

Navajo Preparatory School, Inc.

**2015-16**

# **Student-Parent Handbook**



**Navajo Preparatory School, Inc.**

**Yideeskáągóó Naat'áanii**

*Leaders Now and Into the Future*



*Navajo Preparatory School is recognized as an International Baccalaureate (IB) World School offering a Diploma Programme. The IB offers high quality programmes of international education to a worldwide community of schools to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

*For further information about the IB, visit <http://www.ibo.org>.*

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Accredited By:  
AdvancED/North Central Association  
NM Public Education Department

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# NAVAJO PREPARATORY SCHOOL STUDENT/PARENT HANDBOOK

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**Navajo Preparatory School**  
Leaders Now and Into the Future  
“Yideeskáągóó Naat’ áanii”

## MISSION STATEMENT

To develop inquisitive, compassionate life-long learners and leaders through a challenging curriculum of international education and assessment.

To promote a strong foundation of Navajo Philosophy and holistic world view that fosters intercultural understanding and respect in a global society.

The mission is reflected in the IB Learner Profile and the School’s motto: “Yideeskáągóó Naat’ áanii – Leaders Now and Into the Future”

## IB LEARNER PROFILE

Inquirers	Na’idíłkid dooleet
Knowledgeable	Bił ééhózin dooleet
Thinkers	Bił chohoo’ijigo nitsékees dooleet
Communicators	Bizaad hahóózhogó dooleet
Principled	Hóyąą dooleet
Open-Minded	T’áá ałtsoní yaa ákonízin dooleet
Caring	Bee ajooba’ hólóq dooleet
Risk-Takers	Yá’át’éhígíí yee na’idínítaah dooleet
Balanced	Hózhogó naagháa dooleet
Reflective	Íhoo’aah yaa ntsénákéesgo yee siihdindzin dooleet
Courageous	T’áá ałtsoní yich’í’ ha’ólníi dooleet
Spiritual	Ádáhodíłzin dóó hodísín dooleet

## I. SCHOOL SYMBOLS

Ólta' bá siléil

Upon its conception, Navajo Preparatory School established its foundation with the school symbols. The symbols represent the school's tradition and growth. These school symbols are used at school-wide activities and in school communications and logos.

The hooghan nímazí was dedicated on September 19, 2001. The female Hogan is the first construction of the campus development plans.

**Hooghan** (female hogan) – the hooghan nímazí represents the mother and is the center of the academic campus. The female Hogan is the place where all knowledge originates and where wisdom is learned. The female hogan symbolizes an individual's strength, courage and faith.

**Ts'aa'** (basket) – the ts'aa' recounts the stories of creation and emergence into this fourth world. The basket reinforces the Diné notion of Sa'q̄h Naagháí Bik'eh Hózhòq̄on, when all of life is in equilibrium. The basket radiates íiná, the study of learning and living.

**Táadííín** (corn pollen) - Táadííín represents positive feelings of thought. Corn pollen nurtures the mental and emotional growth of the individual.

**Naadq̄q' áhtsoil** (yellow corn) - Naadq̄q' áhtsoil represents the female and female learning. Yellow corn embodies the spirit of the emotional being, the energy of happiness, and courage.

**Naadq̄q' álgaii** (white corn) - Naadq̄q' álgaii represents the male and male learning. White corn embodies the spirit of the mental being, kindness, thoughtfulness, and strength.

**Naadq̄q' ak'áán** (corn meal) – Naadq̄q' ak'áán nurtures the mental, emotional, social, and spiritual development of the individual.

**Gish** (planting stick) – the gish is a tool that the individual uses to replant thoughts for continual educational growth.

**Yoolgai** (white shell) – Yoolgai signifies positive mental strength, providing the self-discipline of thinking and preparation.

**Doot'ízhii** (turquoise) – Doot'ízhii signifies health, positive learning, and the setting of clear life goals using the self-discipline of learning.

**Atsá bits'os** (eagle feather) – the atsá bits'os represents an individual's unlimited educational potential.



## II. SCHOOL FOUNDATION

Ólta' bitsé siláil

### Governance

#### Blk'ehgo hoot'ááí

The school is governed by a four (4) member Board of Trustees in accordance with the Navajo Nation Election Laws, 11 N.N.C., Section 11. Four members of the Board are elected from various chapters of the Navajo Nation based on the reapportionment made by the Education Committee of the Navajo Nation Council. The President of the Student Senate of the Navajo Preparatory School serves as an Ad Hoc member.

The **Executive Director** and administrative staff manage the legal, fiscal, and administrative functions of the school.

The **Board** provides leadership for the continual improvement of a college preparatory educational program that is comprehensive, accessible, responsive, relevant, and efficient. This includes the development and implementation of an administrative organizational structure that facilitates the educational process through effective management and leadership. The Board takes leadership for modernizing existing school buildings and construction of new educational facilities that are conducive to student learning and safety.

The **Dean of Instruction** is the school's instructional leader and is entrusted with the education of all students. The Dean of Instruction is responsible for the quality of teaching, and works in a collaborative manner with teachers and staff in the design and implementation of a mission-focused curriculum. The Dean of Instruction's responsibilities also include academic disciplinary issues.

The **Dean of Student Life** provides supervision of the residential program and the McKenzie School Based Health Center. This administrator provides essential life skill learning environment by incorporating a variety of student evening activities based on student interest and/or need.

### III. STUDENT/PARENT RESPONSIBILITIES & RIGHTS

Ólta' ábíbee hodza' yeehaadt' é hígíí dóó bínahjí'  
Ólta' bíbeehazáq nábee bá nahazt'í

Students are expected to fully participate in both the curricular and extra-curricular activities of the school. They will pursue their academic studies to their fullest ability and potential, never satisfied with anything less than their personal best. They will develop as a whole person by participating in both physical and non-physical extra-curricular activities, seeking to find a balanced life as reflected in the Navajo Philosophy of Learning.

#### Student Responsibilities Ólta' í Bee Haz' áanli Ye' al' íngíí

To ensure an environment that is conducive for learning, students shall dutifully exercise the following responsibilities:

- To respect the rights of everyone involved in the educational process;
- To exercise the highest degree of self-discipline in observing and adhering to school policies;
- To utilize, maintain, and protect school property and resources;
- To have respect for authority, including teachers, residential advisors, security and all other staff members;
- To attend class, show interest in their studies, take responsibility for their own performance, and become actively involved in the learning process;
- To complete all course requirements and assignments to the best of his/her ability;
- To be responsible for his or her own valuables;
- To be in class at the prescribed time with the necessary materials;
- To act in a manner that reflects positively on the individual, his or her family, and the school community;
- To work together to provide an environment that enhances the safety of self and others;
- To exercise and respect individual rights;
- To maintain a minimum GPA of 2.50 and no failing marks;
- To notify the School Nurse of any medical condition that requires prescribed medication to be brought on campus; and
- To show academic honesty in the completion and submission of all work.

#### Student Rights

Ólta' í Bíbee Haz' áanli Bee Há Nahazt' ígíí Dóó  
Bee Ak' íh Hadéest' í' ígíí Dóó bínahjí' Aa' ádahayánígíí

To assure that students have the opportunity to receive a meaningful education, they have the following rights:

- To physical safety, and to safe and sanitary facilities;

- The school reserves the right to enter a student’s room if there is reasonable suspicion that a student’s health or welfare is at risk. (See “Room Checks” under “Residential Safety & Procedures”);
- To consult with teachers, counselors, administrators, and board members without fear of reprisal;
- To be afforded complete confidentiality when consulting with teachers, counselors, administration, and board members;
- To free elections of their peers in student government, and to seek and hold office in accordance with the provisions of the student government constitution;
- To have their parents, legal guardian(s), or authorized representatives view their personal files, cumulative folders, and transcripts in accordance with the Family Educational Right to Privacy Act (FERPA);
- To be involved in school activities provided they meet the qualifications of the sponsoring organization(s), NMAA, Navajo Preparatory School, and other organizations;
- To due process and a fair hearing;
- To seek assistance and counseling support; and
- To inflict no harm to self and others.

**Parents/Guardians** will play a proactive role in their student’s education/activities. The School firmly believes that the educational process is greatly enhanced through active participation of parents/guardians.

## **Parental Responsibilities** **Ashchíinil dóó aniséhé baa siláhígfí**

To ensure a rich and appropriate learning environment for students, parents/guardians shall dutifully exercise the following responsibilities:

- To participate in parent/teacher conferences, Parent Advisory Committee/Indian Education Committee meetings, and other activities;
- To check out their students during the school day only when absolutely necessary;
- To wait until the end of the school week before taking their student home;
- To support their student’s academic and extra-curricular endeavors;
- To support the school’s mission and policies;
- To respect, support and work cooperatively with school staff and students;
- To serve as a positive role model at all school events and functions;
- To meet financial obligations to the school;
- To take care of their child’s routine medical, dental, and psychological health services;
- To inform school staff of any problems or situations which may be harmful to their child or others in the community;

- To have needed ceremonies performed at home or in their communities (off-campus);
- To be held accountable for violation of school rules and policies (example: taking another student off campus without authorization); and
- To take responsibility for the actions of their student while the student is on the school campus and/or participating in off-campus school sponsored activities (field trips, etc.).

## Parental Rights

### Ashchilnli dóó aniséhé bínahjí' bá nahazt'í

To assure that parents/guardians can provide a meaningful education for their children, they reserve the following rights:

- To view their student's personal files, cumulative folders and transcripts in accordance with the Family Educational Right to Privacy Act (FERPA);
- To schedule and meet with school staff regarding academic, residential, and extra-curricular programs;
- To be represented through the Indian Education Committee (IEC)/Parent Advisory Committee (PAC);
- To be informed when an emergency arises; and
- To have the right to translation / interpretation in their native language.
- To refuse services.

## Parent Involvement Policy

Navajo Prep believes in the importance of good communication between the home and the school in building a successful learning environment for all students. It is our desire to provide multiple opportunities for parents, students and school staff to establish strong, meaningful and lasting connections. Parental involvement is expected and means the participation of parents in regular, two-way, and meaningful ways involving student academic learning and other school activities, including ensuring

- that parents play an integral role in assisting their child's learning;
- that parents are encouraged to be actively involved in their child's education and school community; and
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

This Parent Involvement Policy has been developed jointly with, and agreed on between the Parent Advisory Committee, Navajo Preparatory School and approved by the Board of Trustees. For more information, please contact the Parent Advisory Committee.

## IV. POSITIVE SCHOOL CLIMATE

It is Navajo Preparatory School's belief that a positive learning and teaching environment is essential if students are to succeed in school. Research shows that there is a direct link between students' success and the school environment in which learning takes place. Students are more motivated to do well and to realize their full potential in schools that have a positive school climate, where they feel safe and supported (*Shaping a Culture of Respect in Our Schools: Promoting Safe and Healthy Relationships, 2008, p. 1*).

School climate is defined as the quality and character of school life. It may be based on patterns of student, parent and school personnel experiences within the school and reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

A school's culture is largely determined by the values, shared beliefs and behavior of all the various stakeholders within the school community and reflects the school's social norms.

The School's community is expected to promote a positive school culture that encourages interpersonal and intergroup respect among students and between students and staff. To ensure that our school provides all students with a supportive and safe environment in which to grow and thrive academically and socially, the following facets of our school community are considered:

### Social Environment

- Interpersonal Relations: Students & Staff;
- Respect for Diversity;
- Emotional Well Being and Sense of Safety;
- Student Engagement;
- School & Family Collaboration; and
- Community Partnerships.

### Physical Environment

- Building Conditions;
- Physical Safety;
- School Wide Protocols; and
- Classroom Management.

### Behavioral Environment, Expectations & Supports

- Physical and Mental Well Being;
- Prevention & Intervention Services; and
- Behavioral Accountability (Discipline & Interventional Responses).

An anonymous school climate survey of students may be conducted every two years and results shared with the School Improvement Team. The survey will consist of our school's social, physical and behavioral environments as well as student and staff expectations. This will enable our school staff members, school leaders and parents/guardians to play a key role in establishing and sustaining school norms that foster a positive school climate and culture in which all students can thrive.

## V. FEES

### Ólta'Índa Ólta'Íl' Hadlléego

#### Fees

#### Ólta' Dóó T'áadoo Le' é Blk' é Azláhígíí

##### Student Fees

	Fall <u>Semester</u>	Spring <u>Semester</u>	<u>Annual Fee</u>
Residential Student	\$ 500	\$ 500	\$ 1,000
Day Student	\$ 400	\$ 400	\$ 800
Additional Child	\$ 300	\$ 300	\$ 600
Dorm Deposit (Non-refundable)			\$ 50
Non-Native Student	\$ 1,500	\$ 1,500	\$ 3,000
Add'l. Non-Native Student	\$ 1,300	\$ 1,300	\$ 2,600

Additional fee for students participating in interscholastic activities: \$25.00 per sport/activity.

\*\*Payment plan for staff who have their child attending NPS may make payment arrangements with the Business Office by selecting payroll deduction for their child's student fee for each year they are enrolled.

#### Payment of Fees

The annual student fee requirement must be met every year and all financial obligations must be met for graduation. A student fee payment form must be filled out by parents and submitted to the business office prior to registration. All student fees are paid to the Business Office. Cash, Visa, MasterCard, American Express, Discover, debit cards and money orders are accepted. Personal checks are not accepted. **Day students are required to make a \$250.00 payment and Residential students are required to make a \$300.00 payment by June 30<sup>th</sup> of each year, to reserve their enrollment. A student fee will be prorated if a student is admitted in the middle of the semester. Additional fees are required for students who participate in the IB programme and dual-credit.**

##### Payment Plan

There are two types of payment plans:

- Plan A Payments in increments of nine (9) from Aug-April
- Plan B Payments in increments of four (4) in Aug., Nov., Feb., April

Other fees and incidentals are also paid to the business office. Any correspondence regarding balances or scholarships should be directed to the business office.

The student refund policy is as follows:

1. Fees will be refunded at 100% for student withdrawal within the first two days of regular classes.
2. Fees will be refunded at 75% for student withdrawal during the third or fourth day of regular classes,
3. Fees will be refunded at 50% for student withdrawal during the fifth day of regular classes.
4. Withdrawal from school beyond the first five days of regular classes will not qualify for refund of student fees.
5. Academic or Disciplinary Dismissals are not eligible for refunds.

## Late Fees

Payments not received by the specified due date is considered late and will incur a \$10.00 late fee for each month payment is not received.

## Dishonored Payments

A fee of \$25.00 will be applied to your account for any failed automated payments.

# VI. ACADEMIC PROGRAM REQUIREMENTS

## Ótta'jí Haz' ánígíí

### College Preparation Expectations

Da' Ótta'í, wódaḥ ótta' yinilyé hasht'e' á da' dínééḥ

Students undergo an educational process that prepares them for admission to and successful completion of a college education. Experience has shown that the expectations for a competitive and successful college prep student, at the time of graduation, are a minimum cumulative GPA of 3.0, a minimum ACT composite score of 21, and a high school resume that reflects strong leadership, service learning project and extra-curricular participation. These expectations should frame the personal goals of all students and their parents. For this reason the minimum standards for graduation are higher than those found in traditional high schools.

### Graduation Requirements

Blk'ehgo Ni' illtááhí

Students are required to meet the 30-credit requirement (with a minimum 2.0 overall cumulative GPA) in order to graduate and to participate in graduation activities. In addition, seniors must successfully complete all four components of the Senior Atsá Exhibition. The school reserves the right to place appropriate conditions for participation in commencement exercises should the student jeopardize her/his good academic standing.

### Transfer Students

Nááná Łahdée Ótta'í Navajo Łełaratory School]]' Atah Yígháago

The School accepts a limited number of transfer students each year. Transfer students are subject to the same 30 credit graduation requirement.

### Valedictorian, Salutatorian & Other Honor Graduates

Selection of Valedictorian, Salutatorian and Honor Graduates will be based on the following criteria and weight:

1. Cumulative Grade Point Average – 50%
2. ACT and/or SAT scores – 25%
3. Dual Credit Courses/IB Diploma Completion – 15%
4. Attendance at Navajo Prep for four years – 10%

## School Requirements

### Graduation Requirements

Effective for students in  
Class of 2016/2017:

Mathematics.....	4
Language Arts .....	4
Social Studies .....	3 ½
Science.....	4
Foreign Language .....	1
Fine Arts.....	2
Physical Education.....	1
Navajo Studies .....	2
Navajo Language .....	2
Electives.....	6 ½
<b>Total.....</b>	<b>30</b>

Effective for students in  
Class of 2018 and after:

Mathematics.....	4
Language Arts .....	4
Social Studies .....	3 ½
Science.....	4
Foreign Language.....	1
Fine Arts.....	1
Physical Education .....	1
Health Education .....	½
Navajo Studies .....	2
Navajo Language .....	2
Electives.....	7
<b>Total.....</b>	<b>30</b>

### Grading

Ółta'í íhoołahjí Bée Naalkaahígíí Dóó Yee Honlínéhígíí

Student will be awarded letter grades of A, B, C, D, and F. Grade point average will be calculated as prescribed on table below.

%	Letter Grade	Weight
100-98	A+	4.333
97-91	A	4.000
90-88	B+	3.333
87-81	B	3.000
80-78	C+	2.333
77-71	C	2.000
70-67	D+	1.333
66-63	D	1.000
62	F	(NO CREDIT)

### Grade Reports

Naaltsoos ółta'í íhooł' q'ígíí yaa haine' go nihich'í' anídaal'íłh

Academic progress reports are issued to students and their advisors, and are mailed to parents/guardians twice per semester at 9 week intervals. Students do not receive credit for courses that are not completed and for \*excessive absences (*See Section VIII. Academic Procedures; Attendance/Absences*) that have not been successfully petitioned. Final letter grades and cumulative GPA appear on official transcripts.

### Dean's List & Honor Roll

Students who maintain a 3.50 and above semester GPA with no letter grade lower than a "B" will earn a place on the Dean's List. Students maintaining a 3.00 and above semester GPA with no grade lower than a "C" will qualify for the Honor Roll. Eligible students must carry a full course load of four (4) credits per semester to include college and IB Diploma coursework.



## IB Diploma Programme

The IB Diploma Programme (DP) offers an academically challenging and balanced programme of studies with external final examination that prepares students for success in college and beyond. The IB Programme has gained recognition from the world's leading universities. The Diploma Programme curriculum offers breadth and depth of knowledge in six subjects groups, an Extended Essay, Creativity, Activity, Service (CAS) experience, and Theory of Knowledge course. The DP Programme is an extension of the School's mission to develop "Leaders Now and Into the Future" - Yideeskáágóó Naat'áanii. The goal is to develop future leaders who are inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, reflective, courageous and spiritual (IB Learner Profile).

### IB Admission Requirements

A student may apply for admission to the IB Diploma Programme in his/her sophomore year. Applications are available from the IB Coordinator and are due in December of the student's sophomore year. Admission to the program includes the following:

1. Student Application
2. Parent Letter of Support
3. Two letters of recommendation from teachers in a sealed envelope
4. Student agreement/Honor Pledge signed by parent and student
5. Transcript for 9<sup>th</sup> grade and 1<sup>st</sup> semester of sophomore year
6. An Application Essay consisting of 250-300 words. The prompt of the Essay is detailed on the Diploma Programme Application.

A selection committee comprised of three teachers, academic counselor and IB Coordinator will review the application for selection by March 30. The successful candidate should be in good academic standing with demonstrated characteristics of the IB Learner Profile.

## Atsá Exhibition

**Ołt'áí n'í'łt'áhagí nitsaago dlnéj'í bee é'oolłít, Astá wolyéo náaltsoos yeeháad'idoollít**

The Senior Atsá Exhibition is a graduation requirement. The purpose of the project is to develop responsible global citizens and leaders through excellence and inquiry. It is a two year study that provides seniors with an opportunity to focus on a topic and project that they are passionate about. There are four required components of the Senior Atsá Exhibition Project:

1. Extended Essay is an argumentative research paper with a concentration in a particular content area consisting of 3,500-4,000 words;
2. Creativity, Activity and Service (CAS) is an experiential learning experience that is measured against the IB Learner Outcomes and exhibited/presented during the Annual CAS Fair;
3. A portfolio or compilation of the student's work to showcase high school works and demonstrate college readiness; and
4. The Colloquium is an oral presentation where Seniors will present their extended essay and defend their argument to a panel of judges and community stakeholders.

Proposals and plans for the Extended Essay and the CAS Experience are submitted to the IB and CAS Coordinators in the Junior year. The proposals for both EE and the CAS will be entered into the ManageBac system by the student for monitoring, documenting and evaluating by the teacher mentor, IB and CAS Coordinators. Further information is detailed in the IB/Atsa Handbook available from the IB Coordinator.

## Dual Credit College Courses

Qualified junior and senior students have an opportunity to enroll in dual credit courses provided through San Juan College. Students must have room in their class schedules to take dual credit courses. Assistance is provided with the initial application for admission and completion of the Accuplacer which is the college's placement test. Only certain courses are approved for dual credit courses. Transportation is provided for students, if needed.

Students enrolled in Dual Credit courses will agree to the following:

- Pay any fees not paid for by Navajo Preparatory School.
- Purchase appropriate materials and supplies.
- Communicate directly with San Juan College instructors regarding grades, assignments, tutoring, class schedules and deadlines.
- Communicate with parents regarding course grades and progress.
- Student must receive a grade of C or better to continue in the dual credit program.
- If student completes a course with a D or below become ineligible to register for dual credit courses for the next semester.
- Attendance at dual credit classes is mandatory. Student can be withdrawn from a class for non-attendance.

## VII. ACADEMIC POLICIES

### Academic Honesty

Students are encouraged to live a life based on honesty and integrity, by knowing who they are and what values they represent. Honesty and truthfulness are virtues, and students must police themselves on a daily basis. It is expected that students practice authentic authorship and respect others' intellectual property. Having personal integrity is an important leadership quality for "Leaders Now and Into the Future – Yideeską́ągóó Naat'áanii".

### Cheating

Cheating is misleading an instructor in some way so as to receive or attempt to receive credit for work not originated by the student or work performed with unauthorized assistance. Cheating includes, but is not limited to:

- Copying from another student's examination, assignment or other coursework with or without his/her permission.
- Unauthorized "cheat sheets," notations on desk, clothing, self, or personal technology devices (such as graphic calculators or data organizers) as "electronic cheat sheets".

- Using technology inappropriately to complete coursework or examinations.
- Resubmitting substantially the same work that was produced for another assignment or course without authorization.

## Plagiarism

Plagiarism is the use of passages, materials, works or ideas that come from someone or something else, without properly naming the source. Plagiarism can be avoided by utilizing academic research formats such as: American Psychological Association (APA) or Modern Language Association (MLA). Examples include, but are not limited to:

- Copying someone’s assignment.
- Copying test or other materials from the Internet or other source without citing them.
- Paraphrasing items from a book or article without citing them.
- Using translation software to translate sentences or passages.
- Using the same sentence structure or thesis as another source without citing it.

## Consequences

Violations of the academic honesty policy will have consequences determined by the teacher. Consequences may include but are not limited to any combination of 1 through 7 below:

1. Redo the assignment/exam;
2. Reduced grade for the assignment/exam;
3. Zero for the assignment/exam;
4. Letter of Apology;
5. Student explains offense to parent;
6. Teacher contacts parent; and/or
7. Removal from course with an “F”.

## Assessment Policy

The purpose of assessment and evaluation is to improve students’ mastery of concepts and ideas towards becoming lifelong learners. Formative assessments will be used to gauge the students’ progress and growth throughout each unit. Summative assessments will be used at the end of the unit to provide clear feedback of the depths of students’ knowledge in the course. IB rubrics relating specifically to the course content will be utilized to assess students’ achievement. A variety of assessments evaluation strategies will be used to demonstrate the full range of the student’s learning.

### Purposes of Assessment

Navajo Preparatory School assesses students in order to:

- Enhance student learning;
- Continually monitor and evaluate student progress towards meeting course benchmarks and IB Diploma Program standards;
- Provide feedback to students, parents and other stakeholders;
- Gather evidence to support teacher reflection on the effectiveness of their teaching;
- Analyze curriculum assessment data to inform teaching and learning; and
- Develop short and long-term achievement goals for NPS.

### Principles of Assessment

Navajo Preparatory School administration and academic staff recognize that assessment plays a crucial role in the cycle of planning, teaching, assessing, reporting, and reflecting for all stakeholders.

The principles of effective assessment for all stakeholders will demonstrate the following:

- A broad range of conceptual understanding and skills;
- Critical thinking abilities;
- A variety of learning styles and intelligences;
- Participation in self-assessment;
- Self-reflection on strengths and areas for improvement;
- Goal setting for learning;
- Assessments to inform and improve instruction;
- A variety of assessments;
- Analysis of data to identify patterns in student performance and needs;
- Timely and clear feedback that is constructive towards future learning; and
- Maintenance and communication of detailed assessment records.

### Assessment Practices

Equity in assessment is afforded through fair, meaningful, and consistent opportunities for students to demonstrate their mastery of concepts and skills. Assessments are checked for validity, reliability, and comprehensiveness and include psychometric, essay, and performance tasks across the curriculum.

A wide range of formative and summative assessments includes: multiple-choice style quizzes and tests, short and extended responses, essays, research papers, projects, portfolios, class discussions, group and individual oral presentations, individual oral commentaries, multimedia presentations, skits and performances, problem solving teams, group critiques, historical investigations, experimental investigations, sketchbooks, investigation workbooks, studio work, fieldwork, response journals, and reflection logs.

An accurate measure of the student's true achievement is continuously sought to inform teaching and learning. Differentiation occurs when necessary for students to demonstrate their understanding. Multiple intelligences are applied to formative assessments to foster critical and creative thinking. Emphasis on higher-order cognitive skills supports inquiry-based, constructivist learning.

Ongoing class discussions and private conferences take place throughout each course. Peer and self-assessments help students to develop a range of effective strategies as they actively build their understanding of new concepts and learn how to judge the quality of coursework against well-defined criteria.

## **Library Overdue Policy**

### **Naaltsoos Bee l'íí' ǫǫgo Bibeé Haz' áanii**

Students are notified at least once per month of overdue library materials. Students may check out a book for two weeks with renewals for an additional two week period at no cost. After the due date there is a five-day window with no fine. Thereafter, there is a \$0.05 fine per day for everyday the book is kept overdue. The maximum fine per book is the replacement cost of the item. All lost materials are to be charged at the replacement cost or the original cost of the item (which is least).

## Computer Usage Policy

Refer to Section XVIII – Acceptable Computer Use Policy.

## Student Dress and Appearance

### Óta'íHadí'ée

Students are expected to **“Dress for Success”** in representing the school, their families and respected community in a professional and courteous manner. Students are expected to maintain the type of appearance that is not distracting to the educational process and community. In alignment to our mission statement, Traditional Native attire is greatly encouraged.

*The following dress code is required in classes, assemblies, off campus trips, college visitations, athletics, after school activities and for occasions when “dress code” attire is specified.*

### Shirts

- Male attire may include: long or short sleeved button up, collar polo shirts worn appropriately.
- Female attire may include: cardigan sweaters, blouse, or knit shirts.
- Excessive tightness or bagginess of the shirt is not acceptable.
- College or NPS T-shirts may only be worn under a buttoned collared shirt for both males and females.

### Bottoms

- Khaki, black or navy blue classic fit slacks are highly recommended.
- Stressed, frayed or torn jeans will not be permitted.
- Length of shorts and skirts should be modest and in good taste. While knee length is most appropriate, lengths must be no shorter than the fingertip rule. Leggings or “jeggings” may only be worn under skirts & shorts that meet the fingertip rule.
- Excessive tightness or bagginess in the pants or shorts is not acceptable.

### Outerwear

- Hoodies in solid color or with NPS/College logo may be worn.
- Caps or hats are strictly prohibited inside all buildings throughout the day. Repeat offenders will have headwear confiscated and parents/guardians will need to pick up the head wear.
- Seasonal wear must be worn appropriately and timely: stocking caps, gloves, and sunglasses. Items must be removed when entering NPS buildings and remain off until class/event has concluded.
- Culturally appropriate headwear may be worn if approved by the Dean of Instruction. Bandanas may only be worn in accompaniment of native cultural attire.

### Athletic Program

- Student Athletes participating in various sports may wear their “Eagle Jersey” during the school day.
- Other dress codes may be enforced by the Athletic Director or Coach.

### Shoes

- Dress shoes, western boots, athletic shoes, leather sandals and moccasins are acceptable.
- House slippers or flip-flops are not permitted during academic hours.

### Student Trips/Banquets

- Students attending conferences, field trips, or banquets are required to wear school apparel, business attire or Native Traditional clothing.

### Friday and Special Event Wear

- Exceptions to the Dress Code will be permitted on Fridays and other special scheduled days such as Hozho Naasha Week, Mountain Day, Snow Day, Homecoming Week and “Spirit Days” when NPS logo t-shirts, sweatshirts and jerseys are acceptable.

### Hair

- Hair is to be kept neat and clean with no extreme styles.
- Extreme coloring or hair dyes, apart from natural colors, is not permitted.
- Male and female hairstyles that fall in front of face must be kept above the eyebrows.
- Boys’ hair may not extend below the shirt collar unless traditionally styled or tied-back.

### Other

- No visible tattoos, colored eye contact lens (unnatural colors i.e. white/red lens) or body-piercing. Gauges are not allowed. Earrings are allowed for females and traditionally worn earrings for males.
- Chains attached to wallets or clothing is prohibited.
- Revealing clothing (cleavage, exposure of too much skin) will not be allowed.
- Avoid excessive use of cologne or perfume.

## **VIII . ACADEMIC PROCEDURES**

### *Ółta’í Ółta’gi Bibeé haz’ áanii*

#### **Attendance**

#### *Ółta’di hołłooogo Bée Haz’ áanii*

Attendance is required for the following:

1. All scheduled classes
2. All scheduled study halls
3. All scheduled advisory meetings/homeroom
4. All school approved assemblies
5. All school approved field trips
6. All scheduled committee meetings.
7. All other required activities approved by the Dean of Instruction or Dean of Student Life

## Absences

### Binlinaaní Hojłloogo Olta' Jłshgo

Students are expected to attend school daily and be on time to class. Research suggests a link between school attendance and academic achievement; students with good attendance tend to do better in school.

**When a student returns to school after an absence, a note of explanation must be signed by a parent/guardian or a doctor, and submitted to the Registrar within 3 school days.** Fax and E-mails will be acceptable only when accompanied by telephone confirmation. Telephone calls do not pre-empt the "note of explanation." If a note is not provided when the student returns, the absence will automatically be considered unexcused. **No makeup work is allowed for an unexcused absence.**

**For excused absences, students are responsible for having all teachers sign the admit slip, then submit to the Registrar for filing within three days of their return. This confirms all instructors acknowledge the excused absence.**

Absences will be considered excused for the following reasons:

- Illnesses (doctor's/parent's verification) must be verified by the Receptionist and/or the Registrar;
- Medical/dental appointments (doctor's note required);
- Bereavement (immediate family member);
- Traditional ceremonies (only immediate family members or student);
- Immediate family emergencies with explanation;
- School sponsored activities and athletics; and
- College visitations will only be excused with appropriate documentation from the college.
- Any absence not listed is unexcused unless approved by the Dean of Instruction.

Extended traditional ceremonies will require prior written notification from parents/guardian/medicine man. Notification shall include date(s) of ceremony.

Students will not be excused in order to travel with family or friends for vacations that do not fall during the set vacation period on the school calendar.

Parent contact will be made by the Registrar after the third day of a student's absence.

Attendance warnings are mailed home after (5) days of excused or unexcused absences. Per BIE regulation, in no one class may the student miss ten (10) days or more per semester whether the absences are excused or unexcused. Students with excessive unexcused absences will not receive credit for the course(s). The student may be required to repeat the course to meet the school's graduation requirement.

Students with excessive absences, excused or unexcused, will be required to write an appeal letter submitted to the Dean of Instruction. Appeal letters will not be accepted for unexcused absences. Students may be placed on 'no credit' status. Release of credit will be determined by the Attendance Committee at the end of the semester.

## Consecutive Absences

### Ółta'í Nízaadgóó [Neeznáájgóó Ółta' yłtsádnıdłeəhgo

Students who compile ten (10) consecutive unexcused absences will automatically be dismissed from Navajo Preparatory School in accordance with the State of New Mexico Expulsion Policy.

## Tardies

### Ólta'í Ólta' Góne' Akéédéé' Yah lgháahgo

Tardiness is defined as a student being late after the scheduled starting time of any class, activity, or appointment. A student who is late for any reason must receive an admit slip from the Front Office to enter class. Parent or guardian will be notified by the teacher for excessive tardiness. Excessive tardies will be referred for disciplinary action.

## Transcripts

### Ólta'íYik' ehgo líta'ígíí Naaltsoos

Transcript requests forms are available with the Registrar's office. **No transcript will be released without a written statement.** Official transcripts cannot be released without the signature of the student, parent and/or legal guardian. There is no charge for processing transcripts. If the student has any unpaid student fees with the school, the official transcript will not be issued until cleared from the business office.

## Incompletes

### Ólta'íT' áadoo Aitso lílta'góó lílta'góó Bínéél' áádago

The student must fill out an Incomplete Grade Form from the Registrar's Office and return it into the Dean of Instruction's office before grades are issued. Incompletes will be given only in cases of extreme circumstances. The student will automatically be issued a failing grade within three (3) weeks unless the "Incomplete" has been resolved and changed to a passing grade by the administering faculty member and the Dean of Instruction.

## Academic Review & Probation

### Ólta'íAkéédéé' Dítłishgo

All students undergo Academic Review every nine (9) weeks. Students with no failing grades and a 2.00 grade point average or higher are in good standing.

#### At-Risk Status

Parent/guardian will be notified by the Academic Counselor if their student falls below 1.99 (on the 4.00 scale) or who have failed one or more courses in a grading period after each quarter. The student will be placed on Academic At-Risk and will be subject to Academic Probation. The Academic Counselor will create a plan with the student to address the student's academic needs and concerns. This plan will involve weekly grade checks, tutoring sessions, planner checks, extra study hall time, and any other necessary meetings with the Counselor. Failure to adhere to the personal plan will result in appropriate action with the Dean of Instruction.

#### Academic Probation

A student will be placed on Academic Probation after he/she has been on the At-Risk list during a semester or fail one or more classes. The Academic Counselor will send notification of Academic Probation to parents/guardians at the end of the each semester. The student, parent, Academic Counselor and Dean of Instruction will complete an Academic Probation Contract designed to improve academic performance.

A student is removed from Academic Probation once good standing is achieved at the end of the semester.



All students who have been on academic probation at any time in the academic year will have their academic performance reviewed at the end of the each semester. **The Academic Review Committee will make recommendations to the Dean of Instruction in regard to academic dismissal. The final decision cannot be appealed. Parents of students on review are expected to attend the committee meeting.**

### **Term Checkout Procedure**

Daango Ółta'í Ch'ééhá'jēehgo Blk'ehgo Ółta'í Blt' Ch'ééjft'aashgo

**All students are required to complete an end of term checkout form.** The checkout date falls on the last day of the semester. Early check-out is not allowed, unless approved by the Dean of Instruction. Each student must take the checkout form to listed individuals for proper release in the order listed.

Any lost/damaged books, materials, or equipment will be the financial responsibility of the student and parents/guardians.

Any student who does not properly check out for the term will not be allowed to check into the dorm or receive their class schedule and transcript the following term until they have properly checked out.

### **Year-End Early Release**

Nlda'lln'ishgo Ółta'íT'ahdoo Ch'éjēehgóó

**Parents will not sign out students before their final class unless there is an emergency or unexpected circumstance.** Family vacations and other school/college graduations do not constitute an emergency. In case of emergency a written & signed notice must be received by the front office and approved by the Dean of Instruction. In addition, financial responsibilities must be met or addressed with the Business Operations Manager.

### **Withdrawal from School**

If a student has to withdraw from school for any reason, the student must see the Dean of Instruction then the Academic Counselor before proceeding to get the withdrawal documentation from the Registrar's Office. The student will be given a withdrawal form, which must be signed by the parent or legal guardian first and then signed by all teachers, Librarian, Athletic Director, Business Office, Academic Counselor, Dean of Instruction and Dean of Student Life. The teachers will record the checkout grades and verify that books are turned in and the student's record is clear. Any outstanding fees must be paid at the Business Office.

### **Student Sign-In/Sign-Out**

Ółta'í Blt' ch'ééh Jft'aashgo

Parents must have proper forms on file with the Registrar authorizing individuals to check a student out of school. As a matter of protection, school personnel may request photo identification prior to the release of a student.

To maximize student safety and the opportunity for students to relate in an informal setting, it is the goal of Navajo Preparatory School to provide closed campus. **Only students enrolled at Navajo Prep are permitted on campus during instructional hours.** No student shall be permitted to leave school at any time without authorization through the checkout procedures outlined in the student parent handbook.

All students coming on or returning to campus must report to the Front Office during academic hours. After hours, student must check-in at their Residential Hall.

All students must be signed out by authorized individuals. No one under the age of 21 is allowed to check out a student. An adult sibling (age 18 and over) may check out a student with written parental permission.

To add persons to the checkout list, **written** parental approval with identification must be received prior to check out during academic and residential school hours. Notes, faxes and emails must be cleared by the Registrar prior to any name being added to the checkout list. Requests must be made by 5:00 p.m. each business day. As a matter of safety, students will only be released to authorized individuals who are alcohol and drug free. Due to safety and liability, parents may only check-out their own students, unless written permission is provided by all parties.

The liability for the student is transferred to the person who is signing responsibility on the appropriate checkout form. Students do not have permission to sign-out other students.

Students eligible for self-checkout must be at least 18 years old. Students with a “Certification of Parental Consent” for self-checkout are still obligated to provide parent notification in the event that student will need to leave campus. Students who are eligible for self-checkout cannot check out younger NPS siblings during academic hours.

### **Commuter (Day) Students** Ólta’íT’áa Hooghandéé’ Ólta’go

Commuter/Day students are a part of the school community and are encouraged to participate in all school activities for the entire school day. Day Students not in Academic Study Hall or At-Risk need to attend one of the following: (1) Afterschool Residential Activity; (2) Study Hall; or (3) Tutoring Services. Day students MUST SIGN IN at a location if they are on campus after 3:30 p.m.

## **IX. STUDENT SUPPORT PROGRAMS**

### Ólta’í Bee Baa Áháyánígíí

#### **Academic Counseling** Ólta’ íyíká’ a nídaalwo’í

The Academic Counseling department assists students in planning a successful academic experience. The services provided include the development of a four year academic plan, course selection, assistance in overcoming difficulties during the high school career, and guidance toward enriching post-secondary opportunities.

Multiple testing assessments are required to measure achievement. These included the PARCC, NWEA, ACT, PSAT and SAT for selected students. The test results are made available through the academic counselor to school administrators, faculty, and parent(s)/guardian(s) and students. Multiple testing assessments are required to measure achievement.

The college counseling process begins during the freshman year. In addition to taking national exams each fall, all underclassmen are exposed to a range of possible post-

secondary schools and seminars for all grades. There is an expectation to attend ACT prep classes in the summer to prepare for college entrance exams. The senior year activities include attending college fairs, meeting with college representatives, selecting a college, and completing applications for college admission, financial aid, and scholarships.

## **Special Education Services/Child Find**

### **Atchíní b́ánahónít' ágo óho'áá ígíí ha'nit' á**

Child Find is conducted to identify current and potential students who might qualify for Special Education services. Students who are having academic, social or behavioral difficulties are provided interventions in the regular classrooms prior to referral for Special Education placement. Applicants with IEP's are given fair consideration within the admission policies of Navajo Preparatory School.

A coordinated effort is set up between the Academic Counselor, teachers, Dean of Instruction and school nurse to locate, identify, and evaluate children ages 14 through 19 who may be in need of special education services. Modifications and instructional interventions are made in the general education classroom before a child is referred to an evaluation team.

The Special Education program is governed by Federal guidelines, specifically those of the Individuals with Disabilities Education Act (IDEA).

A Special Education Coordinator oversees the services of students placed in the program. The school contracts with independent providers to ensure that evaluations are completed and related services are in place. Tutoring services are arranged for students.

A Study Skills class may be provided for additional support with the expectation that all students will graduate on a Standard Diploma. This is the only scheduled Special Education class. Teachers have access to a student's IEP through NASIS and work closely with the Special Education Coordinator in implementing accommodations. Parents are encouraged to be involved in their child's education and the Special Education Coordinator is in regular contract to inform them of issues that might help or hinder student progress. Multi-Disciplinary Team (MDT) meetings are arranged to accommodate parents.

## **Section 504**

Section 504 serves students in general education that do not quite fit in the Special Education program however are impacted by one or more of life's major functions that impeded their ability to attain an education comparable to student without disabilities. "Any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual task's disability."

## **Gifted & Talented Program**

The purpose of the Gifted & Talented Program (G&T) is to identify gifted students in grades 9 through 12. The G&T Program will provide students with enrichment opportunities designed to address their specific needs in five (5) areas; Intellectual Ability, Creative/Divergent Thinking, Academic Achievement, and Leadership. These areas are outlined in the Bureau of Indian Affairs 25 CFR Rules and Regulations.

Candidates for the G&T Program are measured utilizing the following: Gifted and Talented Evaluation Scales (GATES), Northwestern Evaluation Association (NWEA) scores, Behavioral Rating Scales and a resume or portfolio of work/projects/past accomplishments. The criteria for placement in the G&T Program are outlined as follows:

### Intellectual Ability

- Probable or Above on the Creative/Divergent Thinking portion of GATES.

### Creative/Divergent Thinking (Any two of the following)

- Probable or above on the Creative/Divergent Thinking portion of GATES;
- Behavior Rating Scales; or
- Student resume or narrative of past accomplishments with any evidence.

### Academic Achievement (Any two of the following)

- Top 10% of NWEA scores in any of the following: Reading, Math, Language Usage or Science;
- Probable or above on the Academic Achievement portion of GATES; or
- Grade Point Average of no less than 3.5 in grades 8 through the present grade.

### Leadership (Any two of the following)

- Letter of Recommendation from entity outside Navajo Preparatory School (non-related to student);
- Probable or above on Leadership portion of GATES; or
- Student resume or narrative of past accomplishments with any evidence.

### Visual/Performing Arts (Any two of the following)

- Portfolio of art work;
- Probable or above on the Visual/Performing Arts section of GATES; or
- Behavioral Rating Scales.

The G&T Programs are structured to develop leadership skills by combining knowledge and application using individual or group activities. Real world projects promote exploration of positive leadership, advanced technology, creative writing, student publications, visual art shows, interscholastic competitions and scientific processes to inspire career choices in mathematics, science and engineering. The following G&T Programs are offered by Navajo Preparatory School:

- Native Voices Debate Team;
- Naat'aanii Youth Leadership Council;
- Reading Across the Continents;
- "Scientifically Speaking"/AISES/Science Fair; and
- MESA

## **School Library**

### **Naatsoos Bahooghan**

The Navajo Preparatory School Library is both a valuable and vital resource for students and staff. It offers a circulating collection (including a Native American collection) of both

print and non-print resources and a computer lab for academic use. Several subscription databases are provided for on-campus and at-home use. Login information and passwords are available in the library and on the NPS website.

*Please see Appendix for Library Hours.*

The Library policies and procedures are posted in the library. **Neither food nor drinks are permitted in the library.** Cell phones are to be silenced and proper etiquette maintained during academic/study hall times. Acceptable Use Policy and computer-related rules are strictly enforced. Library books and materials are school property, therefore, misuse of library materials or violation of policies will result in loss of library privileges.

*Please see Section VII. Academic Policies for the Library Overdue Policy.*

## **New Student Orientation Camp**

**Nahást' éí dayóíta' hígíí óíta' binliyé hashí'e' áda' dlinééh**

The New Student Orientation camp is held prior to the start of the school year to introduce first year students to Navajo Preparatory School. The camp focuses on familiarizing new students, and their parent(s)/guardian(s), with one another and on key aspects of the school's routines, rules, expectations, and programs. Students are introduced to student services, counseling, library, residential life and given an opportunity to participate in team building activities.

## **College Prep Advisory**

The College Prep Advisory is offered two days a week as a 40-minute advisory period for all students. Sophomores, juniors and senior class students will select their advisors at the end of the previous year.

College Prep Advisory is an opportunity to build positive relationships among a small peer group and to participate in constructive activities, such as peer tutoring, peer mediation and mentorship. Students will develop executive skills, such as time management, study strategies, goal setting and problem solving. Students will work closely with their advisors to set academic goals and planning.

Topics for College Prep Advisory may include:

- IB Learner Profile
- Leadership Skills
- Executive Skills
- Workplace Skills
- College and Career Planning
- Community Service Projects
- Reading Strategies
- Test Skill Preparation
- School Wide Themes

Students will also participate in activities such as school-wide reading, CAS and Senior Atsa Projects during College Prep Advisory.

## Flex Time

Flex Time will be held on Thursday mornings from 9:30-10:10. This time allows for a system of intervention and enrichment for all students during the school week. Students are expected to take advantage of this time for that purpose. Students may use this time to:

- visit the classes they have missed due to an absence
- make up or retake tests, do homework or get extra help from a specific teacher
- Students may be assigned to attend intervention or peer tutoring
- attend an assigned lab to learn concepts that they might have missed or do not understand (writing lab, science lab, language lab, math lab, etc.)

Other opportunities for acceleration may also be available for students who are caught up and want to excel in their learning. Students who are doing well in their classes and have passing grades with no D's and F's will be on **flex privilege** and will be able to choose where to go as long as they are not disrupting other flex classes. Students may have club meetings and use this time to study quietly if they are not on **flex restriction**. The library will be open for students to use freely. A schedule of workshop presentations and campus enrichment activities will be offered at this time as well.

### Flex Restriction

Some students will be on **flex restriction** if they have a D or F in any class. That means they will be required to attend a supervised study hall during flex time, or one of the classes where they have a D or F. Students on restriction will be notified at the beginning of the week and will remain on flex restriction until their grades are cleared the following week. Students on flex restriction who do not use flex time responsibly to return to the appropriate class will be required to attend a supervised study hall at this time. If the student continues to abuse flex time, behavioral intervention may be necessary. Any disruptive or irresponsible behavior during this time will follow with appropriate disciplinary action.

College Prep Advisors will inform students if they have **flex privilege** or **flex restriction** for the week. Students need to make appointments in the days prior to Flex Time if they want to work with a specific teacher. Students are expected to report immediately to their designated flex activity. All students must have a specific designation at this time; wandering or leaving campus is not allowed during flex time.

## Freshmen Academy

*Nahást' éí dayółta' híjíí bá bee haz' áanii*

The Freshman Academy is a program that is specifically designed to help all freshmen succeed in their first year and to provide a basis upon which they will build the skills needed to succeed in a college preparatory school. The Freshman Academy provides students with a structured environment geared toward a college preparatory school. Emphasis on work and study habits, personal counseling, and traditional Diné values are key elements of the Freshman Academy program.

*Please see the Appendix for Study Hall schedule.*

## Sophomore Academy

Nééznáa dayóhta' hígíí bá bée haz' áanii

The Sophomore Academy is a program that provides a transition for the students between the Freshman Academy and junior year. The Sophomore Academy will consist of Sophomore Teachers/Advisors. The objectives of the Academy are as follows:

- Provide structured academic assistance;
- Introduce varied career opportunities and exploration of the college process;
- Explore summer programs offered through the school; and
- Prepare for the ACT.

*Please see Appendix for Study Hall Schedule.*

## Junior Academy

The Junior Academy is a program that provides academic support for Juniors. This academy will emphasize academic intervention, ACT/SAT test prep, college planning and time management strategies.

## Tutoring Services

Ałhíní náaltsoos yot' á lígíí bee bíká ána' alwo'

Tutoring services are provided in a variety of areas: Language Arts, Math, Science, and Navajo Language. Tutors are available in the library from 3:35 to 8:00 p.m. Tutors may help with time management and study strategies, review and clarification of subject matter, test preparation, and assignments.

The Language Arts tutor can help students with revisions of papers. The tutor is NOT a drop-off proofreading service; instead, the student and tutor will work together to create a better paper. Outside of class assignments, the tutor will also offer advice on

Atsá Exhibition papers and college application essays.

Tutoring sessions will be mandated by the teacher if the teacher and/or parent feel that it is warranted.

*Please see Appendix for Tutoring Schedule.*

## Academic Study Hall

Ółta'íHodéązyéelgo Óhool' aahgo

Students are expected to attend study hall regularly throughout the school year. The study hall program is required for students with a 2.49 GPA and below. The study hall monitor must be informed of any absences and prearranged appointments in writing by the parent or guardian, or NPS staff member. This will excuse the student from study hall.

Academy study halls are assigned according to the student's academic performance throughout each quarter. **Students with GPAs below 2.49, students on academic probation or with at risk status are assigned to a specific location and time for study hall depending on their needs and are expected to attend regularly.**

*Please see the Appendix for the Study Hall Schedule.*

## Academic At-Risk

Akééchéé' nįłdłzį' go

The At-Risk Program is for students who need intensive support to improve their academic standing. **A student with a 2.00 GPA and lower or an "F" in any course** at the end of the semester will be placed in the Academic At-Risk Program. Parent/Guardians will be informed by mail and contacted by phone regarding their student's academic status.

The At-Risk student along with their parent/guardian must have a conference with the Academic Counselor and the Dean of Instruction to be placed on a required Academic Probation Contact.

Students in the At-Risk Program will be monitored by the Academic Counselor and additional tutoring services and study hall from 4:00 to 6:00 p.m. are required. Parents or Guardians of a student on At-Risk are discouraged from checking out their student during Study Hall hours to promote a cooperative learning environment. A commuter student on At-Risk may ride the afterschool bus at normal departure times. Residential Students have an 8:00 p.m. curfew for the remainder of the 9-week grading period.

## Student Senate, Clubs and Organizations

Ółta'ít'áa BíwáashIndon Dóó Ółta'íYee Ákhalta'

The Student Senate is a prominent extension of developing student leadership and governance. The Student Body President serves as an ad-hoc member of the School Board. Positions are elected at the end of each school year. In addition, various clubs and organizations are available to all students.

Students are encouraged to form clubs or organizations provided that they follow the guidelines adopted by the Student Senate.

### Assemblies

Ółta'í Błt Áłah Aleeh

A school-wide assembly is held in which all students, faculty, and academic staff are required to attend. Parents/Guardians and community members are welcomed to attend. These assemblies consist of education information, motivational presenters, student activities and information. The Eagle Assemblies are coordinated by the Student Senate.

## Summer Enrichment Opportunities

Shįłgo Ółta'í Óhooł' aahgo Bee Bá Ahóót'łhígí

The school encourages students to get involved with summer enrichment opportunities across the country. Many of the programs offer full scholarships while others cover all costs with the exception of travel. Summer enrichment provides opportunities to experience other cultures and environments for students to experience learning at another school, spend time on a college campus, and continue intellectual stimulation.

## X. AFTERSCHOOL ACTIVITIES

Ółta' Błts'áadi Bee Ák'ehata'

The After School Activities at Navajo Preparatory School allows students to expand opportunities in recreational, cultural and community enrichment activities after the regular school day. We strive to provide safe, supervised environments where students



can increase school and community involvement, physical activity, cultural awareness and social/life skills. Students are exposed to and taught life lessons such as responsibility, respect for others, teamwork, sportsmanship and goal setting. NPS students build friendships, competency and self-confidence through their participation in the various after school activities provided. Students are required to attend mandatory activities on Mondays and Wednesdays who are not involved in athletics/clubs/etc.

Navajo Preparatory School Health and Wellness Afterschool program provides ample time for physical activity, education and provides consistent positive health messages from teachers and school staff. We encourage the support of the student's families in order to be more effective in promoting the health and academic success of our students.

## **XI. ATHLETIC/INTERSCHOLASTIC PROGRAM**

### **Joot Bee Na'anéhígíí Bii Haz'ááji**

#### **Programs**

##### **Ha'ót'íí bee atah ídlí daholónígíí**

The Navajo Prep "Fighting Eagles" athletic program is a member of the New Mexico Activities Association. The NMAA website address is [www.nmact.org](http://www.nmact.org)

To complement our academic program, the Athletic Department offers the following interscholastic programs for our students:

- |                  |                  |             |                   |
|------------------|------------------|-------------|-------------------|
| 1. Football      | 4. Cheerleading  | 7. Softball | 10. Girls' Soccer |
| 2. Cross Country | 5. Basketball    | 8. Baseball | 11. Debate        |
| 3. Volleyball    | 6. Track & Field | 9. Golf     |                   |

The School also complies with the State of New Mexico Concussion Law. *Refer to the NPS Concussion Policy available at the SBHC.*

#### **Philosophy**

##### **Nida'anééjł Bin'dil'a'**

##### **Student athletes must acknowledge that academics always take priority over athletics.**

Participation in athletics is a privilege, not a right. Athletes must earn this privilege through dedication, desire, discipline, and passing grades. Without the pursuit of these, athletes can in no way do justice to themselves or the school. Student athletes are self-disciplined to be good citizens and students. In order to achieve athletic excellence, athletes must be involved in practicing good sportsmanship and playing fairly. A proud tradition of winning is maintained upon these principles.

The following athletic policies must be understood and agreed upon between the school, student athlete, and parents.

#### **Athletic Policies**

##### **Nida'anééjł bee haz áanii**

##### *Academic Eligibility Requirements*

*T'áá Háishj Joot Bee Nideeshneet Nizingo Éí B'i'ólta' Hazhó'ó líl'jigo Bee Báá Áhóót'i'*

Eligibility will be determined by the following:

Academic eligibility to participate in interscholastic activities is determined after every 9-week grading period. A minimum 2.49 GPA is required to be eligible for participation. **A student may not receive a failing grade in any 9- week grading period.**

**Grade checks are conducted weekly.** Students with D's and F's will have a grade check form to be signed by all teachers, parents, RA's, and coaches. **Students with D's and F's will be required to attend the Athletic Study Hall from 7:30pm-9:00pm.** Students are required to bring up their grades to a C or better before the next grade check.

**Students with less than a 2.49 GPA or who have failed one or more classes in a grading period will be restricted from extra-curricular activities, including mall trips, dances, movies, skating, bowling and club activity, for a minimum of ten (10) days to allow time for grade improvement.** Eligibility shall be approved by the Academic Counselor, Dean of Instruction and the instructor from the failing class after the ten (10) days.

The following provision may be applied only at the beginning of the fall semester:

Students with a GPA between 2.00 and 2.49 from the previous school year will have a ten (10) day grace period beginning with the first day of school to make academic improvements. If at the end of the grace period, the student is passing all classes with a "C" or above, then they will be eligible to practice and play. Weekly grade checks on these students will be required of the coach to submit to the Academic Counselor who will then inform the Athletic Director and the Dean of Instruction.

If by the end of the nine (9) week grading period, the athlete does not have a 2.49 GPA or better they will become ineligible until the next (9) week grading period.

### Physical Examination

*T'áá Háíshj'í Ólta' Joot Bee Bá Naashnéé Dooleet Nízingo Éí  
Azee'íít'íní Átsé Bít's'íís Bá Yidin'óot'jít*

All athletes are required by the New Mexico Activities Association to have a signed physician's examination on file before they will be allowed to try out for or participate in an athletic program, including practice. Signed parent permission, emergency contact and health consent forms are also required for the student to participate in sports. No student will be allowed to participate without these forms. Students are required to notify the coach of any medication he/she may be taking. All medications must be checked by the SBHC.

### Attendance

*Ts'idá T'áá Alahj'í Ólta' góne' Atah Hójíłq Dooleet Éí T'áadoo Jiisihigo*

The student athlete must attend all scheduled practices and games. A student who cannot attend a practice or game must notify the coach prior to the practice or game by personal contact, phone call, or a written statement from the parent or guardian.

Excessive absences from classes, team practices, games or meetings will be cause for removal from the team. Coaches will determine the number of absences from team

practices, games or meetings. All athletes are required to attend classes at least half-day in order to participate in a game that same day or half-day of Friday to participate on Saturday. Athletes with an unexcused absence during the school day will not be allowed to practice or play in games. Athletes must make arrangements for any permitted make-up work in their classes with faculty prior to the absence(s).

### Loss of Interscholastic Athletic Eligibility

Student athletes are required to abide by school and residential policies. Athletes in each sport are required to abide by the rules and expectations established by the coaches and athletic department. A “Player’s Agreement” contract is read, understood, and signed prior to participation. A student athlete who does not adhere to the eligibility requirements stated on the “Player’s Agreement” will lose the right to participate in the athletic program.

**Any violation of a major school policy in the Parent-Student Handbook may result in loss of interscholastic athletic eligibility as determined by school policy.**

### Sport Changes

*T’ádá Há’át’ílish Bee Atah Nishijí Dooleet Jinízingo, Áádóó Bits’á Jígháago Dóó Nááná la’ Bitah Náájídáahgo*

Athletes may participate in as many sports for which they are eligible. If an athlete wants to participate in dual sports during the same season, he or she must petition in writing to each program coach who will then petition the athletic director for such permission. Athletes are strongly discouraged from quitting a sport while it is in season. If an athlete decides to quit a team, a written notice must be given to the program coach and a copy to the athletic director. If an athlete voluntarily quits a sport, he or she is ineligible to participate in another sport in the same season until the conclusion of that sport.

### Sportsmanship / Personal Appearance

*Naanéhé Hadí’ée Hazhó’ó Hadí’ée Dooleet*

The student athlete is a representative of the School and is considered to be in a position of leadership. Therefore, the athlete’s personal appearance not only reflects personal attitudes but those whom he/she represents. The student athlete’s hair shall be groomed in such a way as to not interfere with the athlete’s performance. For safety reasons, jewelry should not be worn during practice or competition. The dress attire shall be appropriate at all times during school hours and when attending school-sponsored activities on and off-campus.

The student athlete shall demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of rules and regulations of the sport, honesty, and sportsmanship on and off the playing field/court. The coaches and players will act in a responsible and professional manner at all times, because their actions represent our school community. The parents and relatives are expected to set a good example for the athletes and to demonstrate it through their actions.

Student athletes are expected to maintain the highest level of sportsmanship because the athletic program is an extension of the Academic program.

Any athlete and his/her parents and guardians who have concerns or

complaints about rules, regulations, practices, playing time, participation, or any other matter must communicate in writing directly with the Athletic Director. Concerns should not be addressed to coaches during or after an event. Parents should entrust school officials and coaching staff to have the best interest of their students and restrain from unruly behavior not conducive to sportsmanship and character building.

### Athletic Study Hall

- The Athletic Department is responsible for tracking athletes' grades and their participation in regular study hall. Student athletes are required to attend study hall and complete grade checks forms when they have a D or F in any class.
- Freshman & Sophomore athletes will attend Study Hall AT ALL TIMES in the designated location.
- It is the duty of the Coach or Assistant Coach to notify the Athletic Secretary/Director, as well as the Freshman OR Sophomore Academy Coordinator, if a student is no longer a part of the team and as a result will be required to attend Academy Study Hall.

*Please see Appendix for Study Hall Schedule and Locations.*

## **XII. STUDENT LIFE**

### **Ófta'í Danljahjí Baa Hane'**

#### **Residential Life**

##### **Da'nljahjí bíthazóqájlílná**

The mission of the Residential Living Program is to facilitate the mental, physical, emotional, social and cultural development of students by providing a safe, healthy, and supportive environment that recognizes individuality and independence.

#### **Residential Advisor**

##### **Do'nljahjí bí na' nltíní**

The Residential Advisor (RA) is in charge of the dormitory and is responsible for student supervision. At least one RA is on duty in each dorm during the time that students are not in academic classes. The RA is the major contact person for parents and students. The RA's are responsible for providing a home environment and support for students. Parents are encouraged to maintain close contact with the Residential staff and to notify staff of any concerns about their students.

#### **Residential Behavioral Health Programs**

The Student Support Specialist is responsible for planning and implementing a comprehensive behavioral health program for students that includes: prevention programs, support activities, early interventions and crisis response. A variety of individual and support groups are available. Parents are responsible to notify the Dean of Student Life of any changes or situations that may be stressful for a student, such as family emergencies, illness, divorce, death, or abuse. This information is important to help us work with students and will be treated with confidentiality.

## Residential Discipline

### Da'nijahj'blk'eh hál'íníl

Students are expected to be responsible and positive members of the school community. Students are expected to maintain a respectful and positive attitude toward self and others as well as their physical environment. This includes respect for the privacy and belongings of others, respect for the residential staff, and respect for the dormitory building and furnishings.

Any violations of residential hall policies will result in appropriate disciplinary action. Residential personnel have the authority to assign extra details at any time.

Minor violations of residential rules and regulations will result in residential restriction that begins at 3:35 p.m. and will end at curfew time.

The following rules apply to students on residential restriction:

1. No visitors, except parents and legal guardians.
2. May only be checked out in case of Emergency. If checked out, student must complete restriction upon return to dorm.
3. Phone calls only from parents/guardians or in an Emergency.
4. Required to surrender cell phone to the RA during dorm restriction.
5. No television
6. No extracurricular school activities including participation in sports.
7. Required to check in with residential advisor each half hour
8. Students may leave their dorm only for meals and study hall and must return immediately after these activities.

All minor disciplinary infractions that occur in the residential program will be handled by the Dean of Student Life. All major policy violations will be routed to the Discipline Coordinator. Parents/Guardians will be notified by the Dean of Student Life in the event that a student has multiple violations or may be considered a harm to self or others. A student's residential status can be revoked at any time as residential living is a privilege.

## Rising Time (Residential Daily Schedule)

### Abínigo Ótta'íCh'éédahadzíld

6:00 a.m.	Wake Up Call
7:00 a.m.	Dorm Detail Complete
7:30 a.m.	Detail Inspection Complete – Student Signature Required
7:45 a.m.	Go to Class (Clear Residential Hall)
3:40 p.m.	Check in with Residential Advisor
3:45 p.m.	Mandatory Activities (Monday/Wednesday)
8:00 p.m.	Curfew Time (Freshmen/Sophomore/At-Risk) <i>Students must be in a designated activity area.</i>
9:00 p.m.	Curfew Time (Juniors/Seniors)
10:00 p.m.	Lights out

Residential morning schedule is to allow adequate time for students to complete cleaning responsibilities and to develop time management to attend class on time.

Students are required to check-in daily with their Residential Advisors before 3:40 pm, immediately after dinner and at curfew time. Bed checks will be conducted twice after curfew.

Students are responsible for planning their entire day as the dorms are inaccessible during school hours. Exceptions will be made for emergency situations.

## **Curfew**

### **E'e'áahgo Ótta'íYah Anáhádááhígíí**

Freshmen/Sophomores and At-Risk curfew is at 8:00 pm and Junior/Seniors curfew is at 9:00 p.m. Sunday curfew is at 8:00 pm for all students. All students must be inside their assigned residential hall at this time. Lights out is at 10:00 pm.

On special event nights, such as dances, students must return to the dorm within 10 minutes of the time the event ends. Curfew times may be changed at the discretion of the residential staff. Students will be notified in advance of such changes by Dean of Student Life.

## **Residential Progress Reports**

Residential progress reports are mailed to parents/guardians at 9 week intervals (same as quarterly academic grading reports). The Residential Advisors will evaluate the students on compliance with dorm rules, completion of assigned duties, attendance at study hall, and respect for others.

## **Residential Leadership**

### **Jlzdáádóó bInanait'áí sInllígíí**

Students are encouraged to develop their leadership potential and to take an active part in the functioning of their dormitory. Each residential hall will select officers at the beginning of the school year. These officers will work with the Residential Advisors to plan and implement activities and programs for their dorm based on student interests and needs. Residential hall meetings may be scheduled as needed.

## **Residential Attendance**

Parents should notify the Residential Department if a student will be absent from their dormitory three (3) or more consecutive days. When a student returns to school after an absence, a note of explanation must be signed by a parent/guardian or a doctor and submitted to the Residential Advisor for documentation purposes for BIE audit. A student may lose their dormitory privilege and become a day student for excessive absences.

## **Student Sign-In/Sign-Out**

Outside of academic hours (3:35 p.m. – 7:55 a.m.) students may be signed out of the residential hall by authorized individuals. The Residential Advisor will check to assure that the person is authorized to sign out the student (*see Section VIII – Academic Procedures*). All dorm students returning to campus during residential hours MUST sign in at the residential hall upon return to campus.

## **Commuter (Day) Students**

Day students are not allowed in the dormitories after 6:00 p.m. if the student is not involved in any after school activities. All day students must report to the Residential Advisor on duty if they will be in the Residential Living area. If students are involved in afterschool activities, students must inform the Afterschool Activities/Wellness Coordinator. Students may also report to the designated area for day students (see Dean of Instruction's office for location).

## Room Assignment

### Tsásk'ə bīnahazáanígíí aahidit' áá hígíí t' áá atq̄q̄ adaat' é

Room assignments will be made by the Residential Advisor in consultation with the Dean of Student Lifer. Students may request specific roommate assignments but these are not guaranteed. Roommates are expected to use good communication skills with each other. When they cannot resolve conflicts by themselves, staff will arrange for mediation. Requests for change of roommates are to be made with the Residential Advisor.

Students who live outside the daily bus routes have first priority to the residential halls. Should a vacancy occur in the dorm, a day student on the wait list can be accepted into the residential hall. At the end of the school year, said student will return to day student status. The student may then again request to be put back on the wait list for the following school year.

## Security of Valuables

### Honaalye' líjínígíí baa áháyá

Students must make sure their dorm rooms are locked when unoccupied. Residential students are required to bring two (2) combination locks to protect their personal valuables. All items will need to be properly secured. Students will be responsible for the proper storage of valuables, for example, wallets, cash, iPads, iPods, cell phones, jewelry, etc. NPS is not responsible for lost or stolen items. An authorized school staff has a right to inspect and review items under lock and key in the presence of the student. Each residential hall has a safe located in the Residential Advisors office. Students who bring large amounts of money or other valuables to campus should request that they be secured in the safe.

## Residential Hall Privacy

### Ólta'í Nááná Lahdi Hootah Naagháago

Rooms are to be locked daily for security. Students are responsible for locking the door to their rooms when they are not present. Students should never allow anyone to have their room key.

Students are to knock and wait for an affirmative verbal response from the resident of a room before entering. Students are prohibited from entering the room if there is no response. Students are not to be in someone else's room if the resident of that room is not present. Staff will knock and wait for an affirmative verbal response from the resident of the room before entering. For safety reasons, staff may enter a room even if there is no response. Students of the opposite sex are allowed only in the lobby areas of the residential halls. Any student in the hallways or rooms of a student of the opposite sex will incur a disciplinary violation.

## XIII. RESIDENTIAL SAFETY & PROCEDURES

### Residential Room Check-In/Out Procedure (SEMESTER)

#### Ats' áá' líldéehgo jizdáchdóó ch' ééjínéehgo bīk' ehgo é' é'í'

All students are responsible for maintaining the cleanliness of their residential room. Individual rooms are inspected and approved by Residential personnel and documented

on appropriate check in/out forms. These forms are required to be on file prior to students leaving campus at the end of the academic year.

A vinyl mattress cover will be provided to each student. If the mattress cover is damaged or removed, a \$15.00 replacement fee will be charged to the student's account.

Damages or vandalism that occurs in a community space and cannot be attributed to an individual(s) will be billed to all residents of the community. As a reminder, residents can be held responsible for the actions of their guests. All residents are encouraged to immediately report incidents of damage or vandalism to their Residential Advisor or Security.

Any damage incurred from personal adjustment of the furnishing including the beds will result in possible fines to cover the cost of repair or replacement.

You are responsible for your guest's behavior.

## Residential Expectations

### Cleaning Responsibilities

*Ólta'í Aích'ehólzín Bqah Siláhígíí*

Students are required to perform their assigned detail and to clean their room on a daily basis. Everyone is required to perform his or her daily cleaning duties by 7:30 a.m.

Students will be graded on completion of cleaning duties on 9-week grading interval (same as quarterly academic grading reports).

Consequences per grading period if a detail is considered to be improperly completed:

- 1<sup>st</sup> offense: Verbal Warning and redo cleaning with inspection
- 2<sup>nd</sup> offense: One (1) day dorm restriction; redo cleaning with inspection; extra cleaning assignment
- 3<sup>rd</sup> offense: Three (3) days dorm restriction; redo cleaning with inspection; extra cleaning assignments; and referral to Dean of Student Life for review of dormitory status. Notify parents or guardians and possible transition to day- student status.

Cleaning supplies are provided by the residential program. No additional supplies are needed.

## Items prohibited in the dorms

The school reserves the right to approve all electrical appliances belonging to students due for fire safety and to prevent overloading on electrical equipment. Computers are required to use surge-protectors for their use in the dorm. The following items are prohibited in the dorms.

1. Personal hygiene items with alcohol content—such as mouthwash (Alcohol- Free mouthwash can be purchased at most stores.)
2. Aerosol cans
3. Animals of any kind, with the exception of special needs accompanying animals as addressed by a student's Special Education or Section 504 Individualized Education Plan (IEP).



4. Video games
5. Electrical appliances: Refrigerators, space heaters, electric blankets or mattress pads, television, space heaters, electric candles, evaporative coolers etc.
6. Space Heaters (NPS will provide as needed)
7. Television
8. Open Flames (Candles, incense, lighters, and burning of traditional herbs)
9. Cooking/Kitchen appliances
10. Posters or other items that have pictures or sayings that are considered obscene, disrespectful, lewd and/or sexually suggestive.
11. No Tarot Cards, Ouija Boards, or related materials.

### **Medication (see SBHC Section for more detailed information)**

**T'áá Ha'át'íshj|| Bits'qá Hashíglí**

Students must check in all medication with the Residential Advisor and/or School Based Health Center (SBHC). This includes non-prescription or over the counter (OTC) medications. No medications will be allowed in dorm rooms. Students in possession with unregistered medication or OTC are subject to disciplinary policy. Any OTC or prescription medications that are not properly checked in will be confiscated. This is for the safety of all residents in order to prevent the abuse of any of these medications. Residential Advisors have first aid supplies and common OTC medications that may be given to students who have parental permission slips on file. Students should inform Residential Advisors of any illness or injury that occur in the dorm.

Traditional herbs or other healing items may be used appropriately in the dorms but MUST be checked in with the SBHC.

### **Room Checks**

**Ólta'í Nitééh Góne' Nání'íjh**

All rooms will be inspected on a daily basis. Rooms are expected to be clean and organized. The following will be checked during inspections: missing screens, clothes put away, bed made, trash can emptied, room neatness and cleanliness, furniture, fixtures and décor. Rooms will be checked for items that are not allowed including medications. Rooms will be locked daily for security.

The School reserves the right to have a faculty or staff member enter the student's rooms at their discretion when deemed necessary, or if there is a reasonable suspicion that student safety is at risk. Where possible, prior notification will be given, and student will be present while school representatives investigate.

### **Keys**

**Da'nijah góne' bee aanídfíhí baa aháy'á**

All residents are issued a room key. Each resident is expected to have his/her key with him/her at all times. Students should never allow anyone else to have their room key. Residents are assessed a fee of \$1.00 if the residential advisor is required to unlock the room. Rooms will only be unlocked 5 times, then you must buy a replacement key. Lost or stolen keys must be reported to the residential advisor immediately. A replacement charge of \$10.00 will be assessed for all lost or stolen keys. If a lost key is found it must be returned to the Facility Management Office.

## Laundry

### Ółta'í B'í'ée' Nídaylłgısgı

Residential halls are equipped with coin-operated washing machines and dryers for student convenience. The cost per load is \$1.00 per washer and \$0.50 per dryer. NPS is not responsible for unattended laundry. The laundry facilities will be closed at 9:30 PM. Laundry detergent and additional supplies are not provided. Bleach will be checked in by student with RA to monitor safety usage.

## Mail

### Ółta'í Naaltsoos Bıch'ı' Áł'ııhgo

Mail is distributed daily to the students by the RA. Students receiving mail must have the dorm listed on the envelope. Example:

*Mr. Joe Student  
Zah Hall  
Navajo Preparatory School  
1220 West Apache  
Farmington, NM 87401*

## Athletic Equipment

Athletic gear such as sports cleats are not worn in the dorms. Recreational equipment such as skateboards, bikes, and scooters are not to be used in the residential facilities but in designated areas outside the dorms. In accordance with the **New Mexico Child Safety Helmet Act** (Chapter 32A, Article 24 NMSA 1978), protective gear must be properly worn on campus for wheeled sports (skateboarding, biking, etc.).

## Off Campus After-School Employment

### Áłchiní Ní'náda' íł'ta' dóó bıł'ıı' nıdaalnishıgıı bee haz'áanıł

Residential students wishing to work off-campus/on-campus after school must gain approval from the Dean of Student Life, Dean of Instruction and parent/guardian **prior** to beginning employment. Students will only be eligible for off campus after-school employment if the student is in good academic standings. Failure to maintain good academic standings will result in immediate termination of employment and denial of student to leave campus. Transportation is the responsibility of the student and parent to and from the work site. An approved work schedule must be submitted to the Dean of Student Life.

## XIV. SCHOOL SAFETY & SECURITY

### Ółta' Bısláoshchíın

The Navajo Prep Security program operates under the direction of Facility Operations department for the safety and protection of the school community. A security officer is on-duty at all times. ID's are required to be shown by all visitors upon request of security officers on duty as denoted on entry signage. A roving security officer patrols the campus from 4:00 p.m. to 10:00 p.m. Sunday through Thursday. Please be aware the entire campus is protected by video surveillance for the protection of the school community. The west gate will only be open for special events.

## School Resource Officer

The Farmington Police Department in conjunction with the Navajo Preparatory School, Inc. have an agreement to assign uniformed, full-time, certified police officers to the schools within the City of Farmington. The officers are considered School Resource Officers (SRO).

- The SRO is first and foremost a law enforcement officer. Duties of an SRO include: Promoting a positive image of the law; the importance of individual citizen responsibility;
- Increase children's understanding and respect for law enforcement;
- To interact with students, faculty, community, parents and civil leaders to promote positive school and community relations;
- To promote an awareness of good safety practices through educational programs;
- To serve as a primary resource to children who are victims or suspects in unlawful or otherwise harmful activities in order that they may be deterred and protected from further harm.

The SRO will maintain availability to all students within the school complex. SRO's are considered school officials and have the same authority as school administration and teachers in conducting an investigation. As a school official, the SRO has the right to question your child about his/her own conduct at school and in the investigation of alleged misconduct by other students, to question him/her about the conduct of others. There is no requirement to notify the parents/legal guardians of the student prior to questioning, however, the Navajo Preparatory School, Inc. and/or the Farmington Police Department SRO's shall make a good faith effort to notify the parents/legal guardians of the student. In the event the SRO is investigating a crime committed on or off campus, the exigency of the situation will determine the notification of parents. The Juvenile Miranda Rights may be read to the child by the SRO.

At the discretion of the school administrator or designee, the SRO may be asked to participate in conferences with students especially when potential delinquency is involved. The SRO may have input into intervention, preventive strategies and community resources that are available.

## Student Vehicle Parking

Ółta'ít'áá Bí Bichidí Ółta' di Yee Nádaahgo Dóó Niná'áítqsgí

Day and residential students may drive personal vehicles on campus. In consideration of Navajo Preparatory School granting students the privilege to drive personal vehicles on campus, parents and students are required to adhere to the following motor vehicle rules and regulations:

1. Student must possess and provide a copy of a valid driver's license, proper automobile insurance, and registration to the school prior to receiving parking privileges on campus. This paperwork will be validated by NPS Security Supervisor. If your insurance has been cancelled, so will your parking privileges. Students must park in designated areas only. Student must have permission from parents/guardians to drive to/from campus and follow the current student sign in/out procedures. (only students older than 18 years old

are eligible for self check-out as approved by the Dean of Instruction).

2. Upon arrival on campus, all student drivers must immediately check in with security and sign in at front desk during academic hours or with residential advisor during non-academic hours.
3. Students may not be in private vehicles during school hours on campus.
4. Students are not allowed to transport other students in their vehicles unless written permission from each student's parents has been received by the Security Department in advance and approved by the Dean of Instruction. This includes transportation to and from school.
5. Day and residential students must park in the East parking lot or in designated areas.
6. Speeding, hazardous driving, exhibition to speeding and any other unsafe conduct will result in immediate suspension of driving privileges.
7. Any student found bringing alcohol or illegal substances on campus with a vehicle will lose driving and parking privileges. Appropriate administrative and law enforcement personnel will also be notified.
8. The school has the right search a student vehicle at any time.
9. Students using a vehicle to "ditch" school or use the vehicle for any unauthorized absence from campus will lose driving and parking privileges.
10. A parent is still obligated to providing prior notification in the event that his/her child will need to leave campus.
11. Failure to comply with or violation of these rules, regulations, policies or creating an unsafe condition or students or faculty will result in the suspension or revocation of driving and parking privileges.

*Navajo Preparatory School does not assume responsibility for damage, loss or theft of any vehicle brought on campus.*

## **Visitors**

### **Ółta'ít'áá Hálda Baa Níyáago**

Anyone who is not currently enrolled at or employed by the school is considered a visitor, including parents. **All visitors must register and receive a visitor's pass at the Security office located at the main gate.** Visitors are not allowed during study hall hours. Visitors must park in the visitor/faculty parking area. The campus is closed to visitors at 9:00 p.m. On special event nights, such as dances, all visitors must be off campus by 11:00 p.m. All visitors are required to show identification and provide a cell phone number upon entering the campus for school safety reasons. Guests are expected to abide by NPS policies.

## Off-Limit Areas

### Doo na' adáilgi

Due to security reasons, students are not allowed in the following areas:

1. Front office beyond the reception desk
2. Dorm rooms of the opposite gender
3. West of dorms (Cemetery, orchard etc.) OFF-limits unless supervised by a staff member
4. Airport Hill
5. Methodist Mission Property
6. Old Administration Building/East Stairwell/ South Fire escape.
7. North of classroom complex.
8. Construction areas.
9. West Athletic fields after dusk.
10. Canal
11. The examination area of the SBHC Office without proper supervision.
12. Other areas as determined by the Dean of Student Life and/or Security.

## Fire Safety

### Kq' Bits'aa Haslh Blk'ehgo Nitsáhákees Dóó Bibeé Haz'áanii

Tampering with fire safety equipment is illegal and is subject to dismissal and restitution. (See *Major Policy Violation Consequences*). City fire code regulations prohibit smoking, burning incense, or candles in residential halls.

## Emergency Drills

### Nitsihwiníndéelgo Blk'ehgo É'él'íinii

Emergency drills will be conducted without notice throughout the year. During these drills students are to follow directions from staff. Fire escape routes are posted throughout the school facilities to ensure that everyone exits the buildings safely. All staff and students will remain outside the building until the "all-clear" signal is given. Attendance will be taken before anyone will be allowed back into the buildings.

## Searches

### Óhta'í Bli Na'ódlíhgo na'alkah

To ensure the safety of the NPS community, students and personal vehicles are subject to search when there is reasonable suspicion. Lockers, residence hall rooms, and all school and personal property therein are also subject to search at random or when there is reasonable suspicion. Random K-9 inspections will occur.

Authorized school staff reserves the right to conduct random inspection of a student's room or his/her vehicle or if there is reasonable suspicion that student health or welfare is at risk. When possible, prior notification will be given, and where possible, student(s) will be present during the investigation.

## **School Property** Ólta' Blnchxó'í Baa áháyá

Students are responsible for any supplies, materials and/or equipment item supplied by the school. Vandalizing or damaging school property, including graffiti, will not be tolerated and will be subject to suspension or dismissal. Any damages incurred from moving school furniture will result in damage fees. All residents are encouraged to immediately report incidents of damage or vandalism to their Residential Advisor or Security. Students will be responsible for restitution for damaged or lost property. Residential students are responsible for their guest's behavior in the dormitory.

## **Personal Property** Ólta'ít' áadoo Le'é, Naalyéhé Ádaat'él, hooghandéé' Nináyiljáhgo

Students are encouraged to leave large sums of money or items of great monetary or sentimental value at home. The school will not be responsible for the damage, theft, or loss of valuable personal items. Electronic games, stereos, radios, headsets, cellular phones, and any other audio equipment must not be used during the following: Classroom instruction, College Prep Advisory, Presentations, Banquets, mandatory after-school activities, study hall and detention times. Meal times and passing times are excluded from this policy. If student is in violation of this policy, an authorized school personnel has the right to seize said items and to notify the parents/guardians for release of items to parents/guardians.

Students should utilize lockers for backpacks and other personal items. Students should purchase a lock to secure their personal property. Students will not be allowed to leave items, luggage or sports equipment in the front office. Students should secure sports equipment with coaches or the Athletic Director.

Students will be respectful of personal property in private offices, classrooms, and residential rooms.

## **Public/Private Display of Affection (PPDA)** Diné bínáát doo ahízhíhíhíld da

The School respects healthy relationships which maintain respect for self and others. Inappropriate displays of affection, hickies, excessive contact and sexual intimacy will not be tolerated. Sexual intimacy is inappropriate and will be dealt with appropriately including notification of parent/guardian.

## **Wal-Mart Policy** Waa' Maá goo na'aadá bíbééhzáqnl

Student Policy on Wal-Mart trips:

1. Trips to Wal-Mart are allowed only after school hours and before curfew.
2. After school trips to Wal-Mart is considered a regular after school activity, therefore, any sponsor including Advisor, Atsá Mentor, Teacher and other staff members taking students to Wal-Mart must coordinate the activity with the Dean of Student Life.
3. Trips to Wal-Mart always require adult supervision and a sign-out sheet must be provided to Security before leaving campus. Sign-in is required upon return.
4. Trips to Wal-Mart is a privilege for student, therefore, students on At-Risk are not allowed to make trips to Wal-Mart.

5. All school rules apply when shopping at Wal-Mart. Students will lose privilege to go to Wal-Mart if they violate the Wal-Mart Trip Policy, including:
  - Shoplifting – Student will lose privileges to Wal-Mart for the entire School year.
  - Truancy – If the student is truant while on the Wal-Mart trip, the student will lose privileges to Wal-Mart for the entire semester.
6. All school rules apply when shopping at Wal-Mart (i.e. no tobacco and alcohol purchases and no visiting in the parking lot with non-school people).
7. Trips to Wal-Mart may be scheduled by the Residential Program and supervised by Residential Staff.
8. Violations of the Wal-Mart policy will constitute disciplinary procedures in accordance with School Policy.
9. The trips are considered privileges and can be taken away at any time.
10. All food and drink purchases must follow school wellness policy.

## XV. TRANSPORTATION DEPARTMENT

### Hahgo chiditsoof Nídadajjahígíí

The Transportation Department coordinates all school-sponsored travel. Transportation of students to and from school is provided on Sundays and Fridays. Buses leave at 4:00 p.m. on Fridays unless otherwise announced. Additionally, buses leave at 5:30 p.m. from NPS for daily Shiprock route and Bloomfield/Aztec route (if needed). All school policies apply while on the bus. In addition, the following must be observed:

- The bus driver will take attendance on Fridays and provide a copy to security before departure. Parent permission in writing must be obtained by the Dean of Student Life before a student is allowed to change bus route.
- Students can have no more than one backpack and one medium-size piece of luggage per trip. Baggage shall not interfere with school bus safety and availability of space for another student. Bus drivers will strictly adhere to this policy.
- No fountain drinks are allowed on the bus.
- Music volume must be kept low, preferably on a headset.
- Noise must be kept to an acceptable level as determined by the driver.
- Horseplay is not allowed.
- Take all of your personal belongings. Lost items will be taken to Security.
- Students must pick up all trash before leaving the bus.
- Immediately check in with school personnel upon arrival on campus.
- Exit doors on buses are to only be used in emergency situations.
- There are no bus runs on parent-teacher conference days.
- Please arrive early at pick-up and drop-off locations.

*Please see Appendix for Bus Schedules.*

## XVI. FOOD SERVICES

### Ótł' a'í Nída' adłłhígíí

The school provides healthy and nutritious meals three times each day to students. A food service committee is established at the beginning of the school year to address the needs of students and staff and the quality of meals served.

#### Cafeteria Rules Are To Be Observed at ALL TIMES:

- Be on time for meals and sign in appropriately.
- Each student is allowed one (1) tray. A second helping is allowed if food is available.
- Be courteous to others in the cafeteria.
- Keep trays and utensils inside the cafeteria.
- Absolutely NO food or beverage to be taken outside of the cafeteria.
- No horseplay, taking "cuts," or running in the cafeteria.
- No throwing food.
- When finished with eating, return trays, dishes, drink containers, papers, etc., to the receptacles provided and appropriately place the chair away.
- All students using the cafeteria after normal hours due to activities are required to assist with the cleanup of the cafeteria.

*Please see Appendix for Cafeteria Hours.*

Meals are provided to faculty, staff and visitors at a cost of \$5.00/meal.

Food or beverage must be disposed of (excludes bagged lunches) in the receptacles provided at the door upon entering any building. Students will not be permitted to have beverages (other than water) or food in any area other than the cafeteria. Food orders and deliveries (i.e. McDonalds meal, Sonic drink, cupcakes, Starbucks drink, pizza, etc.) to students from off-campus are permitted ONLY on Sunday and Wednesday evenings. External to these approved days and times, any off-campus food deliveries to students are prohibited unless approved by the Dean of Instruction or administration. Failure to comply with these rules will result in disciplinary action and the food/beverage will be confiscated.

**Energy drinks such as Red Bull, Full Throttle, Monster, Rock Star, Amp, etc. are prohibited on campus and during all school activities off-campus in accordance with the School Health/Wellness Policy.**

## XVII. HEALTH SERVICES

### Ótł' a'í Bits'íis Baa Áháyóqíí

#### **McKenzie School Based Health Center**

McKenzie Ótł' a'í bít hazqáíí bée azée' alí

*"Promoting Health for Academic Excellence"*

The goal of the McKenzie School Based Health Center (SBHC) is to promote the overall health of students so they can benefit fully from their Navajo Prep experience. Located in the Betty Ojaye Student Center, the SBHC provides primary care and mental health



services. The SBHC also offers a variety physical and mental health education programs. All students attending Navajo Prep are eligible and encouraged to utilize the School-Based Health Center services. A parental consent must be signed to allow a student to utilize these valuable and convenient services.

By enrolling in the McKenzie SBHC, students will have access to the following primary care services offered on campus:

- *sports physicals*
- *illness care*
- *prescription medications*
- *referrals to other providers*
- *diabetes prevention & management*
- *injury care*
- *nutrition counseling*
- *immunizations*
- *laboratory tests*
- *mental health counseling*

If a student already has a medical provider, the SBHC will work with the provider to ensure continuity of care.

Most health services are provided through Shiprock Area Indian Health Service. No student will be turned away due to lack of health insurance or inability to pay. However, private health insurance may be billed for health services.

The SBHC also sponsors a variety of health education and wellness promotion opportunities for students throughout the school year.

### School Nurse

*Oł'á bée azeeneik'áhá*

The School Nurse's office is located in the Betty Ojaye Student Center. The School Nurse is available to support the basic health needs of students, including minor illnesses and injuries, chronic illness, monitoring, etc. The School Nurse may refer a student to the emergency room, urgent care clinic or to a physician at the McKenzie SBHC as needed.

### Medications

*Ołta'í azee' choyol'ígo*

In order to ensure health and safety, **students are discouraged from bringing their own supply of over-the-counter medications to school.** Over-the-counter medications including acetaminophen (Tylenol), ibuprofen, antacids, cough drops, and bismuth (Pepto-Bismol) are available to students after assessment by the School Nurse or Health Assistant. If the School Nurse or the Health Assistant is not available, a Residential Advisor or another trained school staff member will have a limited stock of over-the-counter medications that may be dispensed at the staff member's discretion. All medications that are dispensed to students are documented for review by the School Nurse to assure safety. The Health Assistant, Residential Advisors, and select NPS staff are trained annually in safe administration of medications to students.

According to the Supervised Self-Administration of Over-the-Counter & Prescription Medications Policy, **students must check-in all over-the-counter, prescription, and traditional medicines or herbs. All medications that are checked-in must be accompanied by a note from the health provider or parent stating the purpose of the medicine.**

Medication not properly checked in will be confiscated until parents are contacted and proper check-in procedures are followed.

Day students should check-in their medication directly with the School Nurse. For residential students, if the student arrives on campus in the evening, the student may check the medication in with the Residential Advisor. In the morning, the Residential Advisor on duty will check-in the medication with the School Nurse on behalf of the student. The School Nurse will generate a prescription medication administration log. Then she will return the medication, log, and information about the medication to the student's Residential Advisor for safe-guarding and administration to the student.

Medications which students are permitted to have in their possession after proper check-in include: traditional medicines or herbs, asthma inhalers, epinephrine injectors, oral contraceptives, prescription creams, and vitamins. Other exceptions may be made for students if an agreement is made in writing between the parents, the student, and the School Nurse. In such instances, the student will self-administer medication, document each time the medication is taken, and submit this log to the School Nurse to monitor compliance and safety. *The same check-in procedures must be followed for all medications.*

***Students & their parents are responsible for maintaining an adequate supply of prescription medication.***

All students taking medication for chronic conditions will have an individualized health plan compiled by the School Nurse. This care plan will provide guidance for monitoring the student's health status and medication effectiveness.

### Confidential Services for Minors

In accordance with NM State Law, students age 14 years and older may receive confidential health services (listed below) without the knowledge or explicit consent of their parents, provided that they sign an Informed Consent for Confidential Services form. These services include:

- *abstinence-based family planning education*
- *sexually transmitted infection testing & treatment*
- *crisis intervention*
- *contraceptives*
- *mental health counseling (individual and groups)*
- *alcohol & substance abuse counseling*

To ensure the safety, the NM law states that a student's confidentiality may be breached only in case of one of the following situations:

- The student poses a threat to him/herself or others (this is reported to the parents).
- The counselor or other health provider determines that psychoactive medications are indicated (this is reported to the parents)
- Suspicion of child abuse and/or neglect (this is reported to Child Protective Services)
- During the medical visit or counseling session, an untreated potentially life threatening medical condition is revealed (this is reported to the parents)

## Urgent/Emergent Health Referrals

For more severe medical incidents, referrals may be made to San Juan Regional Medical Center or a local urgent care clinic at the discretion of the School Nurse or by another NPS staff member if the School Nurse is not available. The signed Emergency Medical Authorization form serves as parental consent for health care in the event of an urgent or emergent situation. Attempts to contact the parent/legal guardian will be made to notify them of the situation. Whenever possible, the parent/guardian should transport the student to ER or urgent care of their choice. If the parent/guardian is not able to pick up the student in a reasonable amount of time, NPS staff will transport the student to the nearest emergency room or urgent care clinic. NPS staff will not transport to an Indian Health Services (IHS) clinic unless it is the closest facility. For this reason, it is strongly recommended that all students have health insurance. The parent/guardian is financially responsible for all fees incurred from such visits.

Navajo Preparatory School also complies with the State of New Mexico Concussion Law (page 24). *The NPS Concussion Policy is available at the SBHC.*

## Routine Health Appointments

Parents/Guardians are responsible to transport students to routine health appointments, including dentist, orthodontist, physical therapy, etc. ***The school does not provide transportation to routine appointments.*** It is the parents/guardians responsibility to inform the School Nurse about visits to other health providers if follow-up and monitoring is needed at the school.

## Counseling & Mental Health Referral

If a member of the NPS staff suspects that a student is in need of individualized care, the concerned individual may seek assistance for the student through the School-Based Health Center by completing an internal referral form, either for medical or behavioral health. Students will need to have a SBHC parental consent form on file in order for the student to receive these services. The exceptions would be confidential services for minors in New Mexico and disciplinary referrals. Verbal consent may be attained with two witnesses. Students referred to the programs are strongly encouraged to participate in activities and sessions as deemed necessary by the counselor. All persons making referrals will be notified that the referral was received and appointments kept. Confidentiality is maintained to protect the student and only necessary information is shared with the faculty/staff, in order to provide quality and continuous care.

## XVIII. ACCEPTABLE COMPUTER USE POLICY

Beesh íichil íí nítseé keesígíí ch'óó ǰǰgi bi beehazáanii holó

### Internet/Intranet – Terms and Conditions of Use

#### Educational Purposes

The primary use of the School's Internet/Intranet services is to support educational and research endeavors consistent with the educational objectives of Navajo Preparatory School.

### Network Drives

1. Students are allowed to store files on a network drive that is accessible from any NPS network computer; this storage is platform independent.
2. Due to possible virus transmittal to the network, students/staff are not allowed to store executable files on their Network Drive.
3. Students are not allowed to store files (media/music, video, graphic, text, encrypted, etc.) that are obscene or violent in nature. The Dean of Instruction will make the final determination on this type of material per incident.
4. Student files are secure and cannot be accessed by other users as long as the account is properly used. Note, however, that the Network Administrator has complete access to network files and reserve the right to check these files to ensure that the School's Acceptable Usage Policy is adhered to.

### Internet

1. Visiting internet web sites that contain obscene, threatening, or vulgar material (such as pornography or profanity) is strictly prohibited. If a site of the above nature is accidentally visited, you must promptly exit and notify a staff member who will notify the Network Administrator. The School does not allow access to social networking forums.
2. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material (for which you do not own the copyright), threatening or obscene material, or material protected by trade secret.

## **Wireless Communication Devices**

### **Nlitch' lh bee hane'f**

The use and possession of cell phones and electronic devices will require a signed parental consent form. In order to respect the important work of the classroom and the teaching and learning environment, the following policy will apply during academic hours (7:55 – 3:35):

- Cell phones/electronic devices can be used in between classes and during lunch.
- Cell phones/electronic devices **must be turned OFF** when entering any classroom, office, library, study hall or mandatory after-school activity with the exception of an extreme emergency.
- Once inside any of the above named locations, **cell phones and devices must not be visible under any circumstances** – even though they are OFF.
- Teachers may allow cell phone usage for instructional purposes only. Teachers will set expectations and monitor usage accordingly.
- If a cell phone, electronic device rings, vibrates, is used for any reason or is visible anytime during class time, the item will be confiscated.
- Refusal to surrender your phone when asked is defiance and can result in disciplinary action.

Personal laptops are required to be checked in with Network Administrator for anti-virus protection so as not to compromise the school's network. JetPacks, mobile wi-fi's and hotspots are strictly prohibited on campus. Violation of this policy will result in immediate confiscation and parent(s)/guardian(s) will be notified. The confiscated item will be released to parents/guardians only. Walkie-talkies are not permitted on campus.

## E-Mail

1. Users must be aware that an e-mail account is a privilege, not a right. The Network Supervisor may close an account at any time for administrative reasons.
2. The use of someone else's e-mail account is strictly forbidden and may result in the loss of e-mail privileges for one or both parties.
3. Network Etiquette—Students are expected to abide by the generally accepted rules of network etiquette:
  - Be polite. Never use abusive language in messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language or graphics.
  - Do not reveal personal addresses or phone numbers of individuals. Be cautious of sharing your own personal information as well. You do not know how it will be used or shared around the world.
  - Note that electronic mail (e-mail) IS NOT GUARANTEED TO BE PRIVATE. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Illegal activities are strictly forbidden. A rule of thumb: Do not write anything you would not want to see printed in the daily newspaper.
  - Do not forward e-mail with malicious intent.
  - Do not use the network in such a way that you would disrupt the use of the network by other users.
  - Do not engage in “flaming,” “spamming,” or “chain letters.”

## Privileges

1. The use of the Internet and Intranet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Dean of Instruction, in consultation with the Network Supervisor, will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Navajo Preparatory School may request the Network Supervisor to deny, revoke, or suspend specific user accounts. This request will be forwarded to the Dean of Instruction, who will make a final decision on whether or not to act upon this request.
2. Misuse of an Internet/Intranet account could result in the loss of network privileges. Since the loss of these privileges could affect a student's grade, it is important that students realize that, upon signing this Acceptable Usage Policy, they are taking the full responsibility of correct and responsible usage of their account.
3. Users must be aware that an Internet/Intranet account is a privilege, not a right, and the Network Supervisor may at any time need to close an account for administrative reasons.
4. Allowing an individual who has lost their network privileges to use your account is forbidden and may result in the termination of your network privileges.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet/Intranet or that your account has been compromised, you must notify the Network Administrator verbally and followed by a written statement. Do not demonstrate the problem to other users. Attempts to logon to the network as a network supervisor or system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied network privileges.

## Internet/Intranet Abuse and Vandalism

Internet/Intranet Abuse and Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, Intranet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

## Safety Issues

- A. Users must be aware that when they are on the Internet, they cannot always be sure of the identity of the person with whom they are communicating. People can misrepresent themselves. For example, someone may write that she is a teenage girl looking for pen pals when he is actually a middle-aged man, etc. You may not be able to verify that someone who claims to be an expert really is one. And you do not know how someone requesting personal information from you (in a survey, opinion poll, personal e-mail, etc.) may use it.
- B. It is best not to share personal information about yourself if you cannot absolutely verify who that person is and how they will use the information. NEVER give your address or phone number to someone online whom you do not know personally. There have been cases in which stalkers and others with criminal intent have used the Internet to lure or locate victims across the country. Since credit card fraud is also prevalent, we advise students not to give out credit card numbers or related information online.

## Disclaimer

NPS is not responsible for the troubleshooting and/or repair of a student's personal computer or electronic device. Navajo Preparatory School, Inc., makes no warranties of any kind, whether expressed or implied, for the service it is providing. Navajo Preparatory School, Inc. will not be responsible for loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the network's own negligence or a student's errors or omissions. Navajo Preparatory School, Inc. will not be responsible for damaged/theft/vandalism to personal computing devices.

Use of any information obtained via the Internet/Intranet is at your own risk. Navajo Preparatory School, Inc. specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **NPS Child Internet Protection Act – Compliant Internet Safety Policy**

The following Internet safety policy addresses the basic policy compliance requirements of Child Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

### Internet Safety Policy for NPS

It is the policy of NPS to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, wireless, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access to other unlawful online content.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

### Access to Inappropriate Material

To the extent practical, technology protection measures through web filtering shall be used to block or filter the internet.

As required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety of users of the NPS online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.

Specifically, as required by the CIPA, prevention of inappropriate network usage includes:

- Unauthorized access, including so-called “hacking” and other unlawful activities.
- Unauthorized disclosure, use and dissemination of personal identification information regarding minors.
- Harassment of other users (i.e., continuing to send electronic communications when the recipient has requested that you cease sending threatening messages).
- Destruction of or damage to equipment, software or data belonging to Navajo Preparatory School or other users
- Accessing or attempting to access computer networks or computer systems that you do not have permission to use.
- Violations of computer system security.
- Unauthorized use of computer accounts, access passwords or network passwords assigned to others.
- Use of Computer and/or network facilities in ways that impede the computing activities of others (i.e. randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, overuse of network accessible bulletin boards for conferences, and the “off-topic” posting of material bulletin boards and conferences).

- Use of computing facilities for personal or business purposes unrelated to the mission of the school.
- Violation of copyrights and software license agreements.
- Violation of another user’s privacy (media downloading of music, video, photos, etc.)
- Academic dishonesty (i.e., plagiarism or cheating)
- The downloading, storage and/or display of sexually explicit material (pornography) on school-owned equipment.

### Education, Supervision and Monitoring

It shall be the responsibility of all members of the NPS staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the policy, the Children’s Internet Protection Act and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Network Administrator.

### Adoption

The internet Safety Policy was adopted by the Board of Navajo Preparatory School at a public meeting on March 27th, 2009.

## **XIX. DISCIPLINARY POLICIES**

Ótta’í Beehaz’ áanii Doo Yee at’íłhgóó Bik’ ehgo Bee Baa Hwinił’íłh

NPS believes that all students have the right to be educated in a positive learning environment free from disruptions. Students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or from school, while at school activities and while on bus transportation.

Students are accountable for every behavior discussed in the school discipline policy. Behaviors discussed are for advisory purpose and are not a complete list of behaviors which may result in discipline. Teachers and staff members are to complete a referral form when misbehavior cannot be handled within the classroom/dorm setting. Disciplinary referrals are to be submitted immediately to the Discipline Coordinator.

Navajo Preparatory School will foster cooperation, respectful and responsible behavior between students by directly teaching and providing positive and corrective feedback. There are two forms of policy violations: minor and major:

- **Minor policy** violations will result in appropriate disciplinary action and notification of parents/guardians. Referrals to the office will be made only when the misbehavior cannot be handled within the classroom/dorm or if the misbehavior is severe enough to warrant an immediate referral. Parents will be asked to review and address these minor violations with their student(s). Minor violations include (but are not limited to): Dress Code; Excessive Study Hall/Homeroom absences; use of electronic devices; Excessive Tardies; Ditching



(on campus); Public Display of Affection; Abuse of Property; Incomplete Residential Duties. Minor incidents will be addressed by supervising staff and, if necessary, in coordination with the Discipline Officer.

- **Major policy violations** - An understanding of the following policies is necessary to ensure the safety and well-being of every member of the school community. Violation of a major school policy will result in disciplinary action and notification of local authorities when appropriate. "Local authorities" refers to, but is not limited to, the Farmington Police Department, which will play a role in the determination of criminal as well as legal actions outside of the School's jurisdiction.

The school reserves the right to dismiss a student after a first offense depending on the severity of the violation.

## **SPED Discipline**

Special concerns exist in disciplining students with identified disabilities. To protect the rights of students with disabilities, notice and hearing rights are provided through SPED services. If a SPED student imposes immediate threat to harm self or others, the building administrator can temporarily suspend student up to 10 days. Determination will be made by the building administrator IF the student's behavior is a manifestation of the student's disability.

## **Suspension**

Students serving suspension will receive an Unexcused Absence.

## **Disciplinary Committee**

Ótta'í Bee Haz'áanll' Yee Ádlhodlll't'lg'ho Yá Dahdlnl'bh'ígíí

If a major school policy violation is challenged, a disciplinary committee will be formed consisting of three (3) staff members and one facilitator. The individual who presides over the hearing has no voting power except to break a tie vote. It is this person who delivers the recommendation of the committee to the Dean of Instruction.

## **Due Process**

Bee haz'áanll'k'egó atk'ee hooní'áq

Students are afforded due process when violations occur. The Discipline Officer will immediately notify the student and parent/guardian of the major violation.

## **Hearing Process**

Due process steps in cases of major violation where a student may be subject to the penalties of suspension and/or expulsion.

1. The Discipline Hearing is a closed meeting and any questions or concerns regarding the outcome of the meeting will be directed to the Discipline Officer or the Dean of Instruction. Parents should not question the committee members regarding the Discipline Hearing.

2. Written notice of the charge is sent to parents by certified mail or contacted by a phone call within a reasonable period of time prior to hearing. Parents who choose not to attend waive privileges of participating in the meeting and may relinquish further appeal opportunities.
3. In an emergency situation, the school official may impose disciplinary action not to exceed a temporary suspension.
4. The student and/or parents will present his/her explanation to the charge(s). The student will be given the opportunity to present evidence and/or witnesses on his/her behalf.
5. The staff member making the violation charge will describe the incident to the committee. If he/she is not available, his/her report will be read to the committee.
6. The student has a right to legal representation; 48 hours notification must be provided to both parties before the scheduled hearing.
7. The disciplinary committee will be given an opportunity to ask questions of the student.
8. Parents will be offered the opportunity to ask questions and to speak on behalf of his/her student.
9. The school must be notified of any potential witnesses. The witnesses to the violation will describe the incident to the committee and be dismissed before the Disciplinary Committee deliberates.
10. After the parent and student have presented their views and have been excused, the committee will carefully consider the issues before them and make an appropriate recommendation to the Dean.
11. The Dean will accept, reject, or modify the recommendation and notify the student and their parents within a reasonable amount of time.
12. If there is dissatisfaction with the decision, a written appeal can be made to the Executive Director within five (5) school days.

## Procedure for Dismissal

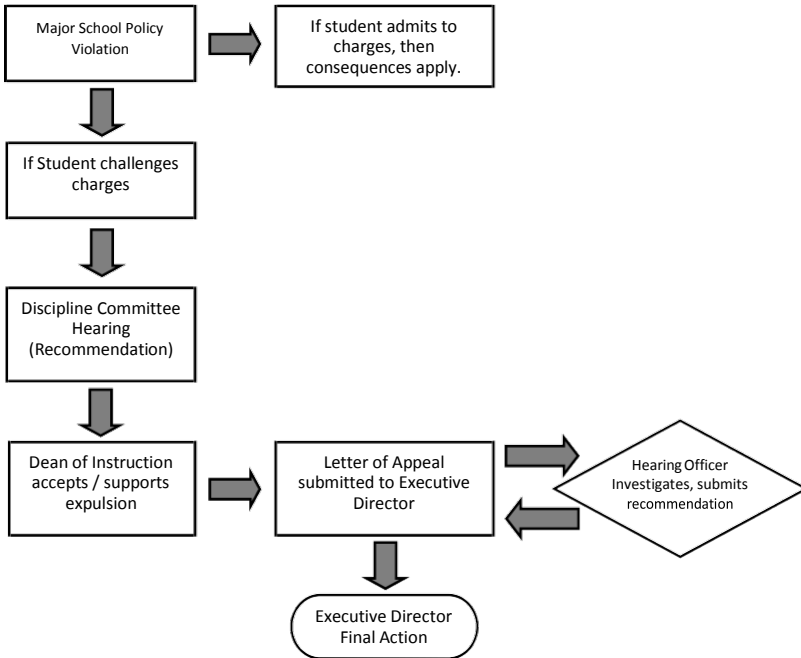
Ółta'í ádqah dahool' aahgo díł blk' ehgo ats' ánáłt' 'eeh

While the Dean of Instruction and the Assistant Dean of Instruction have the authority to **suspend** a student, only the Executive Director can approve **expulsion** for violation of school policies. The student, parent(s)/guardian(s) may appeal the recommendation for expulsion by writing a formal letter to the Executive Director within five (5) school days of the Dean of Instruction's recommendation.

When deemed necessary, the Executive Director may appoint a hearing officer for further investigation. The Hearing Officer shall consider all relevant evidence and make a recommendation to the Executive Director. This determination will be binding upon the Executive Director and student.

The Executive Director has three (3) school days to make a determination on the recommendation for expulsion.

## Procedures for Dismissal



## XX. MAJOR POLICY VIOLATION DESCRIPTIONS

### Ótta' Ts'ídá Agháadl Bibeé Haz' áanli

The school reserves the right to dismiss a student after a first offense depending on the severity of the violation.

### Firearms, Weapons, Explosives and Fireworks

#### Ótta' Be'eld QDóó T' áadool Le' é Bee TI' Doolníft dóó Naaltsoos

Firearm or guns of any kind which includes BB guns, pellet guns, air powered guns, or any weapon or anything that resembles or can be made to resemble a weapon (gun), that shoots a solid projective, explosives, bows and arrows, knives, any sharp objects, slingshots, chains, or weapons of any kind, are NOT allowed on campus at any time.

Fireworks of any kind are not allowed on campus at any time.

### Alcohol – Use, Possession and Distribution

#### Ótta' I Ótta' di Tó Tsi' na' lliái

The School is an alcohol-free campus and will not tolerate the use, possession, and/or distribution of alcohol which is a violation of state and federal law. The Farmington Police Department will be contacted to investigate. This violation may be grounds for immediate dismissal.

## Illegal Substances and Drug Paraphernalia

Nát' oh tsí'ndá'ílláhigil

The School is a drug-free campus and will not tolerate the use, possession, or distribution of any illegal substances or drug paraphernalia. Parents will be held responsible to have a forensic test administered if his/her student is alleged to be in violation of this policy. The Farmington Police Department will be contacted to investigate. This violation may be grounds for immediate dismissal. All visitors for all occasions (athletic or non-athletic special events) are required to also adhere to these policies.

For purposes of this policy, “drugs” shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted by the SBHC.
- Hallucinogenic substances.
- Inhalants.

## Tobacco Products

Nát'oh cho'ílh

Students will not possess, smoke, or use tobacco products in school buildings, on school grounds or buses, or at school-sponsored events. Tobacco is defined as commercially created products such as cigarettes, smokeless tobacco, e-cigarettes and chewing tobacco.

### Tobacco/Nicotine Policy

Tobacco use is the single most preventable cause of death. Therefore, the School is a tobacco-free school and our goal is to keep our students tobacco-free and keep tobacco use off school property, out of school buildings and school sponsored events.

The use of tobacco use on school property is a major school violation; however, the School offers a tobacco diversion program over school suspension. The SBHC provides a student assistance program for students who use or violate the tobacco-use policy an opportunity to participate in an educational program that can lead to positive behavioral health change.

The violation of the tobacco use policy will lead to the parent/guardian being notified with a student referral to the SBHC.

## Truancy (Off Campus)

Ótta'ít' áadoo Ádah halne' é Ótta' déé' Dah Dliyáago

Students who leave campus for any reason without proper authorization are considered truant. Day students are not allowed to leave campus during school hours.

## Integrity

Doo Hona'adlo' Da

“To have integrity means that you do the right thing and make the right choices, even if

nobody is watching.” Students are encouraged to live a life based on honesty and integrity, by knowing who they are and what they stand for. Honesty and truthfulness are virtues, and students must police themselves on a daily basis. Having personal integrity is an important leadership quality for “Leaders Now and Into the Future – Yideeskq’agóó Naat’áanii”.

Cheating, lying, stealing, falsifying information, forgery and deceiving others are examples of actions that will compromise your integrity and have consequences.

## **Sexual Misconduct and Inappropriate Behavior** **Adá hoqóní K’ého dóó lzhdlch’Idah**

The school campus is a public environment and public facility. Students are expected to behave in good taste and have respect for others and self by not engaging in displays such as hugging, kissing, touching and other overt sexual behaviors with same sex member or opposite sex member. Other inappropriate behaviors include possession of pornographic materials and intentionally or unintentionally exposing his or her underwear or body parts that normally should be covered by clothing. Students are not allowed in the dorm room of the opposite sex.

Students who engage in sexual misconduct and inappropriate behaviors are subject to disciplinary measures.

## **Theft / Vandalism** **Ólta’í Ani’lghgo**

Theft and vandalism are unacceptable and will not be tolerated. Respect for school and other people’s property is an essential component of our community. Students will be responsible for restitution for stolen, damaged or lost property.

## **Defiance / Insubordination / Profanity** **Ólta doo blk `eh honlsh’l**

Any student whose actions are openly defiant and characterized to be disobedient and resistant to authority will be subject to disciplinary action.

## **Hostile Environment** **Adlláá dóó dóóllí líf ké nltshakees dóó yat’í**

Hostile Environment is unwelcome conduct by a person that is sufficiently serious, persistent, or pervasive, so that it affects another person’s ability to participate in or benefit from the school program or activity by creating an intimidating, threatening, or abusive environment. Conduct contributing to a hostile environment might include:

- Sexual propositions communicated via email, in person, graphically;
- Verbal expressions of sexual nature including comments about hair, dress, physical appearance, or sexual activities;
- Sexually suggestive jokes, innuendoes, sounds, gestures, or leering;
- Anecdotes, questions, or comments about sexual activities;
- Use of sexually suggestive objects, articles, tapes, pictures, or other materials;

- Any persistent and pervasive pattern of sex-related conduct that is offensive;
- Deliberate indifference by supervisory personnel in responding to allegations of harassment;
- Humiliating tricks or ridicule;
- A negative rite of passage to a particular individual, group, etc.; and
- Deliberate use of information and communication technology with intent to harm others.

The School and community have a responsibility to protect against harassment and hazing. This responsibility extends to the school's athletic programs. The School has a policy against discrimination that includes grievance procedures for prompt and equitable resolution of harassment and hazing.

Supervisors, teachers, and coaches have responsibilities for the behavior of students. Whenever harassment or hazing is observed by a teacher or the adult in charge, he or she should recognize and address the matter for what it is—a serious major school violation.

## **Fire Alarms, Safety Equipment and Bomb Threats**

Ko' Bits'aa Hashi Blk'ehgo Nitsáhákees Dóó Bibeé Haz'áanii

Students will not tamper with the fire alarm system, fire equipment including emergency exit lights, smoke detectors, fire extinguishers, sprinklers or make inappropriate emergency phone (911) calls. Bomb threats and tampering with safety equipment are illegal acts and will be reported to the local authorities.

## **Computer Misuse**

Computer cho'íhgi bibeé haz'ánigíí

**All students are required to sign and abide** by the “Navajo Preparatory School Computer Acceptable Usage Policy.” Any storage, use, or transmission of pornographic materials, obscenity, profanity, inappropriate text files, text-encoded files or files dangerous to the integrity of the network is prohibited.

## **Multiple Disciplinary Reports**

Díkwíidóó shíí'óhta'í baa hóóne' dóó naaltsos bee

Four (4) minor disciplinary reports filed within the current school-year for infractions, of any combination of rules and regulations, will be considered a major policy violation.

## **Bullying, Intimidation, Harassment, Fighting & Profanity**

Óhta'í lhadáahgo Dóó É'éts'lhgo

Any student bullying, threatening, intimidating, harassing or fighting with another student or with school personnel, either verbally (cursing &/or vulgarity) or physically, will be subject to disciplinary action. Sexual harassment in any form is unacceptable and will be dealt with according to disciplinary procedures.

Retaliation is a form of intimidation, reprisal or harassment directed against a student who reports an instance of inappropriate or unacceptable behavior, provides information during an investigation of inappropriate or unacceptable behavior, or witnesses or has

reliable information about inappropriate or unacceptable behavior. Retaliation of any sort by any person, including parents, is not permitted.

## School Safety Policy Against Bullying and Harassment

Harassment: According to New Mexico State Statute 30-9-13, harassment is **Unlawful** and a **Misdemeanor** (30-3A-2A), and according to Federal Statute under sec. 703 of Title VII, charges will be reported immediately to local law enforcement and Social Service Agency.

The School does not tolerate bullying or harassment and such conduct will result in disciplinary action up to and including suspension and/or expulsion from school. All members of the school community are committed to ensuring a safe and supportive environment based on the school's core values of K'e (traditional family relationships), learning, respect and cooperation. At school, all students have the right to: human dignity, feel safe, be respected, be valued, be different, be free of harm and be protected against abuse.

Bullying and harassment is an act of aggression by a student or a group of students with the intent to ridicule, humiliate, intimidate and cause embarrassment, pain or discomfort to another student. In a nutshell, *bullying is a deliberate, conscious desire to hurt, threaten and frighten someone.*

### Forms of bullying are

- **Physical bullying** – pushing, tripping up, kicking, hitting, punching, pinching, biting, forcing others to do things that they don't wish to do, taking or damaging other's belongings, demanding money, silly pranks
- **Verbal bullying** – teasing, mocking, taunting, abusive comments about appearance, verbal threats, threatening and embarrassing gestures, insulting family members, genders, race and religion, name calling, writing nasty letters about someone, stealing, hiding, damaging or destroying property
- **Psychological bullying** – spreading nasty rumors, deliberately excluding someone from activities, influencing/telling others to dislike someone, rude gestures and trying to dominate a person.
- **Cyber bullying** – actions that use information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group, that is intended to harm another or others; use of communication technologies for the intention of harming another person; use of internet service and mobile technologies, such as web pages and discussion groups as well as instant messaging; or SMS text messaging with the intention of harming another person. Harassing another student off-campus can result in disciplinary action upon return to campus.

Harassment and bullying can cause distress, lower self-esteem, reduce self-confidence, affect school performance, cause absenteeism, result in withdrawal from school and discourage participation in school activities.

### Examples of different types of harassment

The examples given below, which include unacceptable physical and verbal conduct, are not exhaustive.

- Sexual harassment: Examples include unnecessary touching, jokes of a sexual nature, inappropriate use of suggestive visual display, and other intimidating behavior.
- Racial harassment: Examples of racially motivated actions and behavior including inappropriate questioning about racial or ethnic origin, offensive graffiti and intimidating behavior such as threatening gestures.
- Personal harassment: Examples based on lack of tolerance of personal difference include making fun of personal circumstances or appearance.
- Harassment on grounds of sexual orientation: Examples include homophobic remarks or jokes, threats to disclose sexuality and intimate questions about sexual activity.
- Harassment of disabled people: Examples that undermine the dignity of people with disabilities including discussion of the effects of a disability on an individual's personal life, uninvited touching or staring, and inappropriate questioning about the impact of someone's disability.
- Age harassment: Examples include derogatory age-related remarks and unjustifiable dismissal of suggestions on the grounds of the age of the person.
- Stalking: Examples include leaving repeated or alarming messages on voice-mail or e-mail, following people around or asking other students for personal information.

### Complaint Process

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher, administrator or staff member and they shall be promptly forwarded to the Discipline Officer and Dean of Instruction for review and action. Any staff member who receives a complaint shall immediately report to the Discipline Coordinator and Dean of Instruction.

Students have a responsibility to report acts of bullying to any staff member.

Any report of suspected bullying behavior will be promptly investigated. If acts of bullying are verified, prompt disciplinary action shall be taken against the perpetrator in accordance with Major School Violation Policy, Section XX, Student Parent Handbook.

### Notification

The school administration will notify the parents or guardians of student(s) who committed a verified act of bullying. The parents or guardians of students against whom such acts were directed will also be notified.



# Major Policy Violation Consequences

## Díí bik'ehgo ółta'í bá nahwilt' aah

Major Rules Violation	Immediate Action	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Firearms, Weapons, Explosives & Fireworks	Confiscate Item(s) Notify Police Notify Parents Notify Security Notify Fire Dept. Expulsion Incident Report	Dismissal		
2. Alcohol Use, Possession, and/or Distribution	Confiscate Item(s) Notify Security Notify Police Notify Parents Student sent to Emergency room or sent home Counseling Referral, Up to 5 days suspension, Subject to loss of residential privileges, Incident Report	Parent Conference prior to returning, Completion of Alcohol Education Program, Behavioral Contract, or Subject to Dismissal	Dismissal	
3. Illegal Substance & Drug Paraphernalia	Confiscate item(s) Notify Security Notify Police Notify Parent Forensic Evaluation Student sent to Emergency room, Counseling Referral, Up to 5 days suspension, Subject to loss of residential privileges Incident Report, Random drug screening	Parent Conference prior to returning, Completion of Illegal Substance Drug Education Program, Behavioral Contract or Subject to Dismissal	Dismissal	
4. Tobacco Products	Confiscate item(s) Notify Parents Incident Report Counseling Referral	Completion of Tobacco Products Education Program, in accordance with NPS Tobacco/Nicotine Policy	Up to 5 days suspension, Completion of Tobacco Products Education Program, Behavioral Contract or Subject to Dismissal	Dismissal
5. Off Campus Truancy	Notify Security Notify Police Notify Parents Incident Report, Up to 5 days suspension Subject to loss of residential privileges	Parent Conference prior to returning, Subject to Dismissal	Behavioral Contract or Subject to Dismissal	Dismissal
6. Sexual Misconduct	Notify Parents, Incident Report, Counseling Referral, Up to 3 days suspension, Subject to loss of residential privileges	Parent Conference prior to returning, Behavioral Contract or Subject to Dismissal	Dismissal	
7. Integrity	Student/Teacher Conference Notify Parents Incident Report Up to 3 days suspension Academic Counseling Subject to Dismissal	Parent Conference prior to returning, Subject to Dismissal	Behavioral Contract or Subject to Dismissal	Dismissal

Major Rules Violation	Immediate Action	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
8. Theft/Vandalism	Confiscate Item(s) Notify Security Notify police Notify Parents Incident Report Up to 5 days suspension Restitution Counseling Referral	Parent Conference prior to returning, Subject to Behavioral Contract or Subject to Dismissal	Dismissal	
9. Defiance, Insubordination, Profanity	Student/Personnel Conference Up to 5 days suspension Counseling Referral Notify Parents Incident Report	Parent Conference prior to returning or Subject to Dismissal	Behavioral Contract or Subject to Dismissal	Dismissal
10. Bullying, Intimidation, Harassment, Fighting, Hazing, Verbal Abuse	Notify Security Notify Parents Incident Report Charges Filed Up to 5 days suspension, Subject to loss of residential privileges	Parent Conference prior to returning, Behavioral Contract or Subject to Dismissal	Dismissal	
11. Fire Alarms, Safety Equipment, and Bomb Threats	Notify Parents Notify Security Notify Police Restitution Incident Report Dismissal	Subject to Dismissal		
12. Intranet / Internet Abuse Vandalism	Notify Parents Incident Report Suspension of computer privileges Suspension up to 5 days	Parent Conference prior to returning or Subject to Dismissal	Dismissal	
13. Cyber Bullying	Notify Parents Suspension of Internet Access Up to 5 days of suspension Subject to dismissal	Parent Conference prior to returning or Subject to Dismissal	Dismissal	
14. Four (4) Multiple Minor Violations or Major Disciplinary Reports	Student/Parent Conference Incident Report Up to 3 days Suspension	Parent Conference prior to returning or Subject to Dismissal	Behavioral Contract or Subject to Dismissal	Dismissal

## XXI. RESOLUTION OF STUDENT CONFLICT ISSUES

Blnahj| Ótta'í bil anáhóót'í bee

### Informal Level

Students must first attempt to resolve the conflicts with the immediate school community member. If no possible solutions have been generated, the student or parent/guardian must make a written request to proceed to the Formal Level.

## Formal Level

### Level 1

The Discipline Officer will implement mediation utilizing the following steps:

1. Review position and interest of both initiator and respondent
2. Develop options for solutions.
3. Identify best alternatives to a negotiated agreement
4. Agree to resolve the conflict.

### Level 2

If the student has legitimate reasons to reject the proposals outlined in Level 1, arrangements will be made for a Conflict Mediation by the Dean of Instruction.

A certified conflict resolution mediator will conduct a mediation session in an effort to resolve the conflict. The conflict resolution mediator will provide documentation of what the party(ies) has agreed to do to resolve their conflict.

The mediator will be provided a written agreement signed by both parties.

## XXII. PARENT & SCHOOL INVOLVEMENT POLICY

Ama' dóó azhe'e Oit'á hazáqgi aldó bí déé l'í beehazáq ní K'egó

It is the goal of the School to develop a strong home-school partnership. The parents/guardians and the School will work as partners to increase student achievement and to develop a positive school environment.

The key factor in the home-school partnership is the relationship between the teachers, residential advisors, and the parents/guardians. Teachers are professionals who manage a variety of instructional resources. Parents/Guardians are an essential resource in the learning process of their students. Organizational support from the School Board Members, Administrators, Dean of Instruction, and Dean of Student Life enables teachers to effectively develop the partnership.

Students do best when parents are enabled to play four key roles in their student's learning as:

- teachers by helping their students at home;
- supporters by contributing their skills to the school;
- advocates by helping students receive fair treatment; and
- decision-makers by participating in joint problem-solving with the school at every level.

### Policy

Educational research shows a positive correlation between effective parental involvement and student achievement. The overall aim of this policy is to develop a parent involvement program in compliance with the Section 1118 of Title I, Part A of the No Child Left Behind Act that will ensure effective involvement of parents and the school community.

The School's Parent Involvement Policy was designed to keep parents informed by actively involving them in planning and decision making in support of the education of their students. Parents are encouraged to actively participate on the School Indian Education Committee, Parent Advisory Council, Academic/Athletic Booster Club, as volunteers and welcomed members of our school community. The School will support parents and families by:

1. Providing materials and training to help parents work with their students to improve their achievement level(s);
2. Providing parents with the information and training needed to effectively become involved in planning and decision making in support of the education of their students;
3. Fostering a caring and effective home-school partnership to ensure that parents can effectively support and monitor their student's progress;
4. Providing assistance to parents in understanding Common Core State Standards, International Baccalaureate Program, New Mexico Standards Based Assessment, Northwestern Evaluation Association Assessments, and American College Testing scores;
5. Sharing information about school and parent related programs, meetings and other activities in a format, and in languages that parents can understand; and
6. Providing professional development opportunities for school staff with the assistance of parents to improve outreach, communication skills and cultural competency in order to build stronger ties between parents and other members of our school community.

The School's Parent Involvement Policy was based upon a needs assessment of all parents/guardians. The school community will conduct an evaluation of the content and effectiveness of this parent involvement policy with parents/guardians to improve the academic quality of our school. The findings of the evaluation through school surveys and feedback forms will be used to design strategies to more effectively meet the needs of parent and enhance the school Title I program. To increase and improve parent involvement and school quality, the School will:

- Actively involve and engage parents in the planning, review and evaluation of the effectiveness of the school;
- Ensure that the Title I funds allocated for parent involvement are utilized to implement activities and strategies as described in our Parent Involvement Policy and the School-Parent Compact;
- Support school-level committees that include parent who are members of the School Leadership Team, the Indian Education Committee, Parent Advisory Committee, and Academic/Athletic Booster Club;
- Host and conduct an annual Parent Day Workshop with topics that include: parenting skills, understanding educational accountability, college readiness, scholarship applications/criteria, grade-level curriculum and assessment expectations; accessing community and support services; and technology training;
- Schedule additional parent meetings to share information about the school's educational program and other initiatives while allowing parents to provide suggestions;
- Encourage more parents/guardians to become volunteers;

- Provide written and verbal progress reports to keep parents informed of their child's progress; and
- Develop and distribute a school newsletter and web publication designed to keep parents informed about school activities and student progress.

## XXIII. STUDENT/PARENT/SCHOOL COMPACT

Ot'á í, Amá dóó Azhe' é dóó ol'á hazáqadóó aghá deet'á, atchíní haazhoo'ó íídóóh'á biníiyé

The School's School-Parent Compact was developed to strengthen the connection and support of student achievement between the school and families. School staff, students and parents agree that this Compact outlines the shared responsibility for improved academic achievement. The school-parent partnership will ensure that all students achieve Common Core State Standards and understanding of the International Baccalaureate Programme.

### School Responsibilities

Provide high quality curriculum and instruction consistent with Common Core State Standards and the International Baccalaureate Program to enable participating children to meet the Standards and Assessments by:

- Using academic learning time efficiently;
- Respecting cultural, racial and ethnic differences;
- Offering high quality instruction in all content and elective areas;
- Providing instruction by highly qualified teachers and when this does not occur, notifying parents as required by the No Child Left Behind Act;
- Holding high expectations for all students, believing that all students can learn; and
- Making classroom(s) accessible to parents for observation and speaking with instructors about student progress.

### Support home-school relationships and improve communication by:

- Conducting parent-teacher conferences each semester during which the individual child's achievement is discussed;
- Convening a Title I Parent Session to inform parents of the School's Title I status and funded programs, and their right to be involved;
- Arranging additional meetings at other flexible times for parents who cannot attend a regularly scheduled meeting;
- Involving parents in the planning process to review, evaluate and improve the existing Title I programs, Parent Involvement policy and this Compact;
- Proving parents with timely information regarding performance profiles and individual student assessment results for each child and other pertinent individual school information; and
- Ensuring the Parent Involvement Policy and School-Parent Compact are distributed and discussed with parents each year.

Provide parents reasonable access to staff by:

- Notifying parents of the procedures to arrange an appointment with their student's teacher or other schools staff member;
- Arranging opportunities for parents to receive training to volunteer and participate in their student's class and to observe classroom activities;
- Planning activities for parents during the school year; and
- Ensure that staff will have access to interpersonal services in order to communicate with limited English speaking parents effectively.

Provide general support to parents by:

- Creating a safe, supportive and effective learning community for students and a welcoming respectful environment for parents and guardians;
- Assisting parents in understanding academic achievement standards and assessments, and how to monitor their child's progress by providing professional development opportunities;
- Sharing and communicating best practices for effective communication, collaboration and partnering with all members of the school community; and
- Ensuring the Title I funds allocated for parent involvement are utilized to implement activities as described in this Compact and the Parent Involvement Policy.

## **Parent / Guardian Responsibilities**

- Monitor my student's attendance and ensure that my student arrives to school on time as well as follow the appropriate procedures to inform the school when my student is absent;
- Check and assist my student in completing homework and project tasks, when necessary;
- Encourage my child to read continuously and discuss what my child is reading each day;
- Promote positive use of extracurricular time such as, service learning opportunities, clubs, team sports and quality family time;
- Encourage my child to follow school rules and regulations, as well as the School Wellness Policy by supporting a healthy lifestyle;
- Encourage my student to seek medical attention from the School Base Health Center when they are ill.
- Volunteer in my student's school or assist from my home as time permits;
- Participate, as appropriate, in the decisions relating to my student's education. I will also:
  1. Communicate with my student's teacher about educational needs and stay informed about their education by promptly reading and responding to all notices received from the school;
  2. Respond to surveys, feedback forms and notices when requested;
  3. Become involved in the development, implementation, evaluation and revision to the Parent Involvement Policy in this Compact;
  4. Take part in the School's Indian Education Committee/Parent Advisory Committee or serve to the extent possible on advisory groups; and
  5. Share responsibility for the improved academic achievement of my child.

## **Student Responsibilities**

- Attend school regularly and arrive on time;
- Complete my homework/projects and submit all assignments on time;
- Communicate with teachers, advisor or Academic Counselor for assistance when necessary;
- Show respect for myself, other people and property;
- Utilize the Study Hall/Tutoring Services provided by the school effectively;
- Read at least 30 minutes every day outside of school time;
- Follow the school rules and be responsible for my actions;
- Give my parents/guardians all notices and information received by me from school every day;
- Maintain a positive and productive attitude, and always try my best to learn;
- Eat healthy, get plenty of exercise and rest as indicated in the School Wellness Policy; and
- Try to resolve disagreements or conflicts peacefully.





## XXIV. SIGNATURE PAGE

*Please sign and return to the Front Office.*

We have read the entire Student-Parent Handbook and agree to abide by all policies and expectations, including the Academic Honesty Policy contained herein:

❖ Student Name (Printed): \_\_\_\_\_

❖ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

❖ Student Signature: \_\_\_\_\_

❖ Parent/Guardian: \_\_\_\_\_

❖ Executive Director: \_\_\_\_\_



❖ Board President: \_\_\_\_\_



**\*\* NPS Board of Trustees reserves the right to revise Student/Parent handbook in the best interest of students without notice. This handbook is periodically reviewed by NPS Board of Trustees, administration and PAC to ensure the policies and procedures do not compromise the right of each individual student.**



# Navajo Preparatory School Student/Parent Handbook

## APPENDIX

### 2015-16 ACADEMIC YEAR CALENDAR

<b>August 17</b>	<b>First Day of School – Fall Semester</b>
August 28	Parent Workshop, San Juan College, 8:00 a.m. to 3:00 p.m. – <b>NO BUS RUNS</b>
<b>September 07</b>	<b>Labor Day Holiday – NO SCHOOL</b>
September 18	Staff In-service, ½ day school – AM Classes Only
September 20	Indian Education Committee (IEC) Meeting
September 25	Health & Wellness Day
October 05	Staff In-service, ½ day school, PM Classes Only
October 16	9-Weeks Ends
October 23	Parent Teacher Conference – <b>NO BUS RUNS</b>
	Indian Education Committee (IEC) Meeting
November 15	Indian Education Committee (IEC) Meeting
November 20	Unity Day/CAS
<b>November 23-27</b>	<b>Thanksgiving Break for Students</b>
November 23-24	Staff All Day In-Service – <b>NO SCHOOL</b>
November 26-27	Thanksgiving Break for Staff
December 13	Indian Education Committee (IEC) Meeting
December 15-17	Mid-Terms
December 18	End of Semester, ½ day of school – <b>NO BUS RUNS</b>
December 18	IB Diploma Applications Due
<b>Dec. 21-Jan. 01</b>	<b>Winter Break</b>
January 04	Teachers Report
<b>January 05</b>	<b>First Day of 2<sup>nd</sup> Semester</b>
January 10	Indian Education Committee (IEC) Meeting
<b>January 18</b>	<b>MLK, Jr. Holiday – NO SCHOOL</b>
February 03	Snow/CAS Day
February 12	Parent Teacher Conference – <b>NO BUS RUNS</b>
	Indian Education Committee (IEC) Meeting
<b>February 15</b>	<b>President’s Day Holiday – NO SCHOOL</b>
February 26	Staff In-service, ½ Day School – AM Classes only
March TBA	NMSBA – Juniors
March 04	9-Weeks Ends
March 18	Indian Education Committee (IEC) Meeting
<b>March 21-25</b>	<b>Spring Break</b>
<b>March 25</b>	<b>Good Friday – NO SCHOOL</b>
March 28	Staff In-service, ½ Day School – PM Classes Only
April 18-22	Hózhó Naasha Week
April 22	Parent Teacher Conference & Returning Student Registration; CAS/ATSA; Indian Educ. Comm. (IEC) Meeting; ½ Day School – <b>NO BUS RUNS</b>
<b>April 25</b>	<b>Navajo Nation Sovereignty Day – NO SCHOOL</b>
May 04	Academic & Residential Banquet
May 09	Staff In-service, ½ Day School – PM Classes only
May 17-19	Senior Final Review & Exams
May 21	Senior Graduation
May 24-26	Final Review & Exams, 9 <sup>th</sup> – 11 <sup>th</sup> grades
May 27	Last Day of School – <b>NO BUS RUNS</b>
<b>May 30</b>	<b>Memorial Day</b>

## CLASS SCHEDULES

### Regular Daily Schedule

Díí líyísií BIK'ehgo T'óó ákwííí ólta'

A modified block schedule consists of ninety (90) minutes of classroom instruction throughout the entire school year.

	<b>Monday</b>	<b>Wednesday</b>
1 <sup>st</sup> Hour	7:55 a.m. – 9:25 a.m.	7:55 a.m. – 9:25 a.m.
College Prep Advisory	9:30 a.m. – 10:10 a.m.	
2 <sup>nd</sup> Hour	10:15 a.m. – 11:45 a.m.	9:30 a.m. – 11:00 a.m.
LUNCH	11:50 a.m. – 12:25 p.m.	11:05 a.m. – 11:40 a.m.
3 <sup>rd</sup> Hour	12:30 p.m. – 2:00 p.m.	11:45 a.m. – 1:15 p.m.
4 <sup>th</sup> Hour	2:05 p.m. – 3:35 p.m.	1:20 p.m. – 2:50 p.m.
Afterschool Enrichment	4:00 p.m. – 5:00 p.m.	3:00 p.m. – 4:30 p.m.
	<b>Tuesday</b>	<b>Thursday</b>
5 <sup>th</sup> Hour	7:55 a.m. – 9:25 a.m.	7:55 a.m. – 9:25 a.m.
CP Advisory /Flex Time	9:30 a.m. – 10:10 a.m.	9:30 a.m. – 10:10 a.m.
6 <sup>th</sup> Hour	10:15 a.m. – 11:45 a.m.	10:15 a.m. – 11:45 a.m.
LUNCH	11:50 a.m. – 12:25 p.m.	11:50 a.m. – 12:25 p.m.
7 <sup>th</sup> Hour	12:30 p.m. – 2:00 p.m.	12:30 p.m. – 2:00 p.m.
8 <sup>th</sup> Hour	2:05 p.m. – 3:35 p.m.	2:05 p.m. – 3:35 p.m.
	<b>Friday</b>	
1 <sup>st</sup> Hour	7:55 a.m. – 8:40 a.m.	
5 <sup>th</sup> Hour	8:45 a.m. – 9:30 a.m.	
2 <sup>nd</sup> Hour	9:35 a.m. – 10:20 a.m.	
6 <sup>th</sup> Hour	10:25 a.m. – 11:10 a.m.	
LUNCH	11:15 a.m. – 11:50 a.m.	
3 <sup>rd</sup> Hour	11:55 a.m. – 12:40 p.m.	
7 <sup>th</sup> Hour	12:45 p.m. – 1:30 p.m.	
4 <sup>th</sup> Hour	1:35 p.m. – 2:20 p.m.	
8 <sup>th</sup> Hour	2:35 p.m. – 3:10 p.m.	

Daily Bus Run departs at 5:30 p.m. Monday through Thursday and at 4:00 on Fridays.

### Half Day Schedule

Early Dismissals/Late Classes/In-Services/Parent-Teacher Conferences

	<u>Early Dismissal</u>	<u>PM Classes</u>
1 <sup>st</sup> hour/5 <sup>th</sup> hour	7:55a.m. – 8:35 a.m.	1:00 p.m. – 1:40 p.m.
2 <sup>nd</sup> hour/6 <sup>th</sup> hour	8:40 a.m. – 9:20 a.m.	1:45 p.m. – 2:25 p.m.
3 <sup>rd</sup> hour/7 <sup>th</sup> hour	9:25 a.m. – 10:05 a.m.	2:30 p.m. – 3:10 p.m.
4 <sup>th</sup> hour/8 <sup>th</sup> hour	10:10 a.m. – 10:50 a.m.	3:15 p.m. – 3:55 p.m.
Lunch	10:55 a.m. – 11:35 p.m.	
Bus Departs	12:00 p.m.	

## STUDY HALL SCHEDULES

Ólta'í Hodéázyéelgo Óhool' aahgo

6:00-7:30 am Mon-Fri Library	<b>AM Study Hall</b> <ul style="list-style-type: none"> <li>Open to all students daily</li> </ul>	
3:35-4:30 Mon/Tues/Thurs	<b>Teacher Office Hours</b> <ul style="list-style-type: none"> <li>Immediate intervention and support for all students, including athletes and day students.</li> </ul>	
4:00-5:00pm Tues/ Thurs	<b>Freshman, Sophomore, Junior Academy</b> <ul style="list-style-type: none"> <li>Freshman: ALL students will attend Freshman Academy in the Fall Semester. Freshman will then be assigned Academy in the Spring Semester depending on their academic performance.</li> <li>Sophomores and Juniors will be assigned Academy periodically depending on their academic performance.</li> </ul>	
4:00- 6:00 Mon-Thurs Library	<b>At Risk/ Student Study Hall</b> <ul style="list-style-type: none"> <li>Mandatory for At-Risk GPA &lt;2.0 and Students &lt;3.0</li> <li>Students will have access to tutors</li> </ul>	<b>Athletic Practice 4:30-6:30</b>  <b>Athletes excused from clubs/G&amp;T meetings, etc. during this time.</b>
7:30- 9:00 Student Lounge/Cafeteria	<b>Athletic Study Hall</b> <ul style="list-style-type: none"> <li>Athletic students will attend study hall with the exceptions to students on the Dean's List and the Honor Roll.</li> <li>Tutoring is available (Orange passes are needed to leave study hall.)</li> </ul>	
5:00-8:00pm Sunday Evening	<b>Sunday Evening Study Hall</b> <ul style="list-style-type: none"> <li>Open to all students</li> </ul>	

## MID-TERM AND FINAL SCHEDULES

### Mid-Term Schedule (December)

Mon., Dec. 14 (45 min. classes)	Tues., Dec. 15 (90 min. classes)	Wed., Dec. 16 (90 min. classes)	Thurs., Dec. 17 (90 min. classes)
<i>Mid-Term Review</i>	<i>Mid-Term</i>	<i>Mid-Term</i>	<i>Mid-Term</i>
1 <sup>st</sup> Hour	College Prep Hour	College Prep Hour	7 <sup>th</sup> Hour
5 <sup>th</sup> Hour	1 <sup>st</sup> Hour	4 <sup>th</sup> Hour	8 <sup>th</sup> Hour
2 <sup>nd</sup> Hour	LUNCH	LUNCH	LUNCH
6 <sup>th</sup> Hour	2 <sup>nd</sup> Hour	5 <sup>th</sup> Hour	
LUNCH	3 <sup>rd</sup> Hour	6 <sup>th</sup> Hour	
3 <sup>rd</sup> Hour			<i>Off-Campus Activity</i>
7 <sup>th</sup> Hour			
4 <sup>th</sup> Hour			
8 <sup>th</sup> Hour			

## Senior Final Exam Schedule (May)

All juniors enrolled in senior classes will attend regular class scheduled on these dates.

Mon., May 16 (90 min. classes)	Tues., May 17 (90 min. classes)	Wed., May 18 (90 min. classes)	Thurs., May 19 (90 min. classes)
<i>Senior Review</i>	<i>Senior Review</i>	<i>Senior Finals</i>	<i>Senior Finals</i>
1 <sup>st</sup> Hour	5 <sup>th</sup> Hour	1 <sup>st</sup> Hour	5 <sup>th</sup> Hour
2 <sup>nd</sup> Hour	6 <sup>th</sup> Hour	2 <sup>nd</sup> Hour	6 <sup>th</sup> Hour
LUNCH	LUNCH	LUNCH	LUNCH
3 <sup>rd</sup> Hour	7 <sup>th</sup> Hour	3 <sup>rd</sup> Hour	7 <sup>th</sup> Hour
4 <sup>th</sup> Hour	8 <sup>th</sup> Hour	4 <sup>th</sup> Hour	8 <sup>th</sup> Hour

## Final Exam Schedule (May)

Mon., May 23 (45 min. classes)	Tues., May 24 (90 min. classes)	Wed., May 25 (90 min. classes)	Thurs., May 26 (90 min. classes)
<i>Final Review</i>	<i>Finals</i>	<i>Finals</i>	<i>Finals</i>
1 <sup>st</sup> Hour	College Prep Hour	College Prep Hour	7 <sup>th</sup> Hour
5 <sup>th</sup> Hour	1 <sup>st</sup> Hour	4 <sup>th</sup> Hour	8 <sup>th</sup> Hour
2 <sup>nd</sup> Hour	LUNCH	LUNCH	LUNCH
6 <sup>th</sup> Hour	2 <sup>nd</sup> Hour	5 <sup>th</sup> Hour	
LUNCH	3 <sup>rd</sup> Hour	6 <sup>th</sup> Hour	<i>Off-Campus</i>
3 <sup>rd</sup> Hour			<i>Activity</i>
7 <sup>th</sup> Hour			
4 <sup>th</sup> Hour			
8 <sup>th</sup> Hour			

## TUTORING SCHEDULE

Tutoring sessions take Monday through Thursday from 4:00 p.m. to 8:00 p.m.

Subject	Location
English/Writing	Library
Discrete Math/Geometry/Algebra I	Library
Algebra II/Pre-Calc./Calculus/Trig.	Library
Navajo Language	Mezzanine Lab

## LIBRARY HOURS

Monday through Thursday	7:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 4:00 p.m.

**Curfew (Freshmen/Sophomore/At-Risk) 8:00 p.m.**

**Curfew (Junior/Senior) 9:00 p.m.**

*\*Curfew Subject to change by Dean of Student Life*

## TRANSPORTATION SCHEDULES

\* Please Note – When adverse Weather develops, tune in to KTNN 660 AM Radio, KNDN 960 AM Radio or KOBF-TV – CH 12 for school delay info.

THERE WILL BE NO BUS RUNS ON PARENT TEACHER CONFERENCE DAYS.

### Regular Schedules

Routes	Afternoon Pick-Up Times	Pick-Up & Drop Off Points	Friday Drop- Off Times
<b>Black Mesa, AZ</b>	3:00 PM	Black Mesa Store/Chevron	7:10 PM
<b>Kayenta, AZ</b>	3:30 PM	Kayenta 7 to 11 Store	6:40 PM
	4:00 PM	Dennehotso	6:00 PM
	4:20 PM	Mexican Water Store	5:45 PM
	4:30 PM	Red Mesa Express Store	5:25 PM
	4:45 PM	TNP: Frank's Grocery Store	5:10 PM
	5:15 PM	Shiprock City Market	4:40 PM
<b>Window Rock, AZ</b>	3:00 PM	Window Rock Motor Inn	7:00 PM
	3:20 PM	Yatahey Jct. (Red Mesa Store)	6:25 PM
	3:50 PM	Tohatchi – Thiftway	6:00 PM
	4:10 PM	Naschitti Store	5:40 PM
	4:20 PM	Sheepspring Store	5:30 PM
	4:40 PM	491 Hwy/Burnham Rd. Mustang	5:20 PM
	5:00 PM	Littlewater Store	5:00 PM
<b>Chinle, AZ</b>	3:00 PM	Chinle Tseyi Shopping Center	6:55 PM
	3:10 PM	Many Farms Fina	6:30 PM
	3:30 PM	Round Rock Chapter House	6:20 PM
	3:55 PM	Rock Point Mustang	6:00 PM
<b>Crownpoint, AZ</b>	4:00 PM	Crownpoint Shopping Center	5:45 PM
	4:35 PM	Lake Valley/Tseya Store	5:00 PM
<b>Torreón, NM</b>	3:00 PM	Torreón Red Mesa Express Store	6:45 PM
	3:35 PM	Cuba - Conoco/Taco Bell	6:00 PM
	4:15 PM	Counselor	5:35 PM
	4:25 PM	Lybrook Store	5:25 PM
	4:40 PM	Hwy 550 Red Mesa Express Store	5:15 PM
	4:50 PM	Nageezi Post Office	5:10 PM
	5:05 PM	Dzilnahodithle School by Cafeteria	5:00 PM
	5:20 PM	Hilltop (Mustang Store)	4:45 PM

### Daily Route Schedules

Buses depart NPS at 5:30 p.m. Monday through Thursday and at 4:00 p.m. on Fridays.

#### Shiprock Route

<u>A.M. Pick-up</u>		<u>P.M. Drop-Off</u>	<u>Mon-Thurs</u>	<u>Fri</u>
Shiprock – City Market	6:45 a.m.	Kirtland – Doc's Barbeque	5:45 p.m.	4:15 p.m.
Waterflow – Valley Trading	7:00 a.m.	Waterflow Post Office	6:00 p.m.	4:30 p.m.
Kirtland – Shell Gas Station	7:15 a.m.	Shiprock – City Market	6:20 p.m.	4:40 p.m.

**Note:** On Fridays, students on the Daily Shiprock route will ride the Kayenta/Black Mesa bus.

**Bloomfield/Aztec Route, if needed**

A.M. Pick-up

Bloomfield – Farmer’s Market 7:00 a.m.  
 Aztec – Conoco Station 7:20 a.m.

P.M. Drop-Off

Bloomfield – Farmer’s Market 6:00 p.m. 4:30 p.m.  
 Aztec – Conoco Station 6:25 p.m. \*4:30 p.m.

Mon-Thurs Fri

**Note:** On Fridays, students on the Daily Bloomfield route will ride the Torreon bus and students in Aztec will be transported separately.

**1/2 Day School Schedule**

*P.M. School and Early Release Schedule*

For PM school day – School will begin at 1:00 PM.

For early release day – Buses will leave NPS at 12:00 PM

Routes	Afternoon Pick-Up Times	Pick-Up & Drop Off Points	Friday Drop-Off Times
<b>Black Mesa, AZ</b>	8:00 AM	Black Mesa Store/Chevron	2:45 PM
<b>Kayenta, AZ</b>	8:30 AM	Kayenta 7 to 11 Store	2:15 PM
	9:00 AM	Dennehotso	1:45 PM
	9:20 AM	Mexican Water Store	1:20 PM
	9:30 AM	Red Mesa Express Store	1:10 PM
	9:45 AM	TNP: Frank’s Grocery Store	1:00 PM
	10:15 AM	Shiprock City Market	12:30 PM
<b>Window Rock, AZ</b>	8:00 AM	Window Rock Motor Inn	2:55 PM
	8:20 AM	Yatahey Jct. (Red Mesa Store)	2:20 PM
	8:50 AM	Tohatchi – Thiftway	2:10 PM
	9:10 AM	Naschitti Store	1:35 PM
	9:20 AM	Sheepspring Store	1:25 PM
	9:40 AM	491 Hwy/Burnham Rd. Mustang	1:05 PM
	10:00 AM	Littlewater Store	12:50 PM
<b>Chinle, AZ</b>	8:00 AM	Chinle Tseyi Shopping Center	3:00 PM
	8:10 AM	ManyFarms Fina	2:55 PM
	8:30 AM	Round Rock Chapter House	2:30 PM
	8:55 AM	Rock Point Mustang	2:05 PM
<b>Crownpoint, AZ</b>	9:00 AM	Crownpoint Shopping Center	1:45 PM
	9:35 AM	Lake Valley/Tseya Store	12:55 PM
<b>Torreon, NM</b>	8:00 AM	Torreon Red Mesa Express Store	2:55 PM
	8:35 AM	Cuba - Conoco/Taco Bell	2:25 PM
	9:05 AM	Counselor	1:35 PM
	9:25 AM	Lybrook Store	1:30 PM
	9:35 AM	Hwy 550 Red Mesa Express Store	1:15 PM
	9:50 AM	Nageezi Post Office	1:05 PM
	10:05 AM	Dzilnahodithle School by Cafeteria	12:50 PM
	10:20 AM	Hilltop (Mustang Store)	12:35 PM

**CAFETERIA HOURS**

	Mon. – Thurs.	Wednesday	Friday
<b>Breakfast</b>	6:30 – 7:45 a.m.	6:30 – 7:45 a.m.	6:30 – 7:45 a.m.
<b>Lunch</b>	11:50 – 12:25 p.m.	11:05 – 11:40 a.m.	11:15 – 11:50 p.m.
<b>Dinner</b>	5:30 – 7:00 p.m.	5:30 – 7:00 p.m.	5:30 – 7:00 p.m.



## STAFF DIRECTORY

### Administration

Executive Director	Betty Ojaye	x 148
Dean of Instruction	Tasha Racawan	x 320
Dean of Student Life	Roderick Denetso	x 121
Asst. Dean of Instr./IB Coord.	Roxanne Lee	x 130
Admissions/Public Relations	Sandra Westbrook	x 129
Business Operations Manager	Sophina Tyler	x 136
Network Admin./Electrician	Ron Jantz	x 132
Facility Manager	Byron Begay	x 151
Food Services Manager	Tyrone White	x 112

### Academic Support Staff

Athletic Director/Discipline Coord.	Mike Tillman	x 117
Academic Counselor	Daniel Jones	x 137
Registrar	Margaret Staggers	x 128
Director of Library Services	Marilyn Stucky	x 153
Asst. to Library Services	Stephanie Billy	x 153
Special Education	Tarra Hammons	x 329
Administrative Assistant	Trudy Grantsen	x 160
Receptionist	Gladina Yanito	x 122
Athletic Secretary	DeShanin Yazzie	x 124

### Faculty

\* Denotes Department Heads

#### Nihé Iiná

IB US History	Lesley Tohtsoni	x 313
Navajo Hist./Gov. & US Govt/Econ	Larry Sorensen	x 312
World History/US Govt./Econ.	Janalee Vander Hoven	x 325
Navajo Culture/NM History	Denise Joe	x 317
Navajo Language/Dine Studies	Rose Nofchissey	x 301
Navajo Language/Dine Studies	Mabel Martin	x 326
Spanish I/II	Hiroshi Iwana	x 150
Spanish II & IB Spanish	Elsa Iwana	x 319

#### Math & Sciences

IB Math Studies/IB Math I & II	Mavis Yazzie	x 310
Geometry/IB Math Studies	Donna Fernandez	x 311
Algebra I/Geometry	Janet Clifton	x 306
Prin of Chem. & Phy./Biology	Allison Henry	x 308
Biology/IB Biology/IB Environ. Sci.	Kevin Keeley	x 305
Chemistry/Biology II/IB Chem.	Yolanda Flores	x 318
Computer Programming	Kyle Joe	x 309
Phy. Education/IB Sports	Jessica Nez	x 321
Fitness/Health	Rainy Crisp	x 316

#### Creative Communications

English I & II	Jeffrey Young	x 314
IB English II & TOK/EE	Cheryl Wolfe	x 303
IB English I & English II	Myrna Mendoza	x 300
Digital Arts	Kevin Martin	x 126
Musical Performing Arts	Ursula Messano	x 323

## Residential & McKenzie School Based Health

Dean of Student Life	Rod Denetso	x 121	(505) 860-0964
Asst. Dean	Ed Reece	x 156	(505) 215-4307
Student Support Specialist		x 302	(505) 330-9411
Nurse/SBHC Coordinator	Rita Abboud	x 116	(505) 716-7256
Health Assistant	Beverly Nelson	x 115	
Wellness Coordinator	Delshayne John	x 121 or 156	

### Residential Halls

*Office Telephones are for business use only.*

Arthur Hall	x 234
Bates Hall	x 242
Garrett Hall	x 233
Manuelito Hall	x 231
Zah Hall	x 232

## Security

Lead Officer	Thomas Young		(505) 215-2342
Officer on Duty		x 322	(505) 860-2189

## Transportation

Transportation Coord.	Richard Roybal	x 114	(505) 215-3599
Head Bus Driver	Paul Bonney		(505) 215-4300
Bus Driver	Edith Jones		(505) 215-4302

## Support Staff

Admin. Asst. to the Exec. Director	Karla Charlie	x 120
Facility Offc. Mgr./Custodial Supervisor	Bitia Roanhorse	x 328
Business Office		x 125
Shimásáni Café		x 112
McKenzie School Based Health Center		x 115 or x 116

## Fax Numbers

Front Office	(505) 564-8099
Athletics	(505) 564-8099
McKenzie SBHC	(505) 326-1834
Administration	(505) 327-9213
Business Office	(505) 326-2155