



# **BIE Navajo District Residential Handbook**

## **SCHOOL YEAR 2016-2017**



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

**Insert School Cover Page (logo)**

**Insert School Site Information**

**School Name**

**Address**

**Phone/Fax**

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United States Department of the Interior  
**BUREAU OF INDIAN EDUCATION**  
**Associate Deputy Director, Navajo**  
P. O. Box 1449, Window Rock, Arizona 86515-1449  
PHONE: (928) 871-5932 – FAX (928) 871-5945



Dear Students, Parents/Guardians,

It is my pleasure to welcome everyone back for another excellent school year and to thank you for choosing this school to continue your child's education. It takes everyone to be willing to work together to provide the best educational experience and learning environment for your son/daughter to succeed academically.

The Residential Handbook provides information for students and parents about the residential program expectations, guidelines to be successful and daily operations. Parents, please take time to read and go over the handbook with your child to understanding all of the residential policies and procedures. Please take extra time to understand the Bureau of Indian Education (BIE) Student Checkout and Medication Administration Policies. These policies can further be explained by the residential staff or school administrator.

In conclusion, it is truly a privilege to be a part of a community where parents, residential staff and students care for each other and strive to build positive relationships that support academic, cultural and social growth.

Once again welcome back! Let's make this the best residential education experience!

If you have any questions or concerns, feel free to contact your building residential supervisor or principal.

Respectfully,

Randall Joe

Education Program Specialist (Residential Life)-Navajo District

**Bureau of Indian Education**

**P.O. Box # 1449**

**Old Club Road**

**BIA Building 3**

**Window Rock, Arizona 86515**

**(928) 871-5932**

**(928) 871-5945 (fax)**

**Dr. Tamarah Pfeiffer, Associate Deputy Director, BIE-Navajo District**

**Kodie Largo, Program Support Assistant**

**LETTER FROM SCHOOL PRINCIPAL**  
**Insert letter here.**

## LETTER FROM SCHOOL BOARD PRESIDENT

**\*\*OPTIONAL\*\***

If a letter is obtained by from the school board, then insert the letter here. If there is no letter, then delete this page.



# NAVAJO DISTRICT SCHOOL CALENDAR 2016-2017 SY

02.24.2016

<div><div>JULY 2016</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div><div>Employees return- July 28, 2016</div><div>July 28, 29 - Orientation</div><div>Holiday- 1 Independence Day -4</div><div>Admin Days - 2</div></div></div> <div><div>JANUARY 2017</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table><div><div>1:00 Early Release: 6, 13, 20, and 27</div><div>Professional Development</div><div>Holiday- 2 - New Year's Day- Martin Luther King-16</div><div>Admin Days - 0</div><div>School Days: 20</div><div>School Vacation Days - 0</div></div></div>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
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180 Instructional Days: 8 Federal Holidays: 17 School Vacation Days: 5 Administrative Days

Lamarh Pfeiffer  
Associate Deputy Director Signature

2.24.16  
Approval Date

## *The Hardworking Residential Team!*

Insert residential program directory, school administrative staff and school board members. List each staff and school board member by their title and phone number contact if applicable.

# **INTRODUCTION**

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

## **BUREAU OF INDIAN EDUCATION (BIE)**

### **I. VISION STATEMENT**

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

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

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

### **III. PROGRAM GOALS**

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

## **BUREAU OF INDIAN EDUCATION NAVAJO DISTRICT**

### **I. BIE NAVAJO DISTRICT DESCRIPTION**

BIE Navajo operates under one Associate Deputy Director. There are five Education Resource Centers (Crownpoint, Shiprock, Window Rock, Chinle, and Tuba City) that provide support for the 66 BIE-operated and Grant Schools on the Navajo Nation within the states of Arizona, New Mexico, and Utah.



These schools provide primary as well as secondary education, and nineteen of the BIE Schools in the Navajo District have residential programs.

## **II. BIE NAVAJO PLAN**

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

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

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

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

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

## **III. DISTRICT PRIORITIES**

In addition to the pillars, the Navajo District has identified four priorities for all Navajo District BIE funded and operated schools. The priorities are:

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

## **MESSAGE ON SCHOOL BOARDS**

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

## **MESSAGE ON WELLNESS**

We encourage students and their families to practice traditional concepts of Hozho, and take measures to address their physical, mental, and spiritual well-being. In addition to academic instruction, the schools will take measures to provide nutritious food and expose students to structured physical activities at a

minimum of one hour every weekday, and two hours on Saturday and Sunday. Further, the residential program will provide native language and cultural activities. We encourage students and their families to eat healthy, exercise, and maintain their mental health so that students can reach their full academic potential.

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

All suspected cases of child abuse and neglect will be reported in accordance with the BIE's Suspected Child Abuse/Neglect (SCAN) Reporting Protocols. For access or further information on the protocol, contact the building residential supervisor, or visit the Bureau of Indian Education website at: <http://www.bie.edu/Programs/SSS/index.htm>. The website will explain the Suspected Child Abuse/Neglect Reporting Protocols. Additional information about SCAN will be attached as **Appendix A**.

## **COMPLIANCE WITH ANTI-DISCRIMINATION LAWS**

The dormitory will comply with the requirements of Title IX of United States Education Amendments of 1972, Section 504 of the Rehabilitation Act, 29 U.S.C. § 794, and 20 U.S.C. §§ 1681–1688, Pub L. No. 92-318, and its implementing regulations (34 C.F.R. part 106). Further, no individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity (Executive Order 13160).

## **CONFIDENTIALITY**

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

## **SCHOOL VISION AND MISSION STATEMENT**

**Insert your school's vision and mission statement here.**

## **RESIDENTIAL PROGRAM**

Insert your residential program here. Make sure you insert program information that adheres to the 25 CFR Part 36 residential requirements and other program(s) your school offers:

- 1) Behavioral Health Program (a.k.a. School Counseling Program)
- 2) Tutoring Program
- 3) Native Language and Culture Program
- 4) Recreation Program (e.g. Sparks)
- 5) Wellness Program (e.g. Life Skills)
- 6) Other Residential Program

## **RESIDENTIAL DAILY OPERATION**

Insert a paragraph to explain to the reader about your residential daily operations. Is your residential program a 4, 5 or 7 day program? What time does the residential open and close? Do you transport students on Friday? Do you pick-up students on Sunday?

Insert here a daily school and residential operations matrix. See example below:

### **WEEKDAY (MONDAY-FRIDAY) SCHEDULE:**

6:00am-7:30am	Students awake to prepare for the school day
7:30am-8:00am	Breakfast
8:00am-3:00pm	Attend School
3:00pm-3:15pm	After School Check-in (Accountability)
Etc.	
Etc.	
10:00pm	Lights out

Insert a paragraph to explain the residential weekend schedule. If your residential program is closed for the weekend (transport on Friday and open on Sunday), then a paragraph is not needed.

## **ACADEMIC SCHOOL SCHEDULE**

**Insert here the school's class schedule or academic daily schedule.**

# **HOMELIVING POLICIES AND PROCEDURES**

## **I. STUDENT CHECK-OUT POLICY**

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

- **Only immediate family can check-out students.** Immediate family is defined as a mother; father, brother, sister, grandparent, uncle and aunt. Parents or legal guardians are required to submit a list of person(s) authorized to check-out a student. No exceptions for check-out will be granted to anyone without a written and signed request by the student's parents or legal guardians.
- **School personnel will not be allowed to check-out student(s) at any time** (e.g. overnight, weekdays and weekends), unless they are the parent/guardian of the student.
- Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- All check-outs must conclude **by 9:00pm curfew** unless pre-approved by staff in charge at the time of check-out.
- Parents or legal guardians may designate, in writing, family members who are authorized to check-out their child overnight. Authorization and approval in writing will state conditions and restrictions of check-out.
- **Check-out request via telephone will not be approved**, except in situations where a family emergency involving a serious illness or death of an immediate family member are involved.
- All students authorized for check-out are expected to return to the school campus at the specific time of return, as stated in their approved check-out request.
- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check-out.
- If a conflict arises concerning the student check-out process, the school supervisor or acting designee reserves the right to revoke any check-out privileges.
- Student(s) must be in good academic standing in order to be checked out when they will be absent for class. The only exception to this would be in an emergency situation.
- **Any student, regardless of age, shall not be authorized to check themselves out (e.g. self-check-out) even if the student is 18 or older. Students may not be checked-out by an adult less than 25 years of age or by anyone (including family members) under the influence of alcohol or drugs.** The two exceptions to the 25 year age requirement will be if the

parents/guardians are under 25 year of age, or if the student is under the custody of a family member who is under the age of 25. If the adult's age is in question, the school personnel will verify the adult's age.

- Student may not be checked out until any applicable restriction is served (e.g. In School Suspension or In Dorm Suspension). Exceptions, prompted in the case of emergency, must be approved by the school administration.
- In the event of local emergencies, e.g. natural disasters, fire or threatening weather conditions, any previously approved check-outs may be cancelled without prior notice.
- Students involved in an inappropriate activity while in checked-out status may have their check-out rights cancelled and will face disciplinary actions upon their return to the campus depending on the severity of the infraction.

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

## II. MEDICATION ADMINISTRATION POLICY

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

## III. VIOLENCE/BULLYING POLICY

### A. NO INTIMIDATION/SEXUAL HARASSMENT/ABUSE/THREATS/BULLYING

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

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



- **Nonverbal Abuse:** Includes but is not limited to, rallying other children not to be friends with someone, spreading rumors, or causing someone to be subject to public ridicule.

## **B. HAZING**

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

## **C. BULLYING**

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

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

## **IV. DRUGS AND ALCOHOL POLICY**

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

## **V. COMPUTER/INTERNET USAGE POLICY**

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

- 1) The system administrator and the school principal have determined what constitutes inappropriate use of the school's computer system and equipment. Inappropriate use includes but is not limited to the following activities:
  - a. Sending or displaying offensive/ pornographic/threatening/subversive images and messages;
  - b. Accessing, viewing, or transmitting material related to drugs, alcohol, gangs, sexual activity, or hate groups;
  - c. Tampering with or damaging school computer equipment and/or system;
  - d. Violating copyright laws;
  - e. Allowing others access to username and password;
  - f. Using another user's username and password. Trespassing in another user's account, folders, and/or files;
  - g. Intentionally wasting limited resources, such as forwarding chain letters; streaming internet radio or video; downloading music, video, or software;

- h. Using a proxy server to bypass system network filters and controls;
  - i. Using the schools BIE Internet system for commercial activities, or making personal purchases;
  - j. Participating in chat rooms or other live communication;
  - k. Cyberbullying which may include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
- 2) Violations will result in loss of access, confiscation of equipment, and/or further disciplinary or legal action, and:
- a. Any cost/expense incurred by the user becomes the liability of the user.
  - b. The user will be billed by the school for loss/damage to the computer system and/or equipment as a result of inappropriate use as listed above.
- 3) All computer network usage is subject to BIE/Federal filtering and monitoring. Therefore, be reminded there is no expectation of privacy.

Students must have a current signed Student Computer/Internet Usage Policy and Agreement on file before they can use the Internet on any of the school computers. The school's Wi-Fi network is limited to school-purchased devices.

## VI. TRANSPORTATION POLICY

**(Insert bus service/schedule with time, and designated bus stops)**

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

- **Bus Change Requests** (insert school change request) - A student must have a temporary bus pass in order to ride a different bus from the one assigned. To be eligible to receive a temporary bus pass, a parent must give written notice or call by 11:00 a.m. on the same day.
- **Activity Bus Run** (insert school bus/activity run if your school has one. If not delete this bullet)
- **Transportation Cancellation due to Inclement Weather** (Insert your schools weather plan)
- **Bus Rules** (insert school bus rules add/delete as needed) - "Don't Lose Your Riding Privilege"
  - Be on Time
  - Have Respect for others and for the driver
  - Remain in your seat
  - For safety, keep the aisle and exits clear
  - Be courteous. Never use foul language or obscene gestures.

- Keep all body parts inside the bus
- Use of tobacco, alcohol, & drugs is prohibited
- No food or drinks on the bus
- Do not damage any part of the bus; you and your parents will be responsible for repairs
- For your own safety, do not distract the driver
- Listen to the Bus Driver

## VII. DRESS CODE POLICY

Students are required to conform to the school's dress code from the time they arrive on school property until they depart from school property. This includes the school bus, academic building (if not a peripheral dormitory) and dormitory.

- Logos/graphics on clothing (tops/bottoms) and accessories (backpacks, purses, bags, belts, shoes, wristbands, shoelaces, coats, head gear, gloves) must NOT contain foul language, skulls, sexual innuendo, references to sex, drugs, alcohol, violence, and/or death
- Bottoms/ Lower Body Clothing (pants, short cuts, and skirts) must fit at the waist line and shall not be more than 3" above the knee
- Tank/Muscle Tops and Tube/Halter tops are not allowed
- Clothing must cover cleavage, bellies, shoulders, backsides, and undergarments should not be visible
- Leggings/jeggings can be worn under a tunic, skirt, or dress but not alone
- Students should wear proper footwear
- Gang-related attire, accessories, insignia, and colors are prohibited
- Chains, spikes, brads, adornment, or any other accessories that may be used as a weapon or damage school property are NOT permitted
- Face painting, masks, and excessive makeup that hide one's face is not allowed
- Hair styles or body modifications that cause distraction to the education process are not permitted
- The use of non-prescription decorative contact lenses (e.g., cat eyes, vampire eyes) that causes distraction to the educational process is prohibited
- Head gear (hat, hoodie, beanie, and visor) is not to be worn in any building on campus during school hours
- Personal headphones/ear buds are to be kept out of sight while in any building on campus
- (Schools may insert their uniform policy here)

## VIII. ISOLATION/SEPARATION POLICY

All residential students will be transported by school personnel in an approved school vehicle for basic medical, dental, vision and other health services. Parents/Guardians will be notified of any medical appointments or medical issues. External transportation services may be used (e.g. ambulance, fire truck, helicopter, etc.) for emergencies. There are designated isolation rooms for girls and boys. If

medical personnel determine that a student should not remain in a dormitory setting, the student's parent/guardian will be contacted to come get the student, or if necessary a staff member will transport the student home. Students will remain in the isolation room until a parent/guardian can be contacted and arrangements made to transport the student. When a student is placed in the isolation/separation room he/she will be monitored closely. At the minimum, visual checks on the student will be made every ten minutes.

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

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

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

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

### **Re-admittance:**

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

## **X. VISITOR POLICY**

The safety and security of staff and students at (Insert school information here) is of the utmost importance. A critical part of creating a safe campus environment is for the administration to have advance knowledge of all visitors. School administration must know who is on campus at all times, and reserves the right to refuse entry to any visitor. Any visitors (individuals not currently enrolled at or

employed by each school) must sign-in at the dormitory staff office upon arrival to receive an official **Visitor's Pass**. Visitors are not allowed beyond the front entrance of the dormitory without an escort or proper clearance. Students and staff are expected to inform the residential staff of the presence of any unregistered visitor on campus.

Residential student curfew is at 9:00pm. **Parents/Guardians are encouraged to visit their child between the visitation hours of 7:30am-9:00pm.** If you arrive after 9:00pm, **ONLY** the parent/guardian will be allowed visit their child in the front lobby area of the dormitory. **The parent will have to physically walk into the dormitory for all check-outs.** Students will not be allowed to meet their parent/guardian in the parking lot. This is to ensure safety and accountability.

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

## **XI. VEHICLE POLICY (H.S. only)**

**(This section (XI.) can be deleted if your school is NOT a High School)**

- Students driving to the dormitory must have a signed **Use of Student Parking Lot Form** as well as (1) a **copy of valid Driver's License**, (2) **current registration**, and (3) **proof of Insurance with Student Name listed** on file with the Home Living Supervisor or designee. Students are permitted to park on dormitory premises as a matter of privilege, not of right.
- Upon submission of proper documentation a student may be issued a parking pass.
- Only students with parking passes may park their vehicles in designated areas on school property.
- **Student vehicles are not to be parked in the housing area or any other area of the campus.** Students are not allowed to leave campus in their vehicles during lunch or before the conclusion of the school day without prior written permission from their parents and administrative approval.
- Students may be asked to open a locked motor vehicle under the student's control or its compartments upon the request of a school official in accordance with the **School Searches and Seizure Policy** below.
- Violation of the vehicle policy may result in revocation of student's parking pass, disciplinary action, notification of parents, and referral to law enforcement.

## **XII. SCHOOL SEARCH AND SEIZURE POLICY**

Students are entitled to the guarantees of the Fourth Amendment, and in accordance with the Fourth Amendment when there is reasonable suspicion that students may be in possession of drugs, weapons, alcohol, and other materials (contraband) in violation of school/dorm policy or state/federal/tribal law, school authorities (including dorm staff), may search any student, student locker, dorm room, furniture, or student automobile in accordance with the policy outlined below, and may seize illegal, unauthorized,

or contraband material discovered in the search. A student's failure to cooperate with searches as provided in this policy will be considered grounds for disciplinary action. School authorities may utilize canines and metal detectors to assist in searches.

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

### ***Searches of Individuals***

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

### ***School Property***

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

### ***Automobile Searches (HS only)*** (this paragraph can be deleted if your school is **NOT** a High School)

Students are permitted to park in the dormitory parking lot as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lot, and inspect the student's automobile if it is on school property and a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols may be conducted without notice, without student consent, and without a search warrant. Upon establishment of reasonable suspicion, school officials may require students to open a locked motor vehicle under the student's control or its compartments. Failure to do so may result in revocation of the student's parking pass, disciplinary action, notification of parents/guardians, and referral to law enforcement.

### ***Seizure of Illegal Materials***

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

### ***Use of Drug and Alcohol Tests***



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

#### ***Law Enforcement***

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

#### ***Use of Dogs***

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

#### ***Use of Metal Detectors***

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

### **XIII. ELECTRONIC DEVICE POLICY**

Electronic devices include but are not limited to the following:

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

**The school has an option to allow or not allow electronic devices during the residential time frame. If a school elects to allow students to have electronic devices during the residential timeframe, the following language should be included.** Any misuse of electronic devices will result in the electronic device being confiscated, turned in to the Home living Supervisor/school security, or designated school administrator, and returned to the student/parent at a designated time as determined by the school administrator. Violations may also result in disciplinary action as outlined below. The school is not responsible for loss or damage to students' personal-property brought onto the school campus.

### **XIV. EMERGENCY PROCEDURES AND CONTACT NUMBERS**

#### **FIRE ALARMS**

If the fire alarm goes off, the building will be evacuated immediately by the home living supervisor or designee in charge. Students must follow the directions of the residential staff. The fire alarm box will

be checked to determine the source of the alarm. The staff will go to the source indicated to assess the risk. The staff will report the situation to the supervisor and the security guard, and call for emergency response if appropriate.

## **FIRE DRILLS**

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

## **EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLAN (COOP)**

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

## **EMERGENCY CONTACT AND PHONE NUMBERS**

(Insert emergency contact and phone numbers here)

## **XV. PUBLIC DISPLAY OF AFFECTION (PDA)**

Anything beyond hand-holding is prohibited and will be subject to discipline.

## **XVI. DISCIPLINE**

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

### **DISCIPLINE LADDER**

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

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

### **PROGRESSIVE DISCIPLINE**

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

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

### **SEVERE OFFENSES (Group 1)**

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

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

### **CONSEQUENCES FOR SEVERE OFFENSES (Group I)**

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

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

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

Expulsion – Recommendation to the Governing Board for Expulsion

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

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

## MAJOR OFFENSES (Group II)

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

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

## CONSEQUENCES FOR MAJOR OFFENSES (Group II)

Short Suspension – 3 days or less with mandatory counseling

Long Suspension – 4 to 8 days with mandatory counseling

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

Expulsion – Recommendation to the Governing Board for Expulsion

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

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

### MINOR OFFENSES (Group III)

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

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

### CONSEQUENCES FOR MINOR OFFENSES (Group III)

Verbal Warning with counseling referral

Written Reprimand with counseling referral

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

Short Suspension – 3 days or less with mandatory counseling

Long Suspension – 4 to 8 days with mandatory counseling

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



		Establish a Behavioral and Counseling Short-Term Contract	Establish a Behavioral and Counseling Long-Term Contract.		
Leaving class or campus without permission	Verbal/ Written Reprimand	ISS/IDS 1-4 days	Short Suspension	Long Suspension	Long- Term Suspension
	<i>Parent notification &amp;/or contact law enforcement</i>	Parent will be notified by Certified Mail. Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		
Failure to serve detention	ISS/IDS 1-4 days	Short Suspension	Long Suspension	Long- term Suspension	Expulsion
	Parent will be notified	Parent will be notified by Certified Mail. Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		
Tardiness	Verbal Reprimand	Written Reprimand	ISS/IDS 1-2 days Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.	Short Suspension	
Violation of reasonable standards of right/wrong/ Bullying (including but not limited to name calling, excluding someone, deliberately disregarding someone else's feelings)	Verbal Reprimand	Written Reprimand	ISS/IDS 1-4 days	Short Suspension	Long Suspension
		Parent will be notified by Certified Mail. Establish a Behavioral and Counseling Short-Term Contract	Mandatory Parent/Student Conference – Establish a Behavioral and Counseling Long-Term Contract.		

**NOTE: ALL SPECIAL NEEDS STUDENTS WILL BE HELD ACCOUNTABLE FOR THEIR ACTIONS. ALL NECESSARY ACCOMMODATIONS SUCH AS COUNSELING, INTERVENTION, IEP REVISIONS, AND MANIFESTATION HEARINGS WILL BE IMPLEMENTED BEFORE OR WITH ANY DISCIPLINARY ACTION FOR SUSPENSION OF NO MORE THAN 10 DAYS IN A SCHOOL YEAR. ALL DISCIPLINE OF SPECIAL**

**EDUCATION STUDENTS WILL BE CONDUCTED CONSISTENT WITH THE SPECIAL EDUCATION POLICY BELOW. IF ANY SERIOUS INCIDENTS DO OCCUR THE STUDENT IS SUBJECT TO A 45 SCHOOL DAY SUSPENSION.**

## **DISCIPLINE TERMS DEFINED**

### *Student Conference*

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

### *Parent Contact*

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

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

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

### *In-Dorm Suspension (IDS)*

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

### *Parent Conference w/ Behavior Contract*

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

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

## **DISCIPLINE APPEALS-PROCEDURAL DUE PROCESS**

Information in this Handbook informs the students of their rights and responsibilities, dorm rules, and regulations governing behavior, and consequences for infractions of dorm rules and regulations. Every

student and his/her parent(s)/guardian(s) needs to study and know the dorm rules and regulations as well as their due process rights and responsibilities.

**This section does not apply to any discipline EXCEPT suspension of 10 days or more, denial of enrollment, expulsion, or suspension from the bus service. This section in conjunction with the Special Education Policy below applies to students with a known disability or with an IEP.**

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

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

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

#### *Notification (25 CFR §42.7(a))*

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

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

The student has the right to:

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

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

#### *Appeal*

A student will have the right to appeal the decision of suspension/expulsion to the Education Program Administrator (EPA) within ten days from the date of receipt of the initial decision in accordance with school policy.

## **XVII. GRIEVANCE PROCEDURES**

#### *Student/Parent - Employee*

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

#### *Student - Student*

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

## **XVIII. SCHOOL BANK PROCEDURES**

To prevent theft, students should not have more than \$100 in their possession at any time. If a student has more than \$100, they should secure the excess funds by following the school procedure below:

**Insert your school bank procedures here. Make sure you address the following:**

- **Who handles all the money? School Banker if your school has one. If not, who is assigned this task?**
- **How will a student check be cashed?**

## **XIX. PARENT/STUDENT RIGHTS AND RESPONSIBILITIES**

### **PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES**

(**Insert school information here**) recognizes that parents or guardians are our most important partners in a child's education. Parental involvement is essential to your child's educational success. The school urges you to understand and exercise your rights and responsibilities.

#### *Parental Responsibilities*

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

### *Parental Rights*

- 1) You have the right to see and read your child's record (e.g., attendance, grades, test scores, referrals, incident reports, etc.). If you have questions, ask a counselor, teacher, or administrator, to help you understand the information and the use of these records. Keep the information of these records confidential because it is not for general information, but only for you, your child, school officials, or others designated by you.
- 2) You have the right to be told what the school rules are.
- 3) You have the right to be informed of what the consequences (punishments) are for your child for breaking the rules.
- 4) You have the right to appeal disciplinary action as provided for by this document and applicable law.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### *Student Responsibilities*

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

### *Student Rights*

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

- 7) You have the right to appeal disciplinary action as provided for by this document and applicable law.

## **XX. WHAT TO BRING TO THE DORMITORY**

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

### **Necessities:**

- adequate amount of clothing (clothing based on the school uniform policy)
- school supplies and school bag
- personal hygiene products (soap, toothpaste, & non-alcoholic mouthwash)
- hair products
- towels
- laundry detergent
- blanket or comforter, pillow, bed sheets
- small stereos and alarms clocks
- (Insert necessities list here, add/delete as needed)

### **Items that are not allowed in the dormitory:**

- large amounts of money. The maximum amount of money a student can bring to the school is \$100 (see school bank procedures to manage money safely)
- items prohibited by the school dress code
- large stereo systems, large speakers, and televisions
- skateboards
- drugs/alcohol/tobacco
- any tobacco products including E Cigarettes
- cigarette lighters/matches
- fireworks
- correction fluid/paint/spray paint/markers/ pepper spray
- stink bombs/water balloons
- weapons (e.g. knives, guns, bats, clubs, darts, etc.)
- tattoo machine
- pornographic material
- animals (unless approved by the school principal and residential supervisor)
- (Insert items not allowed here, add/delete as needed)

## **XXI. HOUSEKEEPING**

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



## XXII. APPROPRIATE ROOM DÉCOR

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

## XXIII. LAUNDRY

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

## XXIV. SCHOOL ACTIVITIES AND FIELD TRIPS

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

## XXV. STUDENT MAIL

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

## XXVI. DAMAGE TO SCHOOL PROPERTY

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

## **XXVII. TELEPHONE USE**

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

**XXVIII. Insert other school or residential information here that does not contradict the policies or procedures of the BIE residential and student-parent handbook. If none, then delete this section.**

# **APPENDIX A**

## **BIE Suspected Child Abuse/Neglect (SCAN) Reporting Protocol**

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

## **4.0 Introduction**

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

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

## **4.1 Reporting Format – SCAN Report**

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

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

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

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

## **APPENDIX B**

- **BIE Student Check-Out Procedures Memorandum dated April 13, 2010**
- **Parent/Guardian and Student Agreement Document**



# United States Department of the Interior

BUREAU OF INDIAN EDUCATION  
Washington, D.C. 20240

IN REPLY REFER TO:

## MEMORANDUM

APR 13 2010

To: All Education Line Officers

From: *for* Deputy Director, School Operations *Maureen Lesky*

Subject: Student Check-out Procedures

Each Bureau of Indian Education (BIE) operated boarding school and peripheral dormitory shall publish and distribute to all staff, parents and students a school or student handbook. Such handbook shall be reviewed and updated once a year and will have a section on checking out students. **At a minimum**, the handbook shall contain the following requirements for checking out students:

- Only immediate family members can check-out students. Immediate family is defined as a mother, father, legal guardian, sister, brother, grandparent, aunt, or uncle.
- School personnel will not be allowed to check a student(s) out overnight, unless they are the parent of the student.
- Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- All check-outs must conclude by curfew unless pre-approved by staff in charge at the time of check-out.
- Students wishing to have check-out privileges must have an original written permission document signed by the parent or legal guardian stating that the school is released of any liability associated with the check-out.
- Parents or legal guardians may designate, in writing, family members who are authorized to check-out their child overnight.
- Check-out requests via telephone will not be approved, except in situations where a family emergency involving a serious illness or death of an immediate family member are involved.
- All students authorized for check-out are expected to return to the school campus at the specified time of return, as stated in their approved check-out request.



- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check-out.
- If a conflict arises concerning the student check-out process, the School Supervisor or acting designee reserves the right to revoke any check-out privileges.
- Student(s) must be in good academic standing in order to be checked out when they will be absent for class. The only exception to this would be in an emergency situation.
- Any student, regardless of age, shall not be authorized to check themselves out and no check-out may be approved to an adult less than 25 years of age. This applies to all parties, including family members.
- Students may not be checked out until any applicable restriction is served. Exceptions, prompted in the case of an emergency, must be approved by the school administration.
- In the event of local emergencies, i.e., natural disasters, fire or threatening weather conditions, any previously approved check-outs may be cancelled without prior notice.
- Students involved in inappropriate activity while in check-out status may have their check-out cancelled and will face disciplinary action upon their return to the campus.

At each BIE operated school and peripheral dormitory, the principal shall review the school's handbook annually during the month of August, and shall train all staff in the content of the handbook and review the procedures contained herein prior to September. Each year, the principal shall notify the Deputy Director, annually, by September 1 that the handbook is in place, being implemented, and that training has been provided.

cc: Deputy Director, School Operations  
Associate Deputy Directors – East, Navajo and West

**Insert school Information here.**

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

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

- **Only immediate family can check-out students.** Immediate family is defined as a mother; father, brother, sister, grandparent, uncle and aunt. Parents or legal guardians are required to submit a list of person(s) authorized to check-out a student. No exceptions for check-out will be granted to anyone without a written and signed request by the student's parents or legal guardians.
- **School personnel will not be allowed to check-out student(s) at any time** (e.g. overnight, weekdays and weekends), unless they are the parent/guardian of the student.
- Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- All check-outs must conclude **by 9:00pm curfew** unless pre-approved by staff in charge at the time of check-out.
- Parents or legal guardians may designate, in writing, family members who are authorized to check-out their child overnight. Authorization and approval in writing will state conditions and restrictions of check-out.
- **Check-out request via telephone will not be approved**, except in situations where a family emergency involving a serious illness or death of an immediate family member are involved.
- All students authorized for check-out are expected to return to the school campus at the specific time of return, as stated in their approved check-out request.
- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check-out.
- If a conflict arises concerning the student check-out process, the school supervisor or acting designee reserves the right to revoke any check-out privileges.
- Student(s) must be in good academic standing in order to be checked out when they will be absent for class. The only exception to this would be in an emergency situation.
- **Any student, regardless of age, shall not be authorized to check themselves out (e.g. self-check-out) even if the student is 18 or older. Students may not be checked-out by an adult less than 25 years of age or by anyone (including family members) under the influence of alcohol or drugs.** The two exceptions to the 25 year age requirement will be if the parents/guardians are under 25 year of age or if the student is under the custody of a family member who is under the age of 25. If the adult's age is in question, the school personnel will verify the adults age.
- Student may not be checked out until any applicable restriction is served (e.g. In School Suspension or In Dorm Suspension). Exceptions, prompted in the case of emergency, must be approved by the school administration.
- In the event of local emergencies, e.g. natural disasters, fire or threatening weather conditions, any previously approved check-outs may be cancelled without prior notice.
- Students involved in an inappropriate activity while in checked-out status may have their check-out rights cancelled and will face disciplinary actions upon their return to the campus depending on the severity of the infraction.

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Parent/Guardian Signature

Date

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Student Signature

Date

# **APPENDIX C**

## **November 4, 2015, Memorandum: Medication Administration at BIE- Operated Schools and Dormitories**

# INDIAN AFFAIRS

## DIRECTIVES TRANSMITTAL SHEET

(modified DI -416)

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

### EXPLANATION OF MATERIAL TRANSMITTED:

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



Dr. Charles Roessel  
Director, Bureau of Indian Education

### FILING INSTRUCTIONS:

Insert: 30 IAM 13, #16-4

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



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

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

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

### **B. Boarding Schools and Dormitories**

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

### **C. Student Confidentiality**

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

**D. Medication Administration Staff**

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

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

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

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

- First, when taking medication from the storage cabinet
- Second, when giving the medication to the student
- Third, when returning the medication to the storage cabinet<sup>1</sup>

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

**E. Off Campus Activities**

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

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<sup>1</sup> New Mexico School Health Manual [www.nmschoolhealthmanual.org](http://www.nmschoolhealthmanual.org)



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

#### **F. Self-Carry/Self-Administration**

Students are not permitted to self-carry and self-administer medications, with the exception of certain medications (inhalers for asthmatic students; EpiPens or Auvi-Q for anaphylaxis; medication for treatment of diagnosed migraine headaches; insulin for diabetic students).

If a student carries medication, the physician must indicate on the Medication Authorization Form that the student has the ability to safely manage the medication. Students must report to the designated medication administration staff they have self-administered their medication.

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

#### **G. OTC Medications**

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

#### **H. Medication Supply**

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

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

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

### **I. School Medication Documentation**

Protocols should be established for the documentation of all medications administered at school, whether emergency or routine. Some schools use a log, and others use a computer-based student medical record system. A log must not be accessible to anyone other than the school nurse, or designated employee. Any error in medication administration at a school needs to be reported using the Medication Incident Report (Attachment B) and also to at least one common supervisor to identify patterns of errors and take corrective action. Errors with medication dosage or timing will also be reported to the parent and the medication prescriber so any necessary course of action can take place. Measures taken by school administrators after a medication error must be designed so that they do not discourage staff self-reporting of errors.

### **J. Individualized Health Plan**

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

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

### **K. Licensed Medical Professional**

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

**L. Medication Storage**

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

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

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

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

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

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<sup>2</sup><http://www.fda.gov/forconsumers/consumerupdates/ucm101653.htm#guidelines>

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

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

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

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

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

<b>PLEASE USE A SEPARATE FORM FOR EACH MEDICATION</b>			
Name of Medication: _____		Diagnosis: _____	
Dosage: _____		Time(s)/Frequency to be given: _____	
Route of Administration: _____		PRN (as needed) ____Yes ____No If PRN, (signs/symptoms): _____	
Side Effects: _____			
Begin Medication: _____		Stop Medication: _____	
Date		Date	
Special Instructions:			
Refrigeration required? ____Yes ____No			
Is medicine a controlled substance? ____Yes ____No			
Is this an emergency self carry/self administration medication? ____Yes ____No			
Has student been instructed in the proper self administration of medicine? ____Yes ____No			
Prescriber's authorization for self carry/self-administration of emergency medication: _____			
		Signature	Date
Prescriber's Name/Title: _____		Phone _____	
(Type or Print)			
Address: _____		Fax _____	
Prescriber's signature: _____		Date _____	

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

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

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

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

New

**ATTACHMENT B  
MEDICATION INCIDENT REPORT**

NAME \_\_\_\_\_

LAST

FIRST

M.

HOME ADDRESS: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

GRADE \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ MALE \_\_\_\_ FEMALE \_\_\_\_

TIME OF INCIDENT: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

TYPE OF INCIDENT: (CIRCLE)

Wrong dosage

Wrong student

Wrong medication

Wrong time

Unable to locate student

Wrong route

Wrong documentation

Missed dose

Reported by:

**NARRATIVE DESCRIPTION:**

RENT/GUARDIAN Notification YES[ <input type="checkbox"/> ] NO[ <input type="checkbox"/> ] By Whom	Date	Time
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**Comments:**

MD notification YES[ ☐ ] NO[ ☐ ] By Whom

**Comments:**

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

Recommendations:

**ACTIONS/OBSERVATIONS:**

**PLAN OF ACTION COMPLETED:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Supervising Nurse: \_\_\_\_\_ Date: \_\_\_\_\_

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

New



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

**INFORMATION AND PROCEDURES**

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

# **APPENDIX D**

**Insert other school or residential information here that does not contradict the policies or procedures of the BIE residential and student-parent handbook. If none, then delete this appendix page.**