them.
2. Each student has the right to be treated with dignity and respect and to expect a reasonable degree of privacy.
3. Each student is entitled to an education to meet his/her needs and level of capability.
4. Each student has the right to freedom of inquiry and expression concerning school and community affairs.
5. Each student has the right to practice his/her own cultural values, language, traditions, and religion.
6. Each student has the right to expect that school policies and actions will not discriminate based on gender.
7. Each student has the right to freedom of speech and expression.
8. Each student has the right to due process concerning disciplinary actions, which may lead to suspension or dismissal from school.

9. Students shall not be subjected to unreasonable or excessive punishment and shall have the right of appeal in disciplinary matters.
10. Any student who has questions about his/her grade has the right to discuss it with his/her teacher.
11. Students, parents, or legal guardians have the right of access to his/her child's records concerning academic, social, and disciplinary behavior.
12. Student records will be confidential.

SECTION 1.06: STUDENT RESPONSIBILITIES

HPBSI students have the following responsibilities:

1. To attend all classes each day except when ill or properly excused and to allow other students the freedom to learn without upsetting the classroom environment.
2. Not to bring alcoholic beverages, drugs, weapons, stolen property, or any illegal item or substances to the Residential/school.
3. To express opinions and ideas respectfully and understand that others are allowed to express their opinions and ideas.
4. To understand that they may not write and tell lies that will harm a person's reputation.
5. To report to staff that they have been treated unfairly when having problems and to expect or receive help and follow up.
6. To not disrupt the work of other students or staff members.
7. To not harm themselves or others.
8. To follow classroom, school, and Residential rules.
9. To do their very best on their schoolwork and homework.
10. To have their school supplies in class each day (notebook paper, pencil & textbooks).

When it is determined by due process that a student has violated the code of conduct in this handbook, the student must be willing to accept the consequences of their actions.

ARTICLE II -ATTENDANCE POLICIES

This policy applies to all students in grades K-5 and does not apply to Residential *attendance*. Residential attendance policies are in the HPBSI Residential Student Handbook.

SECTION 2.01: EXPECTATIONS OF STUDENT ATTENDANCE

Students will comply with federal, state, and HPBSI attendance policies including, but not limited to, truancy or tardiness from class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without the Principal's permission.

SECTION 2.02: DEFINITIONS

1. Excused Absences:
 - A. Clinic, hospital or dental appointments (doctor's statement must be provided).
 - B. Family illness.
 - C. Death of a family member.
 - D. Traditional or religious ceremony performed.
 - E. Inclement weather and unpassable roads. Parents and Bus Drivers must contact the Registrar immediately.
 - F. Court proceedings.
2. Unexcused Absences: An unexcused absence is when a student is not in school and the parent/guardian has not provided written documentation to verify the absence.
3. Truancy: Defined as any student absent without prior administrative or parental knowledge and/or consent. This will be counted toward unexcused ten-day absences.
Insert Tribal Definition
15. AWOL – Runaway/Missing Student AWOL (Absent without Leave) violation is defined as being away from campus without proper leave authorization. Various types of AWOL violations are as follows:
 - a. Improperly checking out with an unauthorized person.
 - b. Failure to return to the school on date specified on checkout form.
 - c. Leaving and returning to the school without proper authorization.
 - d. Giving false or inaccurate checkout information or identification.

SECTION 2.03: SCHOOL HOURS

Classes will begin promptly at 8:00 am. Classes will dismiss at 3:00 pm Monday through Thursday. Early Release at 1:00 pm on Fridays for professional development. All other early release days will depend on the situation.

*School hours are subject to change

SECTION 2.04: OFFICE & SCHOOL HOURS

School/office hours are 7:30 AM to 5:00 PM on all school days. The office will be closed during Holidays and approved closures. You may leave a voice message anytime the school is closed.

Absolutely no student drop off before 7:30 AM. Buses will depart promptly at 3:15 PM. The Navajo Nation Department of Child Protective Services will be contacted for students who are still at the school after 4:00 PM.

*School hours are subject to change

SECTION 2.05: ABSENCES:

The goal of HPBSI is for all students to have 100% attendance.

When a student has:

- Three (3) consecutive unexcused absences, an absence referral form needs to be completed by the teacher, and the parents/guardians will be notified.
- Five (5) unexcused absences will require a parent/student/Principal conference.
- Ten (10) consecutive absences will result in the student being dropped from HPBSI enrollment.

Any class work that is missed during an absence must be made up. It is the students' responsibility to ask the teacher for make-up assignments.

Any student reporting after 8:00 AM will be counted as tardy. Three (3) tardies equal one (1) unexcused absence.

SECTION 2.06: ATTENDANCE COUNT

Absent all day	If checked out before 11:00 AM
Absent half a day	If checked out after 11:30 AM
Present all day	If checked out after 2:00 PM

No early checkout during the pandemic.

SECTION 2.07: PROMOTION AND RETENTION POLICY

The following criteria will serve as the basis for and decisions regarding student promotion.

Students should meet at least 75 percent of the cluster standards (Reading, Writing, Mathematics, Social Studies, and Science) taught through the Common Core Standards for their grade level to be certified for promotion by the teacher.

All promotions will be at the teachers' approval and recommendation.

Parents/guardians will be notified in writing by the end of the second quarter, that the student's current academic performance is at risk and grade level retention will be considered.

The remediation programs, academic improvement contracts, and promotion policies HPBSI shall be aligned with Common Core State Standards and based on the following:

AimsWeb Plus

Northwest Evaluation Association (NWEA)

PARCC State assessment

Western Indian Dine Association (WIDA) assessment

Student performance in school

Attendance

SECTION 2.08: PROCEDURES FOR RETENTION

1. Assessment at beginning, middle, and end for all students.
2. Review of student yearly progress and growth.
3. Documentation of parent notification that their child is at risk by the end of the second quarter.
4. A conference shall be held with the parent or guardian to discuss and set up a remediation program to assist the student in attaining yearly progress. The written plan shall include:
 - a. Timelines
 - b. Academic expectations
 - c. Measurements to be used to verify that a student has overcome his/her academic deficiencies
5. Recommendations of retention from teacher.
6. Review and concur/deny of retention by Principal.

Remediation programs and academic programs may include, but are not limited to, tutoring, extended days or week programs, summer programs and other research-based models for student improvement. Summer school attendance is not a means to avoid retention.

SECTION 2.09: HOMEWORK POLICY

When assigned, students are required to complete homework and it is the parent's responsibly to check their student's assignments.

ARTICLE III - ADMISSION REQUIREMENTS

SECTION 3.01: STUDENTS RESIDING WITHIN HPBSI ATTENDANCE BOUNDARIES

- *Age Requirements.* Eligible students must be the age of 5 by September 1.
- *Documentation.* Parents/legal guardians must provide all of the following documentation for admission:
 - a. Transcripts from previous schools attended.
 - b. HPBSI Application forms.
 - c. Health and immunization records.
 - d. Parental consent for health services.
 - e. Bilingual parent certification forms (if applicable).
 - f. 506 forms (Indian student eligibility certificate).
 - g. School lunch/meal application.
 - h. Birth certificate.
 - i. Achievement test results (if applicable).
 - j. Special education status (if applicable).
 - k. Tribal enrollment number (if applicable).
 - l. Certificate of Indian Blood (CIB).
 - m. Certified copy of court order naming legal guardianship (if applicable).

SECTION 3.02: STUDENTS RESIDING OUTSIDE HPBSI ATTENDANCE BOUNDARIES

HPBSI was established primarily for Navajo students within the attendance boundaries of the surrounding communities/chapters of St. Michaels, Hunters Point, Ft. Defiance, Oak Springs, Lupton.—Students who live outside the district or who have been attending another school will be required to meet the following conditions and requirements before being admitted to HPBSI.

- A. Students may petition the Principal—for permission to attend HPBSI. The petition must include an explanation of why the student’s current school does not meet his/her academic needs. The Attendance Boundary Waiver must be completed by the parents/guardians

and the Governing Board must approve the Boundary Waiver prior to admittance to HPBSI.

- B. *Non-Native American Students.* Non-Native American students shall be admitted upon payment of tuition equal to the amount established by ISEP or Arizona State allocations, whichever amount is applicable. The Governing Board has the discretion to waive tuition for dependents of its employees.
- C. *Discipline Record.* If the student is transferring from another school, he/she is required to be in good standing as verified from the previous school concerning his/her discipline status.

SECTION 3.03: STUDENT TRANSFERS

- A. Students transferring from HPBSI to another school must pay all financial obligations before report cards are released.
- B. Parents/legal guardians must provide a telephone number and forwarding address prior to withdrawing a student.

SECTION 3.04: STUDENT ENROLLMENT DEADLINE

HPBSI will accept enrollment applications up to 10 days after school begins.

SECTION 3.05: RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) rights include:

- A. The right to inspect and review the student's education records.
- B. The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- C. The right to file a complaint with the U.S Department of Education regarding an alleged violation of FERPA.
- D. The right to consent to the disclosure of the personally identifiable information within the student's records unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests.
- E. Parents have the right to submit a written request to the school office directing the school not to release any information concerning their child to third parties.

SECTION 3.06: WITHDRAWAL OF STUDENTS

- A. Complete a withdrawal form and any, fees are required to be paid in full with school materials returned.

SECTION 3.07: INTERVENTION

The School will utilize the multi-tiered intervention method.

ARTICLE V - DRESS CODE & PROHIBITED ACCESSORIES

SECTION 5.01: POLICY

All students are expected to adhere to the following guidelines.

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.
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. Undergarments 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. Oversized clothing (jackets, pants, shirts, pajamas, etc.) nor tight fitting clothing (i.e., knits, spandex bicycle pants, or overly tight pants, jeans, skirts, shirts, and dresses) is allowed.
8. Slogans are not allowed which promote alcoholic beverages, tobacco, the use of controlled substances, depicts violence, of a sexual nature, gang related, cult related, of a disruptive nature, or demeaning or degrading to a particular group or individual. This includes, but is not limited to jewelry, bandannas, tee-shirts, etc.
9. Footwear should be always worn. Shoelaces must be, tied.
10. Clothing must be worn correctly (i.e., nothing inside-out, backwards, rolled up pant legs, unfastened bib overall, etc.)
11. Belts must be buckled properly.
12. Hats, caps, hoods, kerchiefs, sweatbands, and sunglasses will not be worn inside school buildings.
13. Tattoos should not be visible at any time.
14. Chains, spiked accessories, and belt buckles with concealed weapons are not allowed.
15. Altered colored hair is not allowed.
16. Body and facial piercing, other than the ear lobes, is not allowed.
17. Characterized contact lens is not allowed.

SECTION 5.02: CONSEQUENCES

1st Offense. Parent must be notified that dress code policy has been violated.

2nd Offense. Parent must be notified that dress code policy has been violated and student will be sent home.

3rd Offense. Student will be sent home and a conference will be held with parents.

SECTION 5.03: PROHIBITED PERSONAL ITEMS

1. Skateboards, scooters, bicycles, and rollerblades.
2. All electronic devices.
3. Cell phones unless on field trips.
4. Electronic tobacco and vapor devices.

Disciplinary Action for Prohibited Personal Items

1. 1st offense confiscation of the item and parents will be notified.
2. 2nd offense confiscation of the item until the end of school year.

ARTICLE VI - SEXUAL HARASSMENT

Sexual harassment is an unwelcomed advance that is sexual in nature. Such conduct is strictly prohibited at HPBSI, whether by staff members, students, or visitors to HPBSI. It is not necessary that sexual harassment be an overt act, or for a person to ask for sexual favors. It can also be when someone's inappropriate behavior interferes with a student's school performance or creates an environment in a school setting that is intimidating, threatening, hostile or offensive to students. This behavior can adversely affect students' right to learn and enjoy their experience at HPBSI. The HPBSI will address all sexual harassment complaints occurring on school grounds, taking place during school hours, or at school events or on school trips.

SECTION 6.01: EXAMPLES OF SEXUAL HARASSMENT

Some examples of sexual harassment are as follows (but not limited to the following):

- a. If someone directs that you should or implies that you should perform a sexual favor in exchange for something you are entitled to have or do, such as a good grade or participation in athletics.
- b. Sexual advances or propositions.
- c. Repeated offensive sexual flirtations.
- d. Continued or repeated comments about a person's body, his/her orientation, or any parts thereof.
- e. Sexually offensive language or jokes.
- f. Displays on lockers, notebooks, etc., of sexually suggestive pictures or objects.
- g. Cyber harassment (texting, internet, any electronic devices)

SECTION 6.02: REPORT AND ACTIONS FOR SEXUAL HARASSMENT

Students who believe that they have been sexually harassed should immediately report the incident to the Counselor, an adult staff they trust or the Principal.

A SCAN will immediately be completed and submitted to the proper outside authorities.

SECTION 6.03: DISPLAYS-OF-AFFECTION POLICY

Public displays of affection (e.g., kissing, embracing, inappropriate touching) are prohibited.

ARTICLE VII - INVOLVEMENT OF LAW ENFORCEMENT OFFICERS

The school administration may request law enforcement officials to respond to incidents of alcohol or drug use, unexcused absence from campus, possession of deadly weapons, physical attack or for other violations deemed serious enough.

SECTION 7.01: SEARCHES

School administration/designee will conduct searches of lockers and campus areas for contraband (illegal drugs, alcohol, tobacco, fireworks, and weapons).

Search of Students. Pat-down searches of students by school personnel is not permitted, school administrators will call the local police department whenever they have a reasonable suspicion that a student may be in possession of a weapon or other contraband. Pending the arrival of a police officer, the student must be isolated to protect students and others. Any pat-down search shall then be conducted in a private area by a police officer of the same sex as the student to be searched and in the presence of a school personnel of the same sex. Strip searches are not permitted. In case of imminent danger, any staff member may take immediate action without waiting for arrival of a police officer if the staff member reasonably believes that student's possession of a weapon or other contraband places any other person in imminent danger of bodily harm.

Search of Facilities. School administrators/designees will conduct a periodic search of its facilities for any reason, at any time, without notice and consent.

Search Using Drug Dogs. The school administration will contract with a qualified and authorized dog trainer/handler to assist with searches involving any contraband. Any indication by the dog that an illegal substance or object is present on school property, or in a vehicle shall constitute a reasonable cause as determined by school officials for a search.

SECTION 7.02: LIABILITY FOR LOST OR STOLEN ITEMS

HPBSI is not liable for any lost or stolen personal items of students.

SECTION 7.03: CORPORAL PUNISHMENT

Corporal punishment is prohibited.

ARTICLE VIII - COMPUTER AND MEDIA LAB USAGE POLICY

SECTION 8.01: 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 on file with the IT Technician and/or school administrator/designee, who will detail the rules for using the school’s internal computer network.

SECTION 8.02: UNACCEPTABLE USE

Students are prohibited from the following:

1. To access, copy, download, delete, or alter digital/hardcopy files without proper permission.
2. To engage in plagiarism, copyright violations and invasion of privacy, or unauthorized access.
3. To engage in any action that could result in damage to computer files, systems, facilities or which violate HPBSI’s rules and policies.
4. To view and/or print inappropriate web sites deemed as pornographic or offensive.
5. To download lyrics, photos, or movies that are inappropriate.
6. To share/give their own log-in computer access to other students.
7. To modify or rearrange keyboards, mouse, individual key caps, monitors, printers, or any other parts attached to the computer.
8. Violating the rights of privacy of students, parent/community members, and employees of HPBSI.
9. The use of profanity, obscenity, or other inappropriate language.
10. The viewings of transmitted data that are violent, threatening, or sexually oriented/explicit in nature.
11. To transmit threatening, obscene, or harassing materials, or to interfere with or disrupt network users, services or equipment (i.e., Cyber Bullying).
12. 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.
13. Download to internet stations’ hard drives. Users may, however, download to storage media as equipment allows.

14. The use of personal software, attaching equipment to computers or network, or modify the operating system or network configuration.

SECTION 8.03: USE OF THE SCHOOL'S INTERNET

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

SECTION 8.04: NOTICE OF MONITORING OF INFORMATION AND DATA

HPBSI reserves the right to examine and delete any data stored on its hard drives.

SECTION 8.05: 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 students and staff members of HPBSI.

Parents are encouraged to use the technology at the Parent Resource 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.

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.

ARTICLE IX - STUDENT HEALTH & WELLNESS

SECTION 9.01: OVERVIEW

Any questions concerning the health and wellness of a student, please contact the Principal or the Registrar. The "Consent for Health Care Services" form needs to be completed during the registration process of all students.

SECTION 9.02: MEDICATION

Students are not allowed to have over the counter (OTC) or prescribed medicines. **Only certified staff can administer prescribed medication.**

Students requiring prescribed asthma treatment medications (inhalers), or anaphylaxis emergency treatment medication (epi pen) may carry these medications with them while at school and may self-administer them while at school or at a school sanctioned activity. The parent/legal guardian will provide the front office with a written statement that their child has permission to carry and self-administer this medication. Also required is a written statement from the health care provider who prescribed these medicines.

All prescribed medication must be in its original container, which clearly states the child's name, the medical facility's name and contact information, the medication name, the amount given, and the times per day. Children are not permitted to transport any medication to school. All medications must be brought to school by a parent or guardian.

SECTION 9.03: ILLNESS AND INJURY

Illness:

If your child is sick or showing symptoms of illness, do not send them to school. Sick students will be sent home.

SECTION 9.04: FIRST AID

Staff with current first aid/CPR training will provide limited emergency First Aid to students who become ill or injured while at school.

SECTION 9.05: INJURIES AND ACCIDENT REPORTS

Injured students, employees or visitors must complete an Incident/Accident Report and BIE-Critical Incident or Death Reporting Form and contact the Principal immediately.

SECTION 9.06: EMERGENCY MEDICAL FORMS

Parents are required by federal and state law to fill out an Emergency Medical Authorization Form.

SECTION 9.07: HEALTH REGULATIONS

Your child must meet the federal, state, and county health regulations for entrance to school. A CHR or IHS nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within fourteen (14) calendar days after the student's first day of school. Written statements of objection to immunizations due to parent or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

HPBSI wishes to cooperate fully with students, parents, and the medical profession to assure that students receive any required medication during the normal school day at the time that it is required.

In cases of communicable disease, a letter will be sent home informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease.

In the event of a pandemic please refer to the COOP Plan Pandemic Protocol. Insert the protocol?

SECTION 9.08: HEALTH STANDARDS

Good health of all persons associated with HPBSI is important; therefore, the school will comply with all health standards and directives, as appropriate, that are issued by or through the Indian Health Services, the Environmental Health Office of the Navajo Nation, AZDOT, or other over-sight agencies.

All HPBSI Employees are required to receive all COVID-19 vaccine including booster and all students who attend HPBSI must be vaccinated against the COVID-19 virus.

SECTION 9.09: HEAD LICE

Parents will be required to take immediate action to cleanse and treat student's hair. Students will be taken home immediately depending on the severity of the condition. The front office and Principal will make the final decision on re-admittance to school. Parents neglecting immediate medical attention of their child /children will be reported to social services.

SECTION 9.10: HEALTH & DENTAL SCREENINGS

Health and dental screenings may be conducted during the school year. A permission slip will be sent home for parent permission in advance of the screening. Parents may decline the services by notifying the front office in writing.

SECTION 9.11: PERSONAL HYGEINE

Student with serious, contagious illness or infections such as bronchitis, ringworm, lice, pink eye, or offensive personal hygiene will be immediately taken home and a Community Health Representative (CHR) will be notified.

SECTION 9.12: MEDICAL CONCERNS ~ ALLERGIES

It is imperative that all school personnel know of any type of allergy your child has, such as to bee stings, foods, etc. This information should be provided to the front office or School Registrar.

Food Service must have a doctor's statement documenting the specific food allergy and have acceptable substitutes to make accommodations for the School Breakfast and Lunch Program.

ARTICLE X - WELLNESS POLICY

SECTION 10.01: COMPLIANCE WITH THE CHILD NUTRITION ACT OF 2004, U.S.C. § 1751

In compliance with the Child Nutrition Act, HPBSI will increase physical activity opportunities and physical education by integrating physical activities into the classroom setting. Student involvement in other physical activities is encouraged.

SECTION 10.01: ENHANCE NUTRITION PROMOTION

The school will improve and maintain the nutritional quality of foods and beverages provided by food services in the following manner:

1. School Meals: Meals served at the school through the National School Lunch & Breakfast programs will:
 - a. Be appealing and attractive to students.
 - b. Be served in clean and pleasant settings.
 - c. Meet, at a minimum, nutrition requirements established by local, state, and federal rules and regulations.
 - d. Offer a variety of fresh fruits and vegetables.
 - e. Serve only low-fat (1% or 2%) and fat free milk.
 - f. Ensure that three-fourths (3/4) of the served grains are whole grain.
 - g. Work to increase freshly prepared meals on site and decrease the number of processed foods.
 - h. Be reviewed by the Cook.
2. Enhance Non-Food Service Nutrition Promotion. Nutrition education and promotion at the HPBSI Food Service will teach, encourage, and support healthy eating by the students. The school and its food service program will include, but not be limited to, such school-sponsored events as sport games, dances, or performances.

SECTION 10.02: LOCAL WELLNESS POLICY PROCEDURE

The Wellness Team will create, strengthen, or work to develop, implement, monitor, review, and, as necessary, revise the school's nutrition and physical activity policies. The Team will serve as a resource to HPBSI sites for implementing these policies. The Wellness Team will consist of individuals representing the school, community, parents, students, and representatives of the school food authority, members of School Board, school administrators, teachers, and health professionals.

Other materials to help implement this policy will be located at the Principal's office and make available from the school's Wellness Team.

SECTION 10.03: MONITOR FOR CONTINUED IMPROVEMENT

The school will ensure compliance on an annual basis with established school-wide wellness policies and procedures through the assistance of the “HPBSI Wellness Team” (HPBSIWT) and Principal.

ARTICLE XI -STUDENT CHECK - OUT

SECTION 11.01: OVERVIEW

Students will be checked out only by the parents, guardians, or authorized parties on the checkout list. No student will be checked out to anyone under the age of 18.

Parents will not check out their child during instructional time.

SECTION 11.02: EARLY DISMISSAL OF STUDENTS

Students are dismissed through the school office. They are not allowed to wait in front of the building or enter cars unless accompanied by an adult. These rules are necessary to ensure student safety. Parents must come to the office to sign your child out.

ARTICLE XII - STUDENT FIELD TRIPS

SECTION 12.01: FIELD TRIPS

Parent permission forms will be signed in advance. HPBSI reserves the right to prohibit students from attending field trips because of disruptive behavior.

Students will travel by school vehicles. Students will be released during the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or faculty in charge of the trip. Siblings are not permitted to attend field trips with chaperones. Parent chaperones are required to remain with the class throughout the trip-this includes riding on the bus, eating with students, and communicating with the teacher(s).

An educational field trip will be developed with consideration of:

1. The educational objectives and opportunity for learning experiences.
2. The age level of the students taking the field trip. No overnight field trips will be allowed for kindergarten and first grade.
3. The distance of travel.
4. The length of time involved in the activity.
5. Safety and liability issues are primary concerns when planning a field trip. This policy includes sports, extracurricular activities, and classroom trips.

All school rules and the dress code apply to field trips. Field trips should be planned one (1) month in advance since it must be approved by the School Board.

Field Trip requests include:

1. Field Trip Request Form
2. Parent Permission Form
3. Budget
4. Food Request (including snacks)
5. Itinerary
6. Class Roster
7. Chaperone List
8. Transportation request form

On the bus, adults must be dispersed throughout the students to provide adequate supervision. At least one adult should be situated in the front, one in middle and one in the back of the bus. The bus driver and/or sponsor will create the seating chart.

SECTION 12.02: CHAPERONES

Regulations in PL101-67 require that all chaperones must complete a background check. Trip sponsors must submit a list of chaperones with the Field Trip request packet. Bus drivers are not allowed to be a chaperone.

SECTION 12.03: DISCIPLINARY MEASURES

If a severe or extreme offense occurs, the parents of the student will be contacted immediately, and the student will be sent home with a parent or guardian.

SECTION 12.04: SUPPORT VEHICLES

- A. Support vehicles used to carry excess luggage, sack lunches, etc. will at no time be used to transport students, sponsors, or chaperones.

SECTION 12.05: USE OF PRIVATE VEHICLES

Use of private vehicles is not authorized for transportation of students involved in a school-sponsored activity.

SECTION 12.06: ADDITIONAL PASSENGERS

The school is liable for all passengers riding in school vehicles, therefore; no passengers aside from school staff, enrolled students, or parents and School Board Members who are serving as chaperones will be allowed in school vehicles at any time.

SECTION 12.07: COMMERCIAL CARRIERS (TRANSPORTATION)

- A. Charter buses will not be utilized for activity trips.

ARTICLE XIII - SCHOOL VISITORS

All visitors are required to sign in at the front office and must wear a visitor badge during the visit. Visitors must not disturb students during classroom instruction. Unauthorized visitors will be asked to leave the school premises by staff. Abusive/threatening language or behavior against any student, teacher, staff member, and school administrator will not be tolerated.

SECTION 13.01: SCHOOL DELAYS & CANCELLATIONS

The Principal will determine if the school must be delayed or cancelled.

1. Late Start/Two Hour Delay. School will start at 10:00 AM.
2. Early Dismissal/Half Day. Students will be dismissed at 1:00 PM.
3. School Cancellation. The decision for school cancellation will be made by 5:00 AM by the Principal.
4. Game Cancellation. Based on weather/road conditions, the Principal and the Support Service Director will determine if games will be cancelled.
5. Media/Radio Announcements. School delays, cancellations, or early dismissals will be announced over local radio stations and regional television stations.

ARTICLE XIV - FIRE ALARMS

Two (2) fire drills are required and held during the first four (4) weeks of the first month of school and one fire drill each month for the remainder of the school year. When the fire alarm is activated, all students, faculty members, and visitors are required to evacuate from the school building and proceed to their designated areas.

SECTION 14.01: FACULTY MEMBERS

Faculty must do the following during fire drills:

- a. Instruct and assist students on how to exit the building *via* a safe route and to conduct them in a safe and orderly manner.
- b. Turn off all lights.
- c. Close all windows and doors.
- d. Escort students to designated areas away from the building.
- e. Take class attendance and submit roster to Principal.
- f. Report missing students immediately to the Principal.

SECTION 14.02: OTHER EMERGENCY EVACUATIONS

For emergency evacuations, *other than fire drills*, students and faculty are to follow the COOP Plan (natural disaster, lock down, bomb threat, explosive, and environmental threat).

SECTION 14.03: FALSE FIRE ALARM

False fire alarms are prohibited. Violations will be dealt with according to school discipline policy.

ARTICLE XV -STUDENT RECOGNITION & AWARDS

Students will be recognized for outstanding achievement in many areas. The school will recognize and award students who excel academically and in co/extra-curricular activities. Areas considered for recognition and awards include, but are not limited to, the following:

Recognitions for Academics

To qualify in the honor roll, a student must have no grades below 80% (B-) in all his/her subjects.

A. Special Recognition Awards (K-5)

1. Perfect Attendance - 100% attendance
2. Good Attendance- Only one tardy per grading period
3. Best in Content Areas
4. Number 1 student in each class in these areas: English, Mathematics, Science, Social Studies, Arts, Navajo Culture, and Physical Education

*To be determined by the Awards Committee for teachers review.

5. Best in Character-Courtesy, Respect, Caring, Compassionate, Responsibility, Trustworthiness, Citizenship, Fairness, Loyalty, and Integrity

B. Student of the Month/Year

1. Good academic standing
2. Most improved in Academics
3. Excellent attendance
4. Good behavior (No discipline referrals)
5. Actively engaged in school activities

C. Special Awards: NWEA

D. Residential Award (Dormitory)

1. Good academic standing
2. Excellent attendance
3. Good behavior (No discipline referrals)
4. Actively engaged in school activities
5. Citizenship

Types of Recognition Awards

- a. Letters to Students & Parents.
- b. Plaques, Certificates, and Medallions.
- c. Field Trips/Educational related
- d. Special luncheon/dinner/banquet.

Residential Awards

The Dormitory staff may do special awards for the residential students.

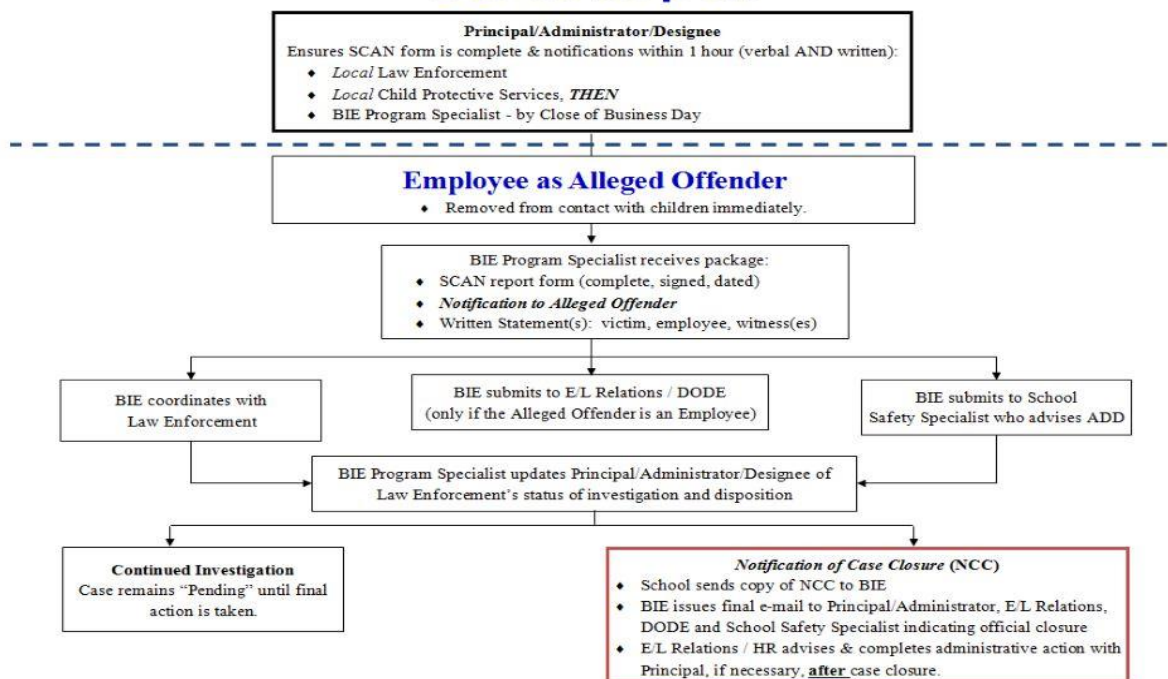
- a. Field trips, movies, picnics, cookouts, pizza party, and other recognitions.

ARTICLE XVI - REPORTING INCIDENTS OR SUSPECTED INCIDENTS OF CHILD ABUSE AND NEGLECT

HPBSIs must comply with existing federal laws on reporting incidents or suspected incidents of child abuse or neglect, to include (PL 101-630) “Indian Child Protection and Family Violence Prevention Act” of 1990 and Public Law 101-647, 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. HPBSIs must report incidents or suspected incident of child abuse and neglect which have occurred, which are occurring, or which may occur, to local law enforcement, and/or the local child protection services or to the *Indian Country Child Abuse Hotline 1-800-633-5155*.

- A. All school employees are aware that they are required to immediately report (*no later than 1-3 hours from the time the incident is brought to their attention*) incidents or suspected incidents of child abuse or child neglect occurring, which have occurred, or which may occur to their local law enforcement agency, to child protective services or to the *Indian Country Child Abuse Hotline*.
- B. All school employees are aware that failure to report suspected child abuse or neglect may subject the school employees to a fine or jail sentence and/or administrative penalties as prescribed by law.

SCAN Report



ARTICLE XVII - CODE OF CONDUCT / DISCIPLINE / CONSEQUENCES

HPBSI will strive to succeed in accomplishing acceptable behavior in students without sacrificing student rights. The school wide student discipline policy will be the foundation for all departments. The school will use NASIS to report behavior issues. Depending upon the incident, parents/guardian may be contacted.

A violation of any rule may result in disciplinary actions, including but not limited to Out-of-School Suspension, Expulsion, compensatory payment of damages, loss of privileges, written notice to, or conference with parents, or loss of bus privileges. Students shall be given the right to appeal in accordance with HPBSI policy and procedures.

SECTION 17.01: ACADEMIC DISHONESTY

Students shall not act dishonestly or unfairly to gain academic advantage. Use of electronic devices without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.

SECTION 17.02: ASSAULT

Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee, or other persons. Specific violations include but are not limited to:

- a) Fighting/Violence
- b) Serious Bodily Injury
- c) Threats of fighting, violence, or serious bodily injury

SECTION 17.03: CYBER-BULLYING

Cyber-bullying is the act of harassment that takes place via social media and other forms of technology. The Navajo Nation policy on Cyber Bullying CJA09-18 will apply.

SECTION 17.04: DAMAGE OF PROPERTY

Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.

SECTION 17.05: DANGEROUS WEAPONS AND INSTRUMENTS

Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity.

SECTION 17.06: DISRUPTION OF SCHOOL

Students shall not cause disruption or obstruction to the normal operation of the school.

SECTION 17.07: EXPULSION

Expulsion may be up to one hundred and eighty (180) school days and may extend into the following semester of school year.

SECTION 17.08: GENERAL MISCONDUCT

Students shall refrain from throwing objects, being abusive or excessively disruptive in their behavior. Respect the rights and feeling of others.

A. FORGERY

Students shall not misrepresent a signature on any document or misrepresent as their own.

B. FAILURE TO OBEY INSTRUCTIONS / INSUBORDINATION / DISRESPECT

Students shall comply with any lawful instructions or requests of teachers, student-teachers, Principal or other authorized personnel during any period of time he or she is properly under the authority of such school personnel. Students shall provide accurate information when requested.

C. GROSS MISCONDUCT

Repeated violations of the Code of Conduct

D. HARASSMENT / BULLYING

Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.

E. HAZING (INITIATIONS)

Initiations of any sort are prohibited.

F. INTIMIDATIONS / THREATS

Students shall not intimidate or threaten through verbal, written, technological or any other means make statements that physical or emotional harm may come to another person or to an institution. Bomb threats will result in expulsion from school.

G. NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS

Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the mentioned items immediately prior to, during school, or at any after-school functions. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. Specific violations include but are not limited to:

- a) Use, possession, sale, or distribution of intoxicating alcoholic beverages
- b) Use, possession, sale or distribution of drugs including tobacco

H. OBSCENE LANGUAGE/MATERIALS/ACTIONS/GESTURES

Students shall not use obscene, vulgar, or profane language, make inappropriate gestures/actions or possess vulgar materials.

I. THEFT

Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others without permission. The Principal may report thefts to local authorities.

SECTION 17.09: UNAUTHORIZED OR UNSUPERVISED AREAS

Students may not be in areas for which they have not been authorized or areas that are unsupervised.

SECTION 17.10: OTHER VIOLATIONS

Other conduct violations that are not covered in the above rules will be dealt with on a case-by-case situation.

SECTION 17.11: SCHOOL RULES AND BEHAVIOR EXPECTATIONS

AREA	BE SAFE:	BE RESPECTFUL:	BE RESPONSIBLE:
Cafeteria	1. Walk. 2. Keep your hands and feet to yourself. 3. Go to the end of the serving line. 4. Use two hands to carry your tray. 5. Remain seated.	1. RESPECT: HPBSI Staff and Adults as you would respect your teachers 2. Good manners are expected to use “Please”, “Thank you”, and “Excuse me”. 3. Language should not be rude or inappropriate and use inside voice.	1. Stay with your class. 2. Follow directions. 3. Clean up after yourself. 4. Use table manners. 5. Place trash, trays and utensils in the proper place.

	<ol style="list-style-type: none"> 6. Use table manners. 7. Keep all food on trays. 8. Eat only your own food. 9. Keep personal space; Hand to yourself. 	<ol style="list-style-type: none"> 4. Do not throw food. 5. Dispose of gum before entering the cafeteria. 6. Only approved food and beverages are allowed according to the ADE guidelines. 	<ol style="list-style-type: none"> 6. Get adult help for accidents and spills.
Playground	<ol style="list-style-type: none"> 1. Walk to and from the playground. 2. Stay in the designated areas. 3. Be aware of activities around you. 4. Play appropriately – keep your hands and feet to yourself. 5. Use equipment properly: no “tag” on the equipment, swing forward and backward only, uses the slide ladder. 6. Only one person at a time on a swing and down the slide. 	<ol style="list-style-type: none"> 1. Keep your hands and feet to yourself. 2. Use appropriate language. 3. Do as told by an adult immediately. 4. Share the equipment. 	<ol style="list-style-type: none"> 1. Stay in the designated area unless you are given permission to leave. 2. Be aware of activities around you. 3. Listen to the adults immediately.
Hallways/Common Areas	<ol style="list-style-type: none"> 1. Stay to the right. 2. Walk facing forward. 3. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Hold the door open for the person behind you. 2. Respect hallway displays. 3. Follow directions. 4. Do not interrupt classrooms. 	<ol style="list-style-type: none"> 1. Have the pass in your possession.
Restrooms	<ol style="list-style-type: none"> 1. Keep water off the floor. 2. Walk. 3. Keep hands and feet to yourself. 4. Wash your hands. 	<ol style="list-style-type: none"> 1. Knock on stall door before opening. 2. Give people privacy. 3. Use a quiet voice. 4. Keep the area clean. 5. Flush the toilet. 	<ol style="list-style-type: none"> 1. Flush the toilet. 2. Turn off the water. 3. Use doors, toilets, sinks, and hand dryers appropriately. 4. Dispose of paper products appropriately.

	5. No more than 4 students at a time.	6	5
Assemblies/Special Events	<ol style="list-style-type: none"> 1. Sit quietly and properly in bleachers/chairs. 2. Follow directions. 3. Keep hands, feet, and objects to yourself. 4. No food, drink, or gum. 	<ol style="list-style-type: none"> 1. Sit on bottom. 2. Use manners. 	<ol style="list-style-type: none"> 1. Arrive and depart on time. 2. Stay in assigned area.
Gym	<ol style="list-style-type: none"> 1. Sit properly in bleachers. 2. No food, drink or gum in gym during instructional time. 3. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Demonstrate sportsmanship. 2. Return equipment to the designated area. 	<ol style="list-style-type: none"> 1. Follow directions. 2. Encourage participation. 3. Arrive and depart on time.
Library	<ol style="list-style-type: none"> 1. Use quiet voices. 2. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Check out and take care of books and materials. 	<ol style="list-style-type: none"> 1. Return books on time.
Computer Lab	<ol style="list-style-type: none"> 1. Use quiet voices. 2. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> 1. Use computers gently. 2. Visit approved web sites only. 	<ol style="list-style-type: none"> 1. Follow directions.

ARTICLE XVIII - LEVELS OF MISCONDUCT AND CONSEQUENCES

SECTION 18.01: LEVEL I MISCONDUCT AREAS

1. Misconduct. 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 particular hand gestures to signal gang affiliation or action.

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

SECTION 18.02: Consequences for Level I VIOLATIONS-minor offenses

- 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 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 suspension 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 the Principal who will provide an opportunity for a hearing with the student and parent/legal guardian.

SECTION 18.03: 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 changing 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 in order 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 SCAN process will be initiated.

- 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.

SECTION 18.04: 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 of severity.
- 3. *3rd Offense:* Parent/legal guardian notification with Principal/designee discretion in notifying appropriate law enforcement agency. The Principal 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.

SECTION 18.05: 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 electronic devices 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, school premises and/or knowingly being in possession of stolen property, goods or contraband.

SECTION 18.06: 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 behavior contract.
- c. *3rd Offense:* Parent/legal guardian notification and mandatory conference, notification of appropriate law enforcement agency, and then referral to the Principal with recommendation for a behavior contract and/or long-term suspension for the remainder of the semester.

SECTION 18.07: LEVEL IV AREAS REGARDING ALCOHOL & DRUGS

1. **Intoxication & 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 backpack.
- c. Knowingly concealed on school property by a student.
- d. 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, hand sanitizers, compressed air, 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.

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.
- 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.

SECTION 18.08: CONSEQUENCES FOR LEVEL IV VIOLATIONS – AREAS 1 – 3 ABOVE

The following provisions apply when a student violates any or all of 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 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.

SECTION 18.09: CONSEQUENCES FOR LEVEL IV VIOLATIONS ABOVE

The following provisions apply when a student violates any or all of 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 Principal with a recommendation of long-term suspension for one year (365 days). The student will be suspended until the hearing.

SECTION 18.10: 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 Principal 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.
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 Principal will decide whether the student will be allowed to remain in school or expelled.

Weapons-Free School Policy

The school policy forbids 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." HPBSI will, at times, conduct searches of students 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.

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

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.

ARTICLE XIX -STUDENT HEARING PROCESS

When a student is being considered for expulsion, a student hearing must be held in accordance with the due process procedures outlined in the HPBSI Student Handbook. This hearing must be held within five (5) school days.

Students have the right to:

1. Notification in writing of the charges prior to the student hearing.
2. An impartial and fair hearing.
3. Counsel of own choice at own expense.
4. Cross examines witnesses.
5. Review evidence prior to the hearing.
6. Remain silent.
7. A decision that is based solely on the evidence presented at the hearing.
8. A record of the hearing.
9. Administrative review and appeal.
10. Have information related to the charges removed from record if found not guilty.

If the student or parents do not agree with the decision that is made by the hearing panel, they may appeal to the Principal within twenty (20) school days.

If the student or parents wish to appeal the Principal's decision, they may appeal to the Governing Board within twenty (20) school days by filing a written notice of appeal with the Principal.

SECTION 19.01: CONSEQUENCES OF EXPULSION

In the event of an expulsion, the student will not be permitted to re-enroll at HPBSI for a period of one (1) calendar year. Re-enrollment after one (1) calendar year will be subject to approval by the school.

In cases of sexual abuse and/or severe injury or harm to another student or employee, expulsion will be permanent.

ARTICLE XX - OTHERS

SECTION 20.01: TELEPHONE USAGE

School phones are strictly for school business only. All incoming and outgoing personal/business calls by students are prohibited.

SECTION 20.02: LOST AND FOUND

Found items are kept in or near the school office. Found items that are identified with the child's name will be returned. Please remember to label your child's clothing. Parents are encouraged to check the office for missing items. Items not claimed will be given to a charitable organization (Home for Women and Children, Shelter, etc.)

SECTION 20.03: MEAL PRICES

Parents, siblings, community members, and visitors may purchase meals at the cost of:

- Breakfast \$2.50
- Lunch \$3.50

SECTION 20.04: PHOTO RELEASE

The school reserves the right to deny media requests for student interviews and photos at any time.

SECTION 20.05: TEST SECURITY & STANDARDIZED TESTING

- Each year, all students are required to take the Standards-Based Assessments, these include state achievement tests, norm-referenced tests, and benchmark assessments. These include the following: PARCC and Stanford-10. SECTION 20.06: TEXTS/LIBRARY BOOKS
- Textbooks are to be treated with care to ensure that they can be used as long as possible. At the discretion of the principal, parents may be assessed replacement costs for damaged or lost books.

ARTICLE XXI -PARENT INVOLVEMENT

SECTION 21.01: PARENT ADVISORY COMMITTEE (PAC)

The PAC here at HPBSI provides valuable support services to many aspects of the school's operation. New PAC officers are elected at the start of each new school year and operate under the PAC Bylaws and are available at the Parent Resource Center. For more information, please contact the Parent Coordinator or the Principal.

SECTION 21.02: PARENT ADVISORY COMMITTEE (PAC) BYLAWS

The PAC Bylaws/Handbook will be revised and distributed by the newly elected PAC members for the upcoming school year.

SECTION 21.03: PARENTAL INVOLVEMENT & PARTICIPATION

Parents are encouraged to observe their child's academic performance in the classroom setting. If the observation is more than 8 hours, a background check is required. Parents must sign in at the school's front office and get a visitor's pass. Observations can only be honored if the teacher is present with prior arrangements with teacher and Principal.

The following are ways that parents can get involved at HPBSI:

1. Attend monthly Governing Board meetings
2. Attend Parent Advisory Committee meetings (PAC).
3. Attend parent/teacher conferences.
4. Attend appropriate parent workshops and training.
5. Be a guest speaker on expertise of traditional cultural views, positive family values, and so forth.

SECTION 21.04: PARENTAL RESPONSIBILITIES

1. Read and abide by all policies and procedures of the Student/Parent Handbook.
2. Follow up on your child/children's vision, dental, and medical appointments.
3. Inform the school of any infectious diseases and medical conditions. Parents should inform the school if their child is under prescribed medication.
4. Pick up their child/children after any extracurricular activity or field trip.
5. Keep their child/children dressed for the weather conditions.

6. Make sure someone is home when your child/children come home from school. If the bus driver determines no one is home, the child/children will be kept on the bus and taken back to the school. It is the parent's responsibility to pick up their child/children. If your child/children are not picked up by 5:00 PM, Social Services and/or the Police Department will be informed.
7. Pay for damaged school or personal property that your child/children destroyed.
8. Communicate with teacher about your child/children's academic progress, homework assignments, behavior, and academic support.
9. Update names and phone numbers for authorized adult persons to check out child/children.

SECTION 21.05: PARENTAL RIGHTS

In accordance with Public Law 107-110 enacted January 8, 2002, HPBSI has committed itself to the following:

1. Involve parents in professional development for teachers, Principal, and other personnel.
2. Provide literacy training for parents to understand data in these areas: Common Core State Standards, (CCSS), PARCC, Stanford Achievement Test (SAT 10), Northwest Evaluation Assessment (NWEA), WIDA to improve academic achievement.
3. Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
4. Arrange school meetings at a variety of times or conduct in-home conference between teachers or other educators who work directly with the participating children, whose parents are unable to attend such conferences at school.
5. Provide information related to school and parent programs. Meetings and other activities notices will be in a language the parents can understand.
6. Communicate with and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and the school.
7. Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology to foster parent involvement.

SECTION 21.06: VOLUNTEERS & CHAPERONES

Parents are encouraged to volunteer and/or chaperone school sponsored student activities. If parents would like to volunteer, they must confirm with the school Principal. A background check must be completed and cleared before working directly with the students. A chaperone's primary responsibility is to assist a school employee to supervise the students.

ARTICLE XXII -SPECIAL EDUCATION

SECTION 22.01: INTRODUCTION AND OVERVIEW

The Individuals with Disabilities Education Act (IDEA) is a federal law that guarantees that children with disabilities receive a free appropriate public education alongside their non-disabled peers. Congress passed the law in 1975 after finding that 1.75 million children with disabilities were entirely excluded from the public-school system, and that 2.2 million were in programs that did not meet their educational needs. Although the law has been amended and revised throughout the years, the basic requirements have remained unchanged.

The IDEA covers eligible students with disabilities ages 3 to 21. To be eligible, the student must have one of several listed impairments and, as a result, need special education. Special education means specially designed instruction to meet the unique needs of the child. Each student has a written individualized education program (IEP), which is devised by a group of people including the parent. Students with disabilities must be educated in the regular educational environment to the maximum extent appropriate. Parents have the right to enforce the IDEA by requesting a “due process hearing” and making appeals to court. Students with disabilities enrolled in schools funded by the Bureau of Indian Education are entitled to the benefits and protections of IDEA. In addition to the IDEA, there are other laws that affect your child’s right to an appropriate education such as:

SECTION 22.02: SECTION 504 OF THE REHABILITATION ACT (504)

Section 504 prohibits discrimination based on disability in programs receiving federal funding. Some students who do not qualify for special education services under the IDEA may still receive services under Section 504 if they are considered a “qualified individual with a disability”. To be qualified, the student must have a physical or mental impairment which substantially limits one or more major life activities, such as reading, playing, moving between classes or a condition that requires medication, such as diabetes; a record of such impairment; or is regarded as having such impairment. Section 504 requires that all qualified students have an equal opportunity to participate in activities and services at school including school clubs, after-school programs, sports, and other extracurricular activities.

SECTION 22.03: AMERICANS WITH DISABILITIES ACT AMMENDMENT ACT (ADAAA)

Title II of the ADAAA protects qualified individuals with disabilities from discrimination based on disability in the services, programs, or activities of all State and local governments. The anti-discrimination prohibition extends to all activities of State and local governments, including those that do not receive Federal financial assistance.

SECTION 22.04: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their children's educational records, which transfer to the student when he or she turns 18. Parents or eligible students have the right to inspect and review the student's educational records and the right to correct inaccurate or misleading information contained in educational records.

The school must have written permission from the parent or eligible student to release information from a student's files.

SECTION 22.05: STATE LAWS AND REGULATIONS

Each state receiving IDEA funds is entitled to create its own rules for implementing the law. The Arizona Department of Education is responsible for enforcing the IDEA. For more information, please contact the appropriate entity:

Arizona: Exceptional Student Services
Jefferson Street, Suite Bin 24
Phoenix, Arizona 85007
Telephone: (602) 542-4013 or (800) 352-4558

TTY: (800) 842-4681
Facsimile: (602) 542-5404

www.ade.state.az.us/ess

BIE: Division Performance and 1535 West
Accountability
Bureau of Indian Education
1011 Indian School Road NW (Room 332)
Post Office Box 1088
Albuquerque, New Mexico 87104-1088
Telephone: (505) 563-5255
Facsimile: (505) 563-5281

www.oiep.bia.edu/bie

ARTICLE XXIII -TRANSPORTATION POLICY

SECTION 23.01 STUDENT BUS CONDUCT

Riding a HPBSI bus is a privilege which may be suspended for violations of Student Bus Conduct. To maintain a safe and orderly environment and to ensure safe travel on school buses, **bus drivers have supervision authority** over students when they are on a school bus. Bus drivers are responsible for maintaining a safe environment for all students and for driving safely and responsibly. Students must promptly obey bus drivers' requests or disciplinary action may occur. When students engage in violent or extremely disruptive activity or do not comply with the rules, the HPBSI's Transportation Department has the right to revoke a student's bus riding privileges. Students must obey the following rules:

1. **Be at Assigned Bus Stops on Time.** Students will be picked up and dropped off at their designated stops. Students must be at their assigned bus stop at least five minutes before the bus is scheduled to arrive. Bus drivers will wait for late students for 2 minutes.
Use Assigned Seating on Assigned Buses. Students must sit in their assigned seats in their assigned buses. (Assigned seating is required by state law and the Transportation Department.) Seats will be assigned during the pandemic. Changes in assigned buses will only be permitted by a written request with a signature by the Principal and Lead Bus Driver. Only two (2) route changes will be allowed in one school year.
2. **Walk Safely to Meet Your Bus.** Students who walk to meet their buses must walk on the left side of the road facing traffic.
3. **Crossing Roads Safely.** Students who must crossroads to get on or off the bus must, first, wait until the driver signals them to cross, and then must cross at least ten feet in front of the bus so the drivers can see them. At no time should a student cross behind the bus. Students must look both ways before crossing to the opposite side of the road.
4. **Wait for Your Bus in a Safe Area.** Students must wait in a safe area, clear of traffic, and away from where the bus stops. Students should wait in an orderly line and avoid horseplay. When loading or unloading, students must get clear of traffic areas as soon as possible. Bus drivers will report improper behavior at bus stops.
5. **Teachers, Coaches & School Administrators May Also Enforce Bus Discipline.** Teachers, coaches, and school administrators are also authorized to enforce student discipline whenever they are on a bus.
6. **Be On Good Behavior.** Students must remain seated; not walk around on the bus; not change seats; not carry-on unnecessary conversations with the bus driver while the bus is in motion; and not get on or off the bus while the bus is in motion.
7. **Keep Bus Aisles Clear.** Students must keep bus aisles and exits clear by keeping their personal belongings in the seating areas and remaining seated.

8. Keep the Bus Driver's Area Clear. Students are not permitted in front of the passenger seating area while the bus is in motion, must stay out of the driver's seat, and must not tamper with any equipment.
9. Obey Bus Driver at All Times. Students must be courteous to bus drivers and obey their instructions.
10. Help Keep Your Bus Clean. Students must cooperate with bus drivers in keeping buses clean. Students must never toss trash or other items out of bus windows, whether the bus is in motion or not, or attach any items to buses. (Trash containers are provided on all buses.)
11. Respect Your Fellow Students. Students must be courteous and respectful to their fellow students.
12. Violent Activity Is Forbidden. Violent activity, roughhousing, or very disruptive conduct is not permitted on buses.
13. Use Acceptable Language. While on the bus, students are expected to converse in a normal tone of voice; not to use profane or offensive language or obscene gestures; and to be absolutely quiet when requested by the driver, such as when the bus is at a railroad crossing, when emergency equipment is in the area or other times when required by the bus driver.
14. Food and Beverages Are Not Permitted. Students may not eat or drink on the bus.
15. Dangerous Objects Are Forbidden on Buses. Firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on buses.
16. Keep Your Personal Belongings Secure. All personal items carried by students must be always under their control, either on their laps or between seats. No contraband or oversized items are allowed.
17. Animals Are Not Allowed. Students are not allowed to bring any animals on buses, including insects, frogs, or snakes. *Exception:* Animals authorized by an Exceptional Children IEP (e.g., Seeing Eye Dogs) are allowed.
18. Keep Clear of Windows & Keep them closed. Students must not extend their hands, arms, head, feet or any object out of windows and must keep bus windows closed unless bus drivers allow them to be opened.
19. Do Not Damage Buses. Any damage to buses must be reported to bus drivers, and drivers will report it to the Principal. Damages done to school bus property may result in denial of transportation privileges unless restitution is made.
20. Controlled Substances Are Forbidden. Use or possession of tobacco, drugs, alcohol, or controlled substances in any form is forbidden on school buses.

21. School Activity Trips. On school activity trips, school buses shall only transport HPBSI students, staff, and other passengers approved by the school.

SECTION 23.02: AFTER SCHOOL TRANSPORTATION

It is the school's responsibility to transport students to board approved school activities (i.e., field trips, off campus events, etc.). However, it is the responsibility of parents to transport their child/children to after-school activities that are not required by the school (i.e., club-related activities, family nights, movie nights, etc.). Please note that bus drivers will not drop students off anywhere other than their regular stops without approval.

SECTION 23.03: BUS RULES

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Principal. To that end, the following conduct rules are called to your attention:

1. Students must arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. The bus will not wait more than two (2) minutes.
2. Students must wait quietly in a location clear of traffic and at least ten (10) feet away from the bus stop.
3. Student behavior at the bus stop must not threaten life, limb, or property of any individual.
4. Students will load and unload the bus at designated bus stops.
5. Students must go directly to available or assigned seat.
6. Students must remain seated, keeping aisles and exits clear.
7. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.
8. Students must be courteous and respectful to fellow students and to the bus driver.
9. Students must not engage in loud talking or laughing, excessive horseplay or fighting.
10. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
11. Students must not use profane or abusive language.
12. Students are not allowed to eat or drink on the bus.
13. Students must not use tobacco or related products on the bus.
14. Students must not use or have in their possession alcohol or drugs on the bus.
15. Students must not throw or pass objects on, from, or into the bus.

16. Students may carry on the bus only objects that can be held in their laps.
17. Vandalism will not be tolerated. Keep the bus clean and sanitary.
18. Students must not extend any part of their bodies out of the bus windows.
19. Students must leave or board the bus locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.
20. If a student misses the bus, the parent/guardian is expected to take their child/children to the school.
21. Do not cut in front of the bus to stop it. This action might cause an accident.
22. A written statement is required, if parents/guardian want their child to get off/on the bus at a different location. The request must include who, where, and when this is to take place. The written request must be received by the bus driver by 11:00 AM. **Telephone requests will not be honored.**
23. Parents are encouraged to submit written suggestions, problems and concerns to the bus driver or Principal. The letter should address the facts and suggest actions that would resolve the concern. The rights of all the other parents should be considered while making recommendations.
24. Students will not be dropped off at the parents' workplace. There will be NO EXCEPTIONS.
25. The student will be responsible for personal items carried on the bus.
26. The transportation department assumes no responsibility for the loss or damage of any of the student's personal items left on the bus.
27. The student is responsible for making sure they use the restroom or procure all personal belongings before boarding the bus. Once the students are on the bus, they will not be allowed to get off.

SECTION 23.04: INFRACTIONS RESULTING IN ADMINISTRATIVE ACTION

Level I (Minor) Infractions

Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others. Some other Level I infractions include:

1. Loud talking (at any time)
2. Moving around the bus or out of seat
3. Pushing/touching/disrupting others
4. Repeated tardiness to the bus

5. Disrespect to other students or driver
6. Not following the reasonable request of the driver
7. Use of profanity
8. Possession of a match or lighter
9. Eating or drinking (food or gum) on the bus
10. Tampering with emergency equipment or doors
11. Littering or throwing objects from the bus
12. Any other infraction of the student behavior code of conduct.

Level II (Major) Infractions

Level II behaviors are those that are severe in nature or that directly or indirectly endanger the students or other students, the driver, or the public.

1. Three repeated Level I (Minor) Infractions
2. The threat of violence to the driver or other school employees
3. Harassment of other students
4. The use of profanity directed at the bus driver
5. Igniting a match or lighter
6. Possession of an incendiary device (smoke bomb, firecracker, cherry bomb, sparkler, etc.)
7. Fighting/assault
8. Possession of a weapon
9. Possession of alcohol or drugs
10. Vandalism or arson
11. Theft
12. Inappropriate physical contact
13. Any action resulting in injury or threat of injury

Administrative Responsibility Prior to the 1st Written Report

The Principal will assure that each student receives a copy of the Parent/Student Handbook (with bus Regulations and Rules) at the beginning of each school year or upon enrollment (for a new student).

Driver's Responsibility Prior to the 1st Written Report

The first (1st) Level I infraction will result in a warning to the student from the driver. The second (2nd) Level I infraction will result in a phone call to the parent or guardian by the driver and a possible move of the student’s seating assignment. The third (3rd) Level I infraction will result in a written conduct report. Level II infractions will result in a written Incident Report.

Principal’s Responsibility upon Receiving Written Conduct Report

All bus conduct referrals written by the driver shall be submitted to the Principal. The Principal will render consequences appropriate to the infraction. Consequences issued by the Principal are generally in accordance with the consequences chart below but are subject to the decision of the Principal and may be depended upon the situation, circumstances, and/or the student. After rendering appropriate consequences, the Principal will inform the parent/guardian of the report and consequences administered to the student. A copy of the Incident Report, including the Principal’s comments and/or actions will be returned to the bus driver. The bus driver will be informed of the disciplinary action taken.

SECTION 23.04: CONSEQUENCES FOR LEVELS I & LEVEL II BUS REGULATIONS & RULES INFRACTIONS

Number of Infractions	Level I	Level II
First Written Report	Principal Action	
Second Written Report	3 days off bus	
Third Written Report	5 days off bus	5 days off bus 10 days off bus Expelled from bus

Parent/Guardian Responsibilities for Assisting the Bus Driver

To provide quality transportation services to children, parent/guardian is expected to assist in the following:

Ensure that their children know the proper rules of conduct while riding the bus.

Respond immediately upon notification to a parent meeting involving an offense of the school discipline policy involving their child/children. Depending on the severity of the offense the student may/may not be allowed to ride the bus until the parent meeting has taken place.

Report any unsatisfactory transportation service by writing a letter to the bus driver.

The letter needs to have the date, place, name of driver and outline what service is not being met with a suggestion for a reasonable solution.

The Principal and/or the bus driver will respond within two days of the receipt of the letter. Every effort will be made to resolve concerns/problems.

Parents are encouraged to attend one Parent training on "Bus Safety" at HPBSI. Parents are encouraged to speak with the bus driver, for additional safety rules that will apply.

SECTION 23.05: STUDENT DISCIPLINE FOR VIOLATIONS OF BUS CONDUCT

The following disciplinary procedures may be imposed when students fail to follow the Code of Conduct. While progressive penalties are described below, school administrators may use their judgment in issuing discipline based upon the circumstances of each violation.

Financial Liability

Students, or their parents/guardians, are financially responsible for all damage caused to a school bus by students. In cases of significant damage to a school bus by a student, the student who caused the damage may be reported to the police.

Please Note: Suspension from school bus transportation *does not mean* that a student is suspended from school. Instead, it means that the parent/guardian is responsible for transporting the student to and from school during the suspension period, as well as for the transporting the student to and from field trips and athletic events.

SECTION 23.06: PARENT/LEGAL GUARDIAN RESPONSIBILITIES

To provide for the safety of all students and to assist the Transportation Department, we request that parents/guardians take the following responsibilities:

1. Make Sure Your Child Obeys All Bus Rules. Please cooperate with school officials and bus drivers regarding appropriate conduct of your child at the bus stops, while on the bus, and while walking to or from bus stops or school.
2. Have Your Child At Bus Stop on Time. Be sure that your child is at the designated bus stop at least five minutes before the bus is due. HPBSI buses will not provide front door service.
3. Watch Your Child in Inclement Weather Conditions. Provide close supervision for your child when unusual weather or traffic conditions warrant precautions when the child is going to and from the bus stop or while waiting at a bus stop.
4. You Are Financially Liable. Parents/guardians shall be held financially responsible for any damage to buses caused by their children.
5. You Must Escort Children in Kindergarten & First Grade. If your child is in Kindergarten or the First Grade, a parent/guardian, or designee, *must meet the child at the bus stop*. The driver is required to wait two (2) minutes for someone to meet the child. If at the end of that time no authorized person is there to get the child, the child may be kept on the bus and returned to the school. If there is no authorized person at the school and the Transportation Department has not been contacted by a parent/guardian or designee, the

child will be taken to Hogan Hozhoni in St. Michaels, AZ. HPBSI is requesting the cooperation and assistance in the enforcement of school bus safety rules. This will help to ensure everyone's safety while going to and from school.

SECTION 23.07: INVOLVEMENT OF TEACHING STAFF

Teachers must follow safety rules whenever they are assigned bus duty. When loading and unloading students, the following procedures will be adhered to:

1. Teachers will escort their students to the bus loading area.
2. The school bus loading zone is separated from the general traffic.
3. When loading and unloading on the street, school buses will stop parallel to the curb nearest the school building.

SECTION 23.08: SAFETY ALERT

Students and parents must be aware that certain clothing can be dangerous when getting on and off a bus. Children have been injured, sometimes seriously, when their clothing became caught in bus handrails, doors, or other areas. So be careful of jackets, sweatshirts with drawstrings, backpack straps, scarves, and other loose clothing.

SECTION 23.09: DORMITORY BUS RESTRICTIONS

The HPBSI bus assigned to pick up and return students at the HPBSI Dormitory is restricted to transporting only those students then residing at the dormitory and may not be used by students who are temporarily or permanently suspended from the dormitory or by any “day students” attending HPBSI. It is the responsibility of the parent/guardian to transport their child to school if absent from the Sunday pick up or any day of the week if the student is checked out.

SECTION 23.10: INCLEMENT WEATHER

In case of inclement weather, the buses will travel main routes only. Parents of bus riders are encouraged to contact the bus driver to find out about the main routes. Parents are responsible for meeting the buses on the main routes when roads become impassable.

SECTION 23.11: TRANSPORTATION INVOLVING STUDENTS

1. The transportation of any student, which is the result of the planned operation of HPBSI, shall be undertaken only upon the actual authority of HPBSI granted to an employee. Any employee may, with implied authority, transport a student when the reason requiring such transportation constitutes a real and immediate emergency.

2. No student of HPBSI will be transported, at any time or for any reason other than a reason constituting a real and immediate emergency, except in a vehicle designed, constructed and equipped to carry a passenger in safety and in full compliance with law.
3. The operator of a vehicle engaged in the transportation of a student or students is directly responsible for the safety of the student or students.
4. The operator of a vehicle engaged in the transportation of a student or students is directly responsible for the discipline and control of the student or students and is authorized to enforce such necessary and reasonable discipline and to report a violation of the discipline policy to the Principal pursuant to HPBSI's *Policies and Procedures Manual*.
5. The operator of a vehicle engaged in the transportation of a minor student or students shall not permit any such student to disembark from the vehicle except to or into the custody and supervision of a responsible adult excepting only:

When such student or students are directed to disembark at a HPBSI building when HPBSI or the services of that building are in session; or

At their home when the operator has no reason to anticipate that such disembarkation will in any way compromise the safety of the student.

6. It is the parent's responsibility to promptly pick-up their students at bus drop-off sites. Buses will not remain at drop-off sites after students have disembarked from the bus. Bus drivers are required by HPBSI policy to always remain on approved bus routes, to drop off students at designated sites only and to leave the drop-off site immediately after the students disembark from the bus. These rules apply for regular bus runs and activity runs.
7. It remains the parent's responsibility to ensure that their student/child is picked-up at the time that the student disembarks from the bus. It is impossible for HPBSI to adjust for each individual student; therefore, HPBSI bus drivers are under direction to drop-off students at the designated points at the designated times and proceed with their duties.

Acknowledgement

Dear Student and Parent:

HPBSI Board officially adopted the Student Code to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the rules and consequences, we encourage you to ask for an explanation from the student's teacher, the school counselor, or school administrator.

**Please sign this page, remove it, and return it to the student's teacher.
Thank you.**

We acknowledge that we have received Hunters Point Boarding School, Inc. Student Code for the 2022-2023 school year. We are responsible for reading and understanding the rules and other information contained in the Student Code.

Student's Name: _____
(Please print)

Grade Level: _____ Teacher: _____

Student's Signature: _____ Date: _____

Parent's Name: _____
(Please print)

Parent's Signature: _____ Date: _____



Handbook Revision

This handbook was revised on July 20, 2022

Handbook Approval

This handbook was approved by the Governing Board and duly called meeting on
February 07, 2022.