

**HOME OF THE GRIZZLIES**

# **Shonto Preparatory Technology High School**

**2022-  
2023**

## **Student Parent Handbook**

East Highway 160 & Route 98  
PO Box 7900 Shonto, AZ 86054  
(928)672-3500 Option 2  
[www.shontoprep.org](http://www.shontoprep.org)

## **SHONTO GOVERNING BOARD OF EDUCATION, INC.**

Shonto Preparatory Technology High School (SPTHs) is accredited by the AdvancED Accreditation - North Central Association (NCA) Commission on Accreditation and School Improvement. SPTHs serves Shonto Community and neighboring areas such as Tall Mountain, Ts'ah Bii'Kin, Tonalea, Kaibeto, Black Mesa, White Mesa, Cow Springs, Kayenta, Navajo Mountain, and Forest Lake, essentially surrounding areas within a 60-mile radius ([www.shontoprep.org](http://www.shontoprep.org)).

One of SPTHs school wide goal(s) is to impart upon our students the concept of being self-sufficient, independent, and productive citizens. As assessment-capable learners, we strive to have every student be an advocate for their learning and score proficient or highly proficient on their State and benchmark assessments. As academic facilitators, promoting a cohesive academic community is essential to building students' academic skills and showing proficiency on their assessment. SPTHs curriculum is aligned to Arizona College and Career Readiness and Common Core Standards, which also integrates our Dine Language & Cultural values. As educators, SPTHs is most proud of the opportunity to work with students who come from such a culturally rich environment. SPTHs aims to inspire all students' intellectual abilities so they can become successful in their postsecondary and career endeavors.

The purpose of this handbook is to communicate the expectations of the School Preparatory School (SPS) district and SPTHs to ensure all students, parents, teachers, staff, and community members can enjoy the educational environment and any opportunities offered by SPTHs and the SPS District. It is the policy of the Shonto Governing Board of Education, Inc. that at any time students are under the direct supervision of adults in a school sponsored and extracurricular activities, the Student and Parent Handbook will be upheld.

Another area of SPTHs' goal is to embrace effective instructional practices and innovative technology. Through professional development, SPTHs strives to enhance teaching practices and to be a high performing school.

SPTHs offers a full range of support services and programs which include:

- Enrichment Classes (Diné Studies, Diné Language & Culture, Graphic Art, Robotics, Computer Science, Automotive, Welding, P.E., and NPC Dual Enrollment).
- Exceptional Student Services with one-on-one support and inclusive practices.
- Technologically equipped classrooms.

## **STATEMENT OF PURPOSE**

### **Mission**

The mission of Shonto Preparatory Technology High School is to nurture a positive character and a safe, engaging, caring and creative environment with high academic expectations while instilling Diné Language and Culture, where all learners are successful, responsible, and independent thinkers.

### **Vision**

Promote creative problem solving through critical thinking while embracing Diné Language and Culture to create collaborative life-long learners.

### **Equal Education Opportunity**

It is the policy of Shonto Preparatory Technology High School to maintain a non-discriminatory learning environment and to ensure that students are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of the district on the basis of gender, race, color, religion, national origin, or disability.

Shonto Preparatory Technology High School (SPTHS) has been serving surrounding communities since 1999. The successes of SPTHS are results of the following beliefs:

- Learning will learn.
- Teachers have positive impact on student learning
- Parents/Guardians are key partners in their child's learning
- School and parent partnership is essential
- Students can meet high expectations
- Curriculum and school improvement decisions are student-focused
- Data-driven decisions to improve teaching and learning
- Continuous improvement
- Safe and positive learning environment maintained by students & staff
- Extra-curricular and enrichment are encouraged for all students
- Teachers and support personnel are highly qualified and attend professional learning

### **PANDEMIC/ COVID RELATED INFORMATION**

COVID-19 Vaccinations are highly recommended but not required. Parents may sign an attestation form and provide proof of vaccination to verify their child has received their vaccination shots.

#### **Daily Screening**

The CDC provides a "self-check" to help individuals make a decision and seek appropriate medical care. The self-checker can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html>

Before students enter the bus or the school building, they will receive a Wellness Screening. Their temperature will be checked and students will not be allowed onsite if they exhibit any of the following symptoms:

fever of 100.4 and higher or chills, shortness of breath or difficulty breathing, muscle aches, sore throat, headache, fatigue, change in congestion or runny nose not related to allergies, cough, vomiting, diarrhea, or new loss of taste or smell.

#### **Illness**

If a student becomes ill at school their temperature will be checked again and parents/guardians will be notified.

#### **Visitors**

If a parent or community member wishes to visit the campus, they will need to sign-in, and undergo a Wellness Screening, obtain a visitor's badge at the front office, and may be asked to provide identification. Parents will report to the front office and not go beyond unless it is for the safety or well-being of their child and must follow all safety protocols including physically distancing, as feasible, and wearing a face mask.

Visitors must follow all protocols including verifying that they have not been exposed to COVID-19 and attest to not having any of the defined symptoms.

### **Wellness Screening Process:**

1. A Wellness screening questionnaire will ask the following health screening questions.

- Have you been in close contact with someone who has tested positive for the COVID-19 or that has been sick in the last 5 days?

If a “yes” answer is received, an explanation of the “yes” response will be required.

- Are you currently experiencing any of the following symptoms within the past 5 days such as: Coughing, Fever, Shortness of Breath, Body Aches

If a “yes” answer is received, an explanation of the “yes” response will be required.

- Have you traveled to any location off the Navajo Reservation that is actively known as a “Hot Spot”?

If a “yes” answer is received, an explanation will be required.

2. The screener will take the person’s temperature, on the forehead, and record it on form. Temperature shall only be taken on the forehead according to the manufacturer recommendations.

### **Hand Washing**

Staff and students are required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school or district facility;
- before and after putting on and taking off a face mask;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

### **Enhanced Physical Distancing**

Staff and students are required to maintain a distance of at least 3 feet between individuals at all times, unless this is not physically possible or, for a student’s or other person’s safety. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), the staff member will resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

### **Student Belongings/Materials**

Sharing of technology devices, school supplies and belongings among students will be very limited and only if it is absolutely necessary. If equipment or supplies must be shared by students, staff will clean the item after each use. Parents should also clean student belongings before/after school.

### **Face Coverings**

The District will require universal masking. Students will be required to wear a cloth or surgical face mask. Students will not be required to wear face coverings when eating or drinking.

## **ADMISSIONS**

Shonto Preparatory Technology High School accepts enrollment application packets for students fourteen (14) through eighteen (18) years of age. Students may apply for admission at any time of year, students are encouraged to submit their application packet after the first of June.

Your child must be current on all immunizations. The state requirements include:

- Three does of Hepatitis B
- Four doses of OPV/IPV (polio)
- Two MMR (measles, mumps and rubella)
- One does of VAR Varicella (chickenpox)
- Five doses of DTP (diphtheria, pertussis, tetanus)
- One dose of MenACWY or MCV4 Quadrivalent Meningococcal
- High recommended, not required: COVID-19 vaccinations

Parents must provide proof of vaccination to verify their child has received their vaccination shots for attendance or parents may provide a proof of exemption of immunization.

Arizona Revised Statutes §15-184(B) provides that enrollment preference shall be granted to pupils returning to the charter school and to siblings of pupils already enrolled. A.R.S. §15-184(C) states that enrollment preference may be granted by the school to students who are in foster care, homeless, or those who are children, grandchildren or legal wards of employees of the school, Governing Board members, or employees, directors, officers, partners or Board members of the charter holder.

Arizona Revised Statutes §15-184 states (J), "...school may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution."

In cases of custody and/or visitation restrictions regarding a student at SPTHHS, a copy of all legal documents, such as a court order, must be given to the School Registrar to file in the student's cumulative folder.

If a student transfers in from another school, there is no guarantee that all credits will transfer to Shonto Preparatory Technology High School. It is dependent on varying factors to include but limited to the following factors: comparing the course syllabus from both schools and the schools schedules. If students are transferring from a block schedule their classes will be counted as one core credit and one elective credit. Families are encouraged to wait to transfer their child at the end of the semester or quarter.

## **CLASS SCHEDULE**

### **Schedule Changes**

Schedule changes are made in the first five days of a semester, drop/add deadlines will be set and communicated, any scheduled changes after 5 days of a semester will require administrative approval. Schedule changes will be made for the following reasons: Computer error, changes needed to satisfy graduation requirements, completion of an approved summer school, community college, or online (APEX) course. Students registering after the 20th day of the semester and has not attended any school during the past 20 school days may still register, but will receive no credit for that semester.

## Withdrawals

If a student withdraws from school to enter another school before the end of a semester the withdrawal grades will reflect the grades earned at the date of withdrawal. Students requesting to withdraw from a course while remaining enrolled at Shonto Preparatory School must receive administrative approval. Approved withdrawals from courses will be posted on the student's transcript according to the following timeline: Schedule changes within the first ten (10) days of the semester will not be reflected on the transcript. Withdrawals from the 11<sup>th</sup> day to 20 days prior to the end of each semester will be recorded as an 'NC'.

## GRADUATION REQUIREMENTS

### Shonto Preparatory Technology High School Graduation Requirements

<b>SPTHS Requirements for Senior Class of 2023</b>			
<b>Credits</b>	<b>Subject</b>	<b>Credits</b>	<b>Subject</b>
4	English (9, 10, 11, 12)	1	PE/Health
4	<b>Mathematics, (Algebra I, Geometry, Algebra II, Advanced Math, &amp; Pre-Calculus)</b>	1	Fine Arts or Career Technical Education
3	Science (Earth Science, Biology I, Chemistry I)	6	Electives
3	Social Studies (World History/Geography, US/AZ US/AZ Government/Economics)	23	TOTAL CREDITS +
6	ELECTIVE	Complete	Education and Career Action Plan (ECAP)
1	Foreign Language or Navajo Language	Pass	Civics Test (60% or higher)

+Course Requirements for Arizona college/university require 2 years of Foreign Language. Scholarships and out of state schools may have varying requirements.

\*High School Graduates are required to pass their Civics Test and complete an Education and Career Action Plan.

## EDUCATION CAREER ACTION PLAN (ECAP) R7-2-302.05

All students 9-12 must devise a post-high school career action plan prior to graduation and updated, revised and monitored at least annually. The Education Career Action Plan (ECAP) is both a documented plan and a process.

An Arizona Education and Career Action Plan shall at a minimum allow students to enter, track and update the following information:

1. Academic Goals that include identifying and planning the coursework necessary to achieve the high school graduation requirements and pursue postsecondary education and career options; analyzing assessment results to determine progress and identify needs for intervention and advisement; and documenting academic achievement;
2. Career Goals that include identifying career plans, options, interests and skills; exploring entry level opportunities; and evaluating educational requirements;
3. Postsecondary Education Goals that include identifying progress toward meeting admission requirements, completing application forms and creating financial assistance plans; and
4. Extracurricular Activity Goals that include documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, and volunteering.

## NPC TALON PROGRAM

Shonto Preparatory Technology High School, with Northland Pioneer College (NPC), offers Dual Enrollment classes for college credit. SPTHS students are eligible for NPC college courses if they have:

- a cumulative GPA of 2.6 or greater
- meet the course prerequisites

Courses will be offered	
Fall 2021	Spring 2022
MAT 152 ENL 101 SPA 101 LAN 171 (Navajo)	MAT 189 ENL 102 SPA 102 LAN 172 (Navajo)

These courses can be used to meet high school graduation requirements and obtain college credit at the same time. **Students are responsible for NPC course work and high school course work.** The teachers that teach these dual enrollment courses are Instructors from the NPC Campus. All courses offered are transferable to any Arizona state university or college. To learn more about SPTHS/NPC Dual Enrollment, please schedule to meet with the TALON Classroom Aide or Student Services Technician. One semester of NPC Math or English with a passing grade will count as one credit in Math or English for the following academic year. After taking these core classes students are able to enroll in other courses.

## **APEX**

APEX is an online credit recovery program created by Edmentum and accredited by Cognia. Students may enroll in APEX for credit recovery over the summer and during the school year. APEX also offers elective courses not available through our current courses. Students will be expected to sign a contract for each session. Students not progressing through the program at 2 quizzes per week, or not logging in for 10 days will be dropped from the program. There are limited seats available for recovery credits.

## **SUMMER SCHOOL OR SUMMER ENRICHMENT**

1. Summer School is intended for students who need additional academic support, remediation, one-on-one intervention or credit recovery. Perfect Attendance for Summer School and summer enrichment is mandatory.
2. As time permits students can earn up to half a credit this will require the student to engage in 60 hours of coursework.
3. As time permits students can earn an entire credit, this will require the student to engage in 120 hours of coursework.
4. Summer Enrichment courses are intended to complement the strong skill-based curriculum in the core classes and to provide students with opportunities to explore and hone their talents in technology and the arts with emphasis in ELA standards.

## **CHIEF MANUELITO SCHOLARSHIP:**

The Chief Manuelito Scholarship is awarded to graduated, enrolled Navajo high school students who have completed 1 credit of Navajo language, 0.5 credit of Navajo Government, a 3.0 GPA, composite ACT score of 21 and admitted to a full time higher education program. It is recommended that students begin applying to colleges/universities their Junior year. More information is available through the Office of Navajo Nation Scholarship Financial Aid.

## **GRADING SCALE AND ACADEMIC RECOGNITION**

<b>A+ 98-100%</b>	<b>B+ 88-89%</b>	<b>C+ 78-79%</b>	<b>D+ 68-69%</b>	<b>F 59-0%</b>
<b>A 93-97%</b>	<b>B 83-87%</b>	<b>C 73-77%</b>	<b>D 63-67%</b>	
<b>A- 90-92%</b>	<b>B- 80-82%</b>	<b>C- 70-72%</b>	<b>D- 60-62%</b>	

## **HONOR ROLL**

The honor roll is calculated at the end of each semester. It is based on current semester grades and is not cumulative. In order to qualify a student must have no F's in the current semester. They must also meet one of the following criteria:

- 4.00 GPA – Principal's Honors
- 3.50 GPA or higher – High Honors
- 3.00 GPA or higher – Honors

## **VALEDICTORIAN AND SALUTATORIAN**

SPTHs Valedictorian and Salutatorian are selected each year from the graduating class. The criterion is based on the following:



- The Valedictorian ranks first per Grade Point Average (GPA) above 3.0 for their cumulative high school education and is considered the top student of his/her class;
- The Salutatorian ranks first per Grade Point Average (GPA) above 3.0 for their cumulative high school education and is considered the second top student of his/her class;

For both Valedictorian and Salutatorian, criteria are based on cumulative GPA. If students have the same GPA other factors are taken into consideration: the number of advanced classes taken, ACT composite score if taken, student attendance, discipline record, and student marks in citizenship.

For transfer students to SPTHs the following criteria will be used:  
The student must attend a minimum of two academic years at SPTHs one of which must be their senior year. Any exceptions to this process must be reviewed and approved by the Principal or his/her designee.

## ASSESSMENTS

SPTHs is required to administer district, state and federally mandated assessments to students enrolled in Arizona public and charter schools.  
All students will participate in state mandated testing:

	<b>Name of Assessment</b>	<b>Cohort</b>	<b>Frequency</b>
State Assessments	ACT	Grade 11	Spring
State Assessments	ACT Inspire	Grade 9	Spring
State Assessments	AzSCI	Grade 11	Spring
State Assessments	AZELLA Placement	Students who meet the requirements based on PHLOTE forms	1 time a year
State Assessments	AZELLA Reassessment	Students who are participating in ELL services	Spring
State Requirement	Civics	Students who have not passed.	2 times a year
District Benchmark	Imagine Learning Galileo	Grades 9-12	Quarterly
Navajo Nation	Dine Language Proficiency Assessment	Grade 12	Fall
Navajo Nation	ONLC-SBA	Grade 12	Spring

## **GENERAL INFORMATION**

### **1. School Lockers:**

In order to provide as many students as possible with an opportunity to use a school locker, the following policies and procedures will be implemented. All lockers are property of Shonto Preparatory Technology High School, not the students.

- Locker inspections will be held without notice, without student consent and without a search warrant.
- Each student will have use of an assigned hall locker with an assigned combination lock. Students will not share lockers and combination lock numbers with their peers.
- Students are expected to keep lockers clean and free from damage. Inappropriate stickers and other items must be removable from lockers or fines may be assigned.
- The cost of a replacement of a combination lock is \$10.00.
- If a student is chronically tardy due to locker usage it may result in losing locker privileges.
- All assignments of lockers/combinations will be completed by the Front office Staff (registrar), Student Technician, or Principal.

### **2. Student ID Card & Staff ID Card:**

- A photo identification card will be issued to each member of the student body. This card identifies the student as a member of SPTHHS. This card should be carried at all times and must be presented upon request to faculty and/or administration. The student ID card may be used for admittance to school activities such as dances and athletic games.
- Student ID replacement cost: \$3.00.
- Any lost and found student I.D. will be turned into the front office.
- **All Staff** will display school issued identification badges on campus during work hours. Students are expected to present school identification when requested and necessary.

### **3. School Issued Property**

- Textbooks, library materials/equipment, musical Instruments, athletic equipment/uniforms can be issued to students.
- If school issued property is lost or damaged, it will be the responsibility of the student and parents to pay for the replacement cost.
- It is recommended that students bring school supplies according to teacher expectations in each class.

### **4. Student Telephone Calls/Messages:**

- Students may request to use the phone in the front office to contact parents/guardians before/after school and during lunch. Not during instructional time.
- **\*\*If a parent/guardian needs to reach their child for an emergency, please contact the front office and the office staff will get the emergency message to your child.**

## 5. Personal Property

SPTHS is not responsible for students' personal property. Students are responsible for their own personal possessions. Money and expensive belongings or items that distract from teaching and learning should not be brought to school. Any item that disrupts the educational process or jeopardizes the safety of the school is prohibited. Any confiscated items will be returned according to the discipline policy as outlined. Parents and students are responsible for any valuable jewelry worn to school for cultural events.

### 1. Musical Instruments

Students are permitted to play their musical instruments (either issued from school or brought from home) in designated areas and times on the school campus. Playing musical instruments is allowed before school, at lunch, after school and not permitted when classes are in session. The sound volume of played musical instruments must be kept to a level where it does not disturb the educational environment. Violators can be prohibited from bringing musical instruments/electronic devices onto the school campus. The privilege to bring a musical instrument back on campus may be granted only after a parent/guardian conference with the Principal or designee.

### 6. Personal Electronic Devices (PED) are discouraged on campus due to liability and excessive value of the item. Personal electronic devices including cell phones, iPods, iPads, Bluetooth speakers and/or other electronic devices.

Administrators or any other staff member may confiscate non-educational items. SPTHS is not responsible for items loaned or borrowed between students.

The following items are included, but not limited to:

- Portable video game consoles, iPod, tablets, or other personal electronic devices
- Earphones/headphones/ Bluetooth devices, etc.
- Rollerblades and/or shoes with roller wheels (Heelys)
- Excessive amount of money (over \$20.00)
- Headgear (hats, caps, hoods, beanies) on the school campus
- Cellular phones
- Skateboards
- Bluetooth Speakers

- a. **SPTHS is not responsible for lost or stolen personal electronic devices and will not provide reimbursement for any lost, stolen, or damaged personal items.**
- b. **All personal electronic devices MUST remain OFF and PUT AWAY during classroom instruction time; (e.g. school assemblies, during testing and presentations).**
- c. PEDs can ONLY be used before school and after school in the following designated areas – **OUTSIDE/Cafetorium and Commons Area** of the school building, while in use PEDs must align to the Code of Conduct.

- d. SPTHHS is not responsible for the recharging of PEDs in the school buildings: e.g. classroom, computer lab, library, front office, lobby, cafetorium, commons area and large gym.
- e. Violations of this policy will result in confiscation of the electronic device and a disciplinary referral. Parents or guardians are required to pick up their child's PED, (Second Infraction) from the office of the Principal or designee.

**Any confiscated non-educational items taken from the students will be turned over to the Principal or designee by the addressing Teacher/Staff. All items confiscated are documented by the Principal or designee.**

- First infraction: Item(s) may be returned to students by the end of the school day.
- Second infraction: Items will be returned only to a parent or guardian.
- Third infraction: Item seized will be held until the end of the semester. Any item that might be construed dangerous or destructible will be confiscated indefinitely. Illegal items will be reported to parents and law enforcement, and legal consequences will be pursued.

All lost and found items on campus will be taken to the front office. Restricted or be forwarded to the Principal or designee for documentation.

## COURSE CATALOG

### CAREER AND TECHNICAL EDUCATION

In today's global economy, the workplace requires highly trained and effective employees. Career and Technical Education (CTE) educators are responding to today's workplace needs by utilizing the delivery service model below. The curriculum is frequently reviewed, refined, and updated to align with business and industry while at the same time meeting the rigorous Arizona College and Career Ready Standards. CTE Programs provide students the opportunity to explore and experience careers while in high school and apply their academic and technical skills through real world applications. CTE is for ALL students! CTE courses are focused on preparation for college AND career by providing a multitude of dual enrollment opportunities while meeting entrance requirements of four-year colleges and universities; integrating employability skills, academic standards and providing opportunities for scholarships through rigorous academic curriculum. CTE courses expand student options through relevant curriculum and laboratory instruction; enhance success in school through applying academic skills in a real-world situation; as well as provide and promote opportunities for work experience and personal leadership development. Participation in CTE classes allow students to become actively involved in student organization activities that include: Distributive Education Clubs of America (DECA); Future Business Leaders of America (FBLA); Family, Career and Community Leaders of America (FCCLA); Future Farmers of America (FFA); Future Health Professionals (HOSA); and Skills USA.

**AUTOMOTIVE TECHNOLOGIES I** This is the introductory course for the Automotive Technologies program. This course prepares the student to apply technical knowledge and skills in the safety, adjustment, maintenance, part replacement, and use of tools, equipment and machines.

Course Length: 1 semester

Credits: .5

Prerequisite: None

Course #: 20900

Grade Level: 9, 10, 11, 12

Location: SPTHS

**AUTOMOTIVE TECHNOLOGIES II** This is the second course in the coherent sequence for Automotive Technologies. This course prepares the individual to apply technical knowledge and skills in safety, adjustment, maintenance, and parts replacement to repair automobiles and light trucks. Students are introduced to: a) brake systems; b) electric/electronic systems; c) steering and suspension systems; and d) engine performance diagnosis and repair."

Course Length: 1 semester

Credits: .5 Prerequisite: None

Course #: 20104

Grade Level: 10, 11, 12

Location: SPTHS

**CONSTRUCTION TECHNOLOGY I** This is an introductory class into Construction. The intent is to acquaint students with skills associated with construction based careers. Core content includes construction safety, basic construction, manufacturing, and transportation technologies. In addition, students will gain technological knowledge through application of basic computer aided drafting and business computer skills through portfolio documentation of a resume and business letter. Aligned with this course is Skills USA.

Course Length: 1 Semester

Credits: .5  
Prerequisite: None  
Course #: 17930  
Grade Level: 9, 10, 11, 12  
Location: SPTHS

**COMPUTER SCIENCE DISCOVERIES** In Computer Applications courses, students acquire knowledge of and experience in the proper and efficient use of previously written software packages. These courses explore a wide range of applications, including (but not limited to) word-processing, spreadsheet, graphics, and database programs, and they may also cover the use of electronic mail and desktop publishing.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 1172

Grade Level: 9, 10, 11, 12

Location: SPTHS

**COMPUTER SCIENCE PRINCIPLES** Computer and Information Technology courses teach students to operate and use computer and information technology, emphasizing their role as tools to communicate more effectively, conduct research more efficiently, and increase productivity. Course content includes the legal and ethical issues involved with computer technology and use.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 1172

Grade Level: 9, 10, 11, 12

Location: SPTHS

**DIGITAL MEDIA DESIGNS & PRODUCTION** This is the second course in the coherent sequence for Graphic Design. This course will prepare the student to integrate preproduction, production, post-production, Deliver/Distribute, Quality Assurance, and Presentation phases of Graphic Design.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 1172

Grade Level: 9, 10, 11, 12

Location: SPTHS

**MULTIMEDIA DESIGNS** Multimedia Design courses explore the creative and conceptual aspects of designing and producing media arts experiences, products, and services that combine imagery, text, sound, motion, interactivity and/or virtual media into a unified presentation. Topics may include aesthetic meaning, appreciation and analysis; composition, development, processing and programming of combined physical, interactive, and virtual experiences and environments; presentation, transmission, distribution, and marketing; and contextual, cultural, and historical aspects and considerations.

Course Length: 1 semester

Credits: .5

Prerequisite: None

Course #: 5260  
Grade Level: 9, 10, 11, 12  
Location: SPTHS

### **English Language Arts**

**ENGLISH I MEETS ENGLISH REQUIREMENT** English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections. English 9 is a requirement for graduation.

Course Length: 1 year  
Credits: 1 required  
Prerequisite: none  
Course #: 1010  
Grade Level: 9  
Location: SPTHS

**ENGLISH II MEETS ENGLISH REQUIREMENT** English/Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message. English 10 is a requirement for graduation.

Course Length: 1 year  
Credits: 1 required  
Prerequisite: 1 English credit  
Course #: 1011  
Grade Level: 10  
Location: SPTHS

**ENGLISH III MEETS ENGLISH REQUIREMENT** English/Language Arts III (11th grade) courses continue to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses. English 11 is a requirement for graduation.

Course Length: 1 year  
Credits: 1  
Prerequisite: 2 English credits  
Course #: 1012  
Grade Level: 11  
Location: SPTHS

**ENGLISH IV MEETS ENGLISH REQUIREMENT** English/Language Arts IV (12th grade) courses blend composition and literature into a cohesive whole as students write critical and comparative analyses of selected literature, continuing to develop their language arts skills. Typically, students primarily write multi-paragraph essays, but they may also write one or more major research papers. English 12 is a requirement for graduation.

Course Length: 1 year  
Credits: 1  
Prerequisite: 3 English credits  
Course #: 1013  
Grade Level: 12  
Location: SPTHS

**RESEARCH TECHNICAL WRITING** Research/Technical Writing classes prepare students to write research papers and/or technical reports. These classes emphasize researching (primary and secondary sources), organizing (material, thoughts, and arguments), and writing in a persuasive or technical style.

Course Length: 1 semester  
Credits: .5  
Prerequisite: None  
Course #: 1105  
Grade Level: 12  
Location: SPTHS

### **Fine Arts**

**DINE CRAFTS I** This is an introductory course that involves weaving sash belts, small rugs, basketry, and other traditional Navajo crafts. Bead work includes key-chains and wrist bands. Traditional methods are taught with a few modern innovations.

Course Length: 1 year  
Credits: 1  
Prerequisite: None  
Course #: 1173  
Grade Level: 9, 10, 11, 12

### **Mathematics**

**ALGEBRA I MEETS MATH REQUIREMENT** Algebra 1 includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations. Algebra 1 is a requirement for graduation.

Course Length: 1 year  
Credits: 1  
Prerequisite: None  
Course #: 1022

**GEOMETRY MEETS MATH REQUIREMENT** This course is meant to employ an integrated approach to the study of geometric relationships. Congruence and similarity of triangles will be established using appropriate theorems. Transformations Including rotations, reflections, translations, and glide reflections and coordinate geometry will be used to establish and verify geometric relationships. A major emphasis of this course is to allow students to investigate geometric situations. Geometry is meant to lead students to an understanding that reasoning and proof are fundamental aspects of mathematics and something that sets it apart from the other sciences. This course prepares students for more advanced studies of math and science.

Course Length: 1 year  
Credits: 1 required  
Prerequisite: Algebra I



Course #: 1024  
Grade Level: 10

**ALGEBRA II MEETS MATH REQUIREMENT** Algebra 2 topics include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth student of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher degree equations; and operations with rational and irrational exponents.

Course Length: 1 year

Credits: 1

Prerequisite: Algebra I

Course #: 1023

Grade Level: 9, 10, 11

**PRE-CALCULUS MEETS MATH REQUIREMENT** This course combines the study of Trigonometry, Elementary Functions, Analytic Geometry, and Math Analysis Topics as preparation for calculus. Topics Include the study of complex numbers; polynomial, logarithmic, exponential, rational, right trigonometric, and circular functions, and their relations, inverses and graphs; trigonometric identities and equations; solutions of right and oblique triangles; vectors; the polar coordinate system; conic sections; Boolean algebra and symbolic logic; mathematical induction; matrix algebra; sequences and series; limits and continuity.

Course Length: 1 year

Credits: 1

Prerequisite: Algebra II

Course #: 1027

Grade Level: 11, 12

### **Physical Education**

**PE/HEALTH GRADUATION REQUIREMENT** Health and Fitness courses combine the topics of Health Education courses (nutrition, stress management, substance abuse prevention, disease prevention, first aid, and so on) with an active fitness component (typically including aerobic activity and fitness circuits) with the intention of conveying the importance of life-long wellness habits.

Course Length: 1 year

Credits: 1 Prerequisite: None

Course #: 1115

Grade Level: 9, 10

**ADVANCED WEIGHT TRAINING** Weight Training courses help students develop knowledge and skills with free weights and universal stations while emphasizing safety and proper body positioning; they may include other components such as anatomy and conditioning.

Course Length: 1 semester

Credits: .5 Prerequisite: Weight Training I

Course #: 1121

Grade Level: 10, 11, 12

**INDIVIDUAL DUAL SPORTS** Individual/Dual Sports courses provide students with knowledge, experience, and an opportunity to develop skills in more than one individual or dual sport (such

as tennis, golf, badminton, jogging/running, racquetball, and so on). Course Length: 1 semester  
Credits: .5 Prerequisite: None Course #: 1211 Grade Level: 10, 11, and 12 Location: SPTHS

### **Science**

**EARTH SCIENCE MEETS LAB SCIENCE REQUIREMENT** Earth Science courses offer insight into the environment on earth and the earth's environment in space. While presenting the concepts and principles essential to students' understanding of the dynamics and history of the earth, these courses usually explore oceanography, geology, astronomy, meteorology, and geography.

Course Length: 1 year

Credits: 1 Prerequisite: None

Course #: 1030

Grade Level: 9

**BIOLOGY MEETS LAB SCIENCE REQUIREMENT** This course is designed to provide information regarding the fundamental concepts of life and life processes; including cell structure and function, general plant and animal physiology, genetics, taxonomy, evolution and ecology.

Course Length: 1 year

Credits: 1

Prerequisite: Integrated Science

Course #: 1031

Grade Level: 10

**CHEMISTRY MEETS LAB SCIENCE REQUIREMENT** Chemistry studies the composition, properties, and reactions of substances. These courses typically explore such concepts as the behaviors of solids, liquids, and gases; acid/base and oxidation/reduction reactions; and atomic structure. Chemical formulas and equations and nuclear reactions are also studied.

Course Length: 1 year

Credits: 1 Prerequisite: Biology; Algebra I with a C or better

Course #: 1131

Grade Level: 11, 12

### **Social Studies**

**WORLD HISTORY/GEOGRAPHY (Meets Social Studies Requirement)**

In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.

Course Length: 1 year

Credits: 1 Prerequisite: None

Course #: 1048A

Grade Level: 10

**US/AZ HISTORY (Meets Social Studies Requirement)**

The course is required for all students for high school graduation. Students must pass the State of Arizona required Civics Test to graduate. U.S. History—Comprehensive courses provide students with an overview of the history of the United States, examining time periods from

discovery or colonialism through World War II or after. These courses typically include a historical overview of political, military, scientific, and social developments. Course content may include a history of the North American peoples before European settlement.

Course Length: 1 year

Credits: 1

Prerequisite: World History/Geography

Course #: 043A

Grade Level: 11

**US/AZ GOVERNMENT (Meets Social Studies Requirement)**

U.S. Government—Comprehensive courses provide an overview of the structure and functions of the U.S. government and political institutions and examine constitutional principles, the concepts of rights and responsibilities, the role of political parties and interest groups, and the importance of civic participation in the democratic process. These courses may examine the structure and function of state and local governments and may cover certain economic and legal topics.

Course Length: 1 semester

Credits: 0.5

Prerequisite: US/AZ History

Course #: 1044

Grade Level: 12

**ECONOMICS (Meets Social Studies Requirement)**

This course is required for all students for high school graduation. Macroeconomics, microeconomics, and Global Economics are taught in alignment with the Arizona standards. Additionally, Personal Finance is taught with an emphasis on practical knowledge that students can put to use upon graduation. Topics Include, but are not limited to: avoiding debt, credit cards, student loans, taxes, automobile purchasing, saving and investing.

Course Length: 1 semester

Credits: .5

Prerequisite: US/AZ History

Course #: 4404

Grade Level: 12

## **World Language**

**NAVAJO LANGUAGE I MEETS WORLD LANGUAGE REQUIREMENT** \*Requirement for Chief Manuelito Scholarship. Students will learn the basic vocabulary and grammar of Navajo. They will practice what they learn in dialogues that have a variety of contexts. Course highly recommended to students if they are planning on applying for the Chief Manuelito Scholarship.

Course Length: 1 year

Credits: 1 Prerequisite: None

Course #: 1065

Grade Level: 9, 10, 11, 12

**NAVAJO LANGUAGE II MEETS WORLD LANGUAGE REQUIREMENT** \*Requirement for Chief Manuelito Scholarship. The course is a continuation of Navajo I. Students will learn the basic vocabulary and grammar of Navajo. They will practice what they learn in dialogues that have a variety of contexts. Course highly recommended to students if they are planning on applying for university.

Course Length: 1 year  
Credits: 1 Prerequisite: Navajo Language I  
Course #: 1066  
Grade Level: 10, 11, 12

### **Non-Departmental Electives**

NAVAJO GOVERNMENT \*REQUIRED FOR CHIEF MANUELITO SCHOLARSHIP.  
Navajo Government describes the basic functions of government in general and outline the historical evolution of the distinctive tribal/ federal political relationship. It details the genesis and expansions of the Navajo government system from prehistory to the present, analyzing the current scope, and structure of the three-branch system of Diné government. Through the course, students understand that the Diné people are at the forefront of Indigenous political, legal, and social change.  
Course Length: 1 semester  
Credits: .5 Prerequisite: None  
Course #: 1064  
Grade Level: 12 / 11 – with instructor approval

### **Northland Pioneer College**

\*Requirements: - GPA of 2.6 or higher (for all college courses) - MAT152: “B” or better in Algebra II - ENL101: HS English Teacher recommendation

ENL 101 • COLLEGE COMPOSITION I SUN# ENG 1101 A course in the basic principles of college-level reading and writing. The course includes several academic essays and a short research paper.  
Course Length: 1 semester  
Credits: 0.5 SPTHS / 3 College Credit Hours  
Prerequisite: Satisfactory placement  
Course #: ENL101  
Grade Level: 11-12

ENL 102 • COLLEGE COMPOSITION II SUN# ENG 1102 A course in the basic principles of college-level reading and writing, including literary analysis, documented critical essays, and a longer research paper.  
Course Length: 1 semester  
Credits: 0.5 SPTHS / 3 College Credit Hours  
Prerequisite: ENL101 with a “C” or better  
Course #: ENL102  
Grade Level: 11-12

MAT 152 • ADVANCED ALGEBRA SUN# MAT 1151 Algebraic concepts with an emphasis on solving real-life applications that includes a review of basic algebra, equations, inequalities, functions, polynomials, rational, radical, exponential, and logarithmic functions as well as sequences, series, and combinatorics.  
Course Length: 1 semester College Credit Hours: 3  
Prerequisite: MAT112 or Satisfactory placement  
Course #: MAT152  
Grade Level: 11-12

MAT 189 • PRE-CALCULUS ALGEBRA/TRIGONOMETRY Algebraic and trigonometric concepts with an emphasis on solving real-life applications that includes trigonometric functions, analytic trigonometry, vectors, systems of equations and inequalities, matrices, and analytic geometry.

Course Length: 1 semester

College Credit Hours: 3

Prerequisite: MAT152 with a "C" or better

Course #: MAT189

Grade Level: 11-12

LAN 171 NAVAJO LANGUAGE

LAN 172 NAVAJO LANGUAGE

SPA 101 • ELEMENTARY SPANISH I SUN# SPA 1101 Introduction to the Spanish language, with emphasis on developing the skills of listening, speaking, reading and writing. Emphasizes basic grammar, pronunciation, vocabulary and culture.

Course Length: 1 semester

Credits: 0.5 SPTHS / 3 College Credit Hours

Prerequisite: Satisfactory placement

Course #: SPA101

Grade Level: 10-12

SPA 102 • ELEMENTARY SPANISH II SUN# SPA 1102 Continuation of the study of fundamental patterns in SPA 101. Emphasis continues on the comprehension, speaking, reading and writing aspects.

Course Length: 1 semester

Credits: 0.5 SPTHS / 4 College Credit Hours

Prerequisite: SPA 101 with a "C" or better

Course #: SPA102 Grade Level: 10-12

## **EXTRACURRICULAR ACTIVITIES**

### **1. Student Council (STUCO)**

- a. STUCO is designed to provide an opportunity for students to develop leadership skills and be active in student government. Representatives from grades 9 through 12 grades will be elected by their class in August of the current school year. Student council members are required to meet academic and behavioral standards set forth by STUCO organization according to their by-laws. The school administration and student council sponsor reserve the right to remove students from their elected offices if these standards are not maintained or met according to STUCO procedures and protocols.

### **2. Student Clubs**

- a. Club activities may be offered based on the interest and the ability of sponsors. Parents who would like to volunteer their services are encouraged to notify the school to ensure visitor policy is followed according to SPTHs policy.
- b. SPTHs student clubs must submit an updated constitution to STUCO, the principal's office and the business office according to ARS 15-1121. Clubs must operate within their established constitution by following all SPTHs rules and fundraising guidelines. The certified sponsor or coach of the club must be present during planned and approved club/school events. All fundraising events are to be approved two weeks in advance by STUCO and administrative personnel. Club sponsored activities must also be approved before they are advertised publicly to the community.

### **3. Student Field Trip**

- a. Students participating in all school sponsored activities/field trips will need to be in good academic standing and pass all their classes with a C- grade or better.

### **4. Senior Trip**

- a. Students must be on track for graduation, and have completed all prior coursework by the 3rd quarter of their senior year.
- b. Seniors must be in good academic standing, not failing any classes for the current school year.
- c. Participate in Fundraising
  - i. Physically participate
  - ii. Donate materials or items if not able to attend physically
  - iii. Pay their share of the cost for the senior trip if they are not able to help with fundraising.

### **5. Fundraising/Sales**

- a. All fundraising must be approved by SPTHs Student Council and SPTHs Principal. No fundraising activities will be allowed during instructional time. Students or sponsors selling food must have a valid food handler's permit and

practice appropriate safety/health guidelines required by the Navajo Nation Office of Environmental Health/Code Enforcement Department. Student organizations must follow fundraising and district accounting procedures approved by the Shonto Governing Board of Education, Inc. during that current school year. The Student Activities Handbook is available on the district's website under the Business Office.

- b. Concession during athletic events or extra-curricular activities will be approved according to the fundraising guidelines of STUCO and district policies. No concession at school sponsored events will be allowed for personal or financial gain of individuals not associated with a club or sports team.

### **PARTIES**

School shall limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually. Parties must have prior approval by the Principal or designee.

## **TRANSPORTATION, PARKING & PERSONAL VEHICLES**

### **1. School Bus**

School transportation is available to all students, except during inclement weather. If there is such an occurrence, parents will be notified by the one-call system and will be responsible for transporting their child to and from school.

#### **a. COVID Protocols:**

- The school will transport those who rely on busing services and will spread out riders as much as possible to create distance given bus capacity. Drivers, aides and students will be required to wear a face mask.
- Students will need to be wearing a mask. If the student does not have one then one will be provided by the bus aide.
- A temperature check will be given to students by bus aide prior to entry of the bus.
- The bus driver will instruct students to load the bus from back to front to avoid students passing one another.
- The driver will instruct students to take seats that are spaced from one another as ridership allows.
- Depending on the number of students riding the bus, spacing students may not be possible.
- Seats will be marked and sectioned off for seating. Other seating arrangements may be made such as allowing siblings to sit together.
- The driver will keep the seat immediately behind them unoccupied if feasible.
- While the bus is in route students are expected to be seated in the assigned seating, wearing their face mask and keeping their hands and feet to themselves.
- Upon arrival at the school building students will begin to unload from front to back.
- Bus aide and bus driver will assist in this unloading procedure.

**b. Bus rules**

Students are expected to comply with the following school transportation/bus rules:

- Observe all bus rules.
- Cell Phone usage is not permitted on the bus
- Be courteous and respectful to all persons.
- Keep the bus clean.
- Cooperate with the bus driver
- Remain seated while the bus is in motion.
- Keep your head, hands, and feet inside the bus.
- Fighting, pushing or shoving is not allowed.
- Combustible or flammable materials are not allowed on the bus.
- Keep the bus and equipment bus free of damage.
- The bus driver/bus monitor is authorized to assign seats.

**c. Infractions**

The bus driver/bus monitor will warn students of bus infraction. If the infraction continues:

<b>First Incident</b>	Bus driver will warn the student of the infraction
<b>Second Incident</b>	Bus driver will talk with the student about the infraction after the bus route (if the behavior continues).
<b>Third Incident</b>	Bus driver will write an incident report and send it to the Dean of Students. Parent conference will follow.

**d. Route Changes**

- If a student rides the school bus to school, he/she is expected to ride the same bus home after school. If a parent/guardian requests their child to ride a different bus, walk to a relative's residence, or be picked up, authorize adults. Authorized adults are listed on the Enrollment application. Parents/Guardians will need to write a note to the school to obtain a bus pass. The note must be presented to the front office in the morning by 10:00 a.m.
- If a student needs to ride another bus for the day, parents/guardians need to call by 1:00 pm. This should apply for emergency situations and should not consistently occur throughout the year.
- Students will need to pick up their bus pass after school at the front office and then present it to the bus driver for their notification.
- Forged notes will result in disciplinary action.

*School transportation **is a privilege, not a right** and all bus regulations will be followed. Violations will result in suspension of bus privileges and other disciplinary actions, and parents will be responsible for the transportation of their student to and from school. If the violation includes damage to the school bus or vehicle, parents may be liable for costs.*



## **2. Driving/Parking Privileges**

- Students without a valid driver's license are not allowed to drive onto the Shonto Preparatory Schools campus. This includes motorcycles, ATV's, etc. **Suspected unauthorized/underage drivers will be reported to law enforcement.**
- An approved authorization form must be on file in the high school office prior to the student driving onto campus and parking in the school parking lot. To include:
  - General guidelines
  - Photocopies of driver's license, vehicle registration, and proof of insurance.
  - Appropriate fee.
- Staff members must report underage drivers to the Principal, Security, Director of Support Services, and/or any school administrators.

## **3. Parking Lot Violation**

Only legally registered vehicles are permitted to use the school parking lot. The Parking lot is subject to random canine searches. Students loitering in the parking lot will be disciplined for a policy infraction. A vehicle driven by an underage driver is subject to being towed off campus. All towing costs and fees will be the responsibility of the parent(s)/guardian(s).

## **4. Bicycles**

Students who ride a bicycle to school must park them in the designated rack at the front of the building. It is recommended that students bring a locking device to secure his/her property. The school will not be responsible for damaged or stolen bicycles. Bicycles are to remain parked except when arriving at school or departing from the school campus. Students are expected to follow safety rules. Helmets and properly working safety gear are highly recommended.

## **5. Skateboards**

Students are not allowed to ride their skateboards on school campus. All skateboards must be turned into the front office and will be returned at the end of the day. Skateboards that are not locked away will be confiscated by staff. On the first offense the skateboard can be picked up in the Principal's office at the end of the school day. On the second offense a parent/guardian must come to school to retrieve the skateboard.

## **MEDICAL EMERGENCIES**

A student who becomes ill while at school will be referred to the front office, school nurse/first responder and parent/guardian will be notified. It may be necessary for the parent/guardian to pick up the student. In the event of an emergency, a staff member will take a student who becomes ill or injured while in school to the nearest Indian Health Services for immediate medical attention. The parent/guardian will be immediately notified by telephone or a home visit. The parent/guardian is responsible for their child's medical follow-up and/or appointments. Parents/guardians are required

to meet the staff member/their child at the clinic or Indian Health Service providing the immediate medical attention.

- If a student is suspected of being contagious, the nurse will relocate the student into the isolation room. Students suspected of being contagious will be placed in a specific room until appropriate actions are taken.
- When a residential student is very ill or in an accident. Then, parents and the residential department will be notified. If the student is taken by ambulance and transported to one of our local clinics an available staff member will accompany the child to the clinic. The parent/guardian is the only individual who the clinic will release the child to. The individual picking up the child needs to be on the check-out form.

### **1. Medical Non-Emergencies**

- a. Procedures are in place for students who have accidents due to urinary, bowel incontinence or vomiting. The teacher will immediately notify the school nurse/front office and social worker. Parents will also be notified. If a parent is not available, the student will be taken to the nurse's office, cleaned, and returned to the classroom. Parents/guardians should notify the school office of any incontinence problems their child may experience, at the time of enrollment and will be required to provide extra clothing in the event of such cases.

- b. Pediculosis (Lice or Nit Infestation)**

Pediculosis (Lice or Nit Infestation) Students with pediculosis shall be excluded from school until treated with a pediculicide. Students with pediculosis are to notify their teachers. It is the parents' responsibility to treat their child(ren) for such infestation.

1. If available the school will provide one treatment of Pediculicide (Rid, Nix, Etc.) and nit comb to assist the parent/guardian.
2. Should the student return without treatment, then after examination the student will be excluded from school until treated.

### **School Nurse/First Responder**

The school nurse/first responder/designee is the consultant for student concerning health problems. If a student is injured or becomes ill at school, they should report to his/her teachers and obtain a pass to the school nurse/first responder/designee. The school nurse/first responder/designee will call the parent when necessary. Students requiring medication at school, including Tylenol, must have updated medication/health consent forms signed by parent(s)/guardian on file. All prescription medication must be brought to the school nurse/first responder/designee in the original prescription bottle by the parent or guardian. The medication will be kept and administered to the student in the nurse's office. This includes any over-the-counter medicine such as cough drops, cough syrup, etc.

All students requesting an excuse from P.E. must bring a signed note to the school nurse/first responder/designee and P.E. teacher from his/her parent/guardian. The school nurse will then write an "Excused from P.E." pass for the student. Any excuse over one week must be accompanied by a doctor's written note. If a student is injured while in a supervised activity, he/she immediately should report the injury to the supervising teacher. Athletes should report all injuries to the athletic trainer/director.

**Parents, be aware of your child’s health or any illness before sending them to school. Your child must be fever free for 24 hours before sending them to school. Please keep your child at home, a student cannot focus on learning if they are ill or feeling sick and runs the risk of infecting others. For students with head lice or nits, please refer to policy K on Pediculosis (Lice or Nit Infestation) on page 22, SPTHS Student and Parent Handbook.**

## **SCHOOL SAFETY AND SECURITY**

- **Safe Schools**

SPTHS complies with all state and federal regulations to ensure safety of all students and staff. Procedures include proper fire evacuations and lockdown procedures.

School supervision of students begins when they board the bus / when they enter the school campus. Students should not arrive before that time. Students involved in authorized extracurricular activities will be supervised by a coach or sponsor until released from activity.

- **Emergency**

In the event of an emergency, our first priority is the safety of the students. An emergency response plan has been developed and will be implemented, if necessary. Steps of the plan include:

- Securing the situation/scene
- Notifying school officials/Emergency Response Team
- Contacting proper officials: Local Law Enforcement, Ambulance, etc.
- Notifying parents / guardian
- Prepare incident documentation

- **Fire Drills and Emergency Devices**

There will be fire evacuation drills conducted on a monthly basis. Teachers/Bus drivers will explain the proper procedures for leaving classroom/buses, and where to meet outside. During any fire alarm, please leave the building immediately and go to your assigned area at the west end of the football field, until the “All Clear” signal. After the “All Clear” signal, quickly return to class.

- Setting off a fire alarm, a fire extinguisher, or other emergency control devices when there is no fire or emergency is illegal and will result in disciplinary action. (see “False Reporting” definition of terms)

- **Lock Down**

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school buildings.

- Students will follow protocols according to SPTHs lock-down procedures.
- Parents/guardians may review the Lock-Down Procedures by visiting the Director of Support Services.

- **Visitors**

- Student Visitors: No student visitors are allowed at SPTHs.
- **Non-Student School Visitors**
  - Parent and community involvement are encouraged at Shonto Preparatory Technology High School. If a parent or community member wishes to visit the campus, they will need to sign-in and obtain a visitor's badge at the front office and may be asked to provide identification. All visitors must abide by all school policies while on school campus. Failure to adhere to policies will result in revocation of visitation privileges. Persons who do not have permission to be on school property shall be subject to applicable laws, including those concerning loitering and/or trespassing on campus.
- **Volunteers/ Consultant**
  - SPTHs welcomes all volunteers, chaperones, and consultants to assist in the daily operations or special presentations/events after clearance of an Arizona fingerprint clearance card.

## **STUDENT SERVICE PROGRAMS**

### **A. EXCEPTIONAL STUDENT SERVICES**

Exceptional Student Services provides services to eligible students based on their Individualized Education Plans (IEP). The IEP considers the unique individual strengths, needs, and outcome preferences to determine the appropriate service needs of each student. Decisions regarding education in various environments are made in partnership with regular and special education resources, parents and family, and the community.

ESS services are in compliance with state and federal statutes that govern special education. The Individuals with Disabilities in Education Act (IDEA) ensures students with disabilities are provided services and are provided access to general education curriculum to meet the educational standards.

#### **1. Free and Appropriate Public Education (FAPE)**

Shonto Preparatory Technology High School is responsible for providing a free and appropriate public education (FAPE). FAPE means special education and related services that:

- Are provided at public expense, under public supervision and direction, and without charge;
- Meet the standards of the State education agency;
- Include pre-school, elementary, or secondary school education in the State; and
- Are provided in conformity with an Individualized Education Program (IEP) that meets Federal requirements.

Any caring adult may refer any child who is of having difficulties the Student Study Team to develop a plan to ensure necessary interventions are provided, collect data, and if appropriate, recommend the student to be evaluated. SPTHs Student Study Team will make the determination that a child is eligible for special education and related services after reviewing the evaluation data.

## **B. CHILD FIND**

Mandated by the Individual with Disabilities Education Act and the Arizona Department of Education, Child Find ensures that each year all students with and without disabilities will be screened, identified and provided with services to meet their needs. The screening components include the academic, visual, hearing, communication, behavioral / emotional, and fine/gross motor areas.

## **C. SECTION 504 OF THE REHABILITATION ACT**

Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: **(1)** have a physical or mental impairment that substantially limits one or more major life activities; or **(2)** have a record of such an impairment; or **(3)** be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

## **D. Title I**

The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by improving the academic achievement of the disadvantaged students

The policy of the United States to fulfill the Federal Government's unique and continuing trust relationships and responsibility for the education of Native American students.

## **E. Title VI**

The purpose of Title VI is to meet the educational and cultural needs of SPTHs, implemented in accordance with A.R.S. 15-244, Indian Education Act, including parental involvement activities.

Further, it serves to provide resources for Native American students to benefit the academic achievement and cultural awareness of Arizona's indigenous youth.

## **F. Johnson O'Malley**

The Johnson O'Malley provides supplemental funding, pursuant to 25 CFR Part 273 for eligible Native American students in public schools with unique and specialized educational supports and opportunities, and other necessary supplemental programs. These programs are implemented with active parental involvement through subcontracts to establish a local Indian Education Committee (IEC) as provided for by 25 CFR Section

273.16 to conduct needs assessments, planning, development, implementation and evaluation.

### **G. McKinney Vento Act (Homelessness)**

The 2002 reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers.

## **NUTRITION**

Shonto Preparatory Technology High School has established an initiative to promote healthy eating habits utilizing the food pyramid guidelines. SPTHs students are provided an opportunity to eat breakfast and lunch in the school cafeteria. Breakfast and lunch is free and provided every day for all students at the high school. The lunch program follows State nutritional guidelines.

### **Cafeteria Rules**

- Students are to clean up after themselves and dispose of all trash properly.
- Students are not to run to or inside the cafeteria.
- Each student is to wait his/her turn without pushing, shoving, cutting in line or saving places.
- Food can only be consumed in the cafeteria.

## **ATHLETICS**

### ***“Student first, Athlete second.”***

1. Statement and Philosophy.
  - a. Shonto Preparatory Technology High School provides all students (9-12) the opportunity to participate in high school athletics-that promotes the educational philosophy that participation in interscholastic athletics is a privilege, which should not take a dominant role over academics.
    - All members of the athletic program (student-athletes, parents, coaches) are expected to behave in a respectful manner that positively reflects their school and community. Parents, staff, and community alike are expected to demonstrate sportsmanship and good representation of our school and community.
    - SPTHs athletic program will make every effort to complement the school mission in achieving excellence. Athletics are an integral part of the educational process and will help support the school’s academic program.
    - Student athletes are held responsible and accountable to check in with their teacher frequently regarding assignments and grades in each class. Grades and progress are available through Schoology, Canvas, School Quarterly Report Cards, Bi-Weekly Paper Grade Checks, and students are able to ask their teacher when in attendance.
2. Arizona Interscholastic Association (AIA).
  - a. Shonto Preparatory Technology High School is a member of the Arizona Interscholastic Association (AIA). As a member school district, Shonto Preparatory Technology High School agrees to abide by and enforce all rules and

regulations set by AIA. Shonto Preparatory Technology High School participates in the 1A Division and is in the 1A North Region.

b. AIA Bylaw 15.2.3 Application of Student Eligibility Rule. Prior to participation, the school principal or his/her designated representative shall have determined that each participant is in compliance with all provisions of the eligibility rules as enumerated in Article 15.

**3. Student-Athlete Participation Requirements:**

a. During a school year a student shall be eligible to participate in only one season of competition per sport with the exception of tennis. (AIA Bylaw 15.9 Maximum Participation Rule)

a Any athlete who during the regular season of a given sport qualifies for the state finals: will be required to participate in all practices and sports contests for the remainder of that given sport/season. Failure to do so will eliminate them for participating in the state finals.

b. Required documents:

a. AIA Annual Physical Examination Forms, MTBI Concussion Forms, Consent-to-treat Forms, AZ Prep Academy Certificates (Opioid Education and Brainbook Concussion)

1) If a student becomes 19 years of age on or after September 1, he/she is eligible to compete for the remainder of that school year. (Age Limit Rule AIA Bylaw 15.6.1 Age Limits)

2) A student shall not be allowed to practice or compete in interscholastic athletics until there is on file with the principal or his/her designee a record of a preparticipation physical examination (PPE) performed by a doctor of medicine (M.D.), an osteopathic physician (D.O.), a naturopathic physician (N.D., N.M.D.), a certified registered nurse practitioner (N.P.) licensed to practice, a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery, or a certified chiropractic sports physician (CCSP). The physical examination for the following school year shall be given on or after March 1. The physical examination on file shall be signed by one of the aforementioned medical providers and shall state that, in the opinion of the examining provider, the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. The principal or his/her designee, if deemed advisable, may require a student to be reexamined. (AIA Bylaw 15.7.1 Physical Examination Rule)

3) High school students cannot participate in athletics if he or she enrolls more than 14 days after the beginning of a semester. Additionally, per AIA Bylaw § 15.10, transfer students may only compete in games during the second half of the season under certain circumstances. (Transfer Rule Per AIA Bylaw § 15.3.2)

4) Each student, in order to represent his/her school in any AIA sanctioned contest, shall be and shall remain an amateur (Amateur Rule AIA Bylaw)

5) After a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. Semesters 1-8 must be consecutive. (AIA Bylaw 15.9)

- 6) A student absent from school for a period of more than ten consecutive school days for reasons other than a disabling illness or injury of himself/herself or a member of his/her immediate family shall be ineligible for the remainder of the semester or until he/she has been in attendance for the same number of days as he/she was absent. (AIA Bylaw 15.9.4)
- b \$35.00 per participant activity fee before participation
- c Parent/Guardian Permission Form
- d Clearance form from previous sport
- e Ten Day (10) Practice Rule before participation of legal contest

#### 4. Academic Eligibility

The State Board of Education as mandated by the Arizona State Legislature requires that each school district must have a NO PASS, NO PLAY policy. SPTHs Athletics is defined as extra-curricular activities that fall under this NO PASS, NO PLAY policy. All AIA sponsored activities are covered by this policy. Any student wishing to participate in any athletic program must meet eligibility: grade checks, attendance, behavior and AIA age requirements.

a. **Grade Checks: No pass, No play.** Athletic Grade Eligibility Checks will be given every two weeks to all athletes. Student Athletes must maintain a “C-” grade or higher in every class to participate in AIA sponsored activities. Reasonable suspicion of manipulation, forgery, and/or tampering a grade check will be investigated by the athletic director, teacher, student, and coach.

- 1) First offense will result in a two (2) week suspension for student-athlete and a written letter of apology to be kept on file with a warning that a second offense will result in dismissal from team. Student-athlete may participate in practice, but will not travel or participate in games during duration of suspension.
- 2) Paper grade checks are due every two weeks on Friday for each student-athlete. Student-athletes will submit their paper grade check to their coach on the day it is due. Grade checks go into effect the following Monday for the next two weeks to determine eligibility status of student-athletes.
- 3) Synergy student information system may be necessary to use if school is on distance learning, or if a teacher is on leave to run a grade check for student-athlete grades. A report from Synergy will be run by high school principal or delegated staff (i.e. registrar, athletic director, student service technician, delegated high school principal)
- 4) When a student is placed on ineligible status, they are not allowed to participate in games or travel with the team. Student-athletes will be allowed to practice when ineligible. During the duration of ineligible status, student-athlete are required to participate in study hall with their teacher, tutor, or coach for one hour before joining practice.
- e. Student-athlete who’s grades fall below 70% will be considered ineligible for a two-week period starting the following Monday.



- f. Student-athletes will remain on the ineligibility list for the full two weeks' even if their grade improves to 70% or better.
- g. When a student has been on the ineligibility list three consecutive times within a given season, as determined by the athletic director, the student will be removed from the team to focus on academics.
- h. If a student-athlete fails one or more classes at the end of the first semester, they will not be eligible to participate in any athletic games or events through the two-week winter break and through the first two weeks at the start of the second semester. They will regain their eligibility after the first two weeks of the new semester if eligible based on current grades.
- i. At the start of the second semester, when students return from the two week winter break, a new grading period will begin. Grades will be continuous through each semester as students work towards earning 0.5 credit per semester.
- j. Student-athletes must be enrolled in four (4) classes per semester in order to be eligible to participate in athletics. An exception will be for students who are home-schooled and are choosing to participate in the athletic program. A student athlete will lose his/her participation eligibility should he/she drop one or more classes and enroll in APEX Credit Recovery classes as a result of having failing grade/s during a semester. Dropping a failing class will result in being ineligible for the remainder of that athletic season.

## **2. Ineligible Appeal Process:**

An appeal process shall be established to enable any participant determined to be ineligible to have his/her case reviewed upon request of the participant, his/her parents, or the sponsor. The process shall be as follows:

- a. Appeal is to be initiated with the Athletic Director.
- b. The Principal shall convene a committee consisting of the parent, the athletic director, and the teacher(s) who have awarded failing grades to the appellant.
- c. The committee will examine pertinent school records of the student, his/her attitude about school, and the presence of any extenuating circumstances affecting his/her performance.

## **3. Attendance:**

- a. Student-athletes must be in school the entire school day/no tardies in order to attend practice, travel or games.
- b. Student-athletes must be in attendance at school and practice the day prior and the day of the athletic event to be eligible to compete that given day.
- c. If an athlete cannot practice, he/she must notify the coach in person first. Failure to attend practice may result in non-participation in upcoming events.
- d. The student-athlete may bring a doctor's note if he/she was absent to be excused and may be approved by the Athletic Director in order to participate.
- e. If a student-athlete is absent from school on Friday due to sickness, a doctor's excuse must be provided to participate in a Saturday game.
- f. A student-athlete will be removed from the team if they have (three) 3 unexcused absences within a given season from either a game or a practice.

- g. Student travel permission slips must be signed by parent/legal guardian for each student to be able to travel with team before each athletic trip. Student-athletes, regardless of age (18+), may not sign a permission slip for themselves. Parent/Guardian is responsible for picking up student-athlete after an event. For a student-athlete to be released to another member other than parent/guardian; it must be indicated on a signed permission slip. There is no exception to this rule.
- h. Student-athletes are expected to be on time every class period. Student-athletes who are tardy to two or more classes will not participate in the day's activity or travel.

#### **4. Discipline/Behavior:**

- a. Students are required to follow all school rules as stated in the SPTHHS Parent Student Handbook during school hours, practice, and while on travel with the team.
- b. The privilege to participate in athletics is just that – a privilege. Student-athletes are role models in their behavior and academic commitment in the school.
- c. Student Athletes are expected to refrain from derogatory or defaming comments or actions directed at officials, teams, teammates, coaches, and school personnel. First offense is a warning, second offense is a one game/event suspension, and third offense is a dismissal from the team for the remaining season.
- d. Student-athletes who are suspended, (OSS), from school will be removed from the team for the remainder of the season. SPTHHS student-athletes will follow the discipline paradigm.
- e. When a student-athlete quits the team he/she will not be allowed to join another sport until the current regular season is completed. Student-athletes will abide by all school rules, coaches expectations and team policies. Student-athletes will be subject to student handbook discipline outlines for serious offenses defined by student-handbook.
- f. If a student-athlete witnesses any unsafe behavior by another student-athlete, he/she is required to report this behavior to his/her coaches, athletic coordinator, and/or high school principal.
- g. Interpersonal relationships shall not be publicly displayed while on trips/events (PDA). Any violation of this rule will be handled by a coach and athletic director.

#### **5. Overnight Trips Rules**

- a. Coaches will establish rules for overnight trips (e.g. curfew, phones, television, internet, hotel etiquette, illegal activity, etc.) A violation of rules set forth by a coach will result in suspension of practice and play. The decision by the coach is final.
- b. Any damage or fees incurred by the student must be paid in full by the student and/or parent/legal guardian by a date set by the athletic director.
- c. Any illegal activity including but not limited to alcohol or drug use, the student-athlete will be removed from athletics for the season. In addition, student will be subject to school disciplinary policies set forth in school handbook.

d. Student-athletes are to remain with team and coaches during overnight trips. Should a student-athlete leave the premises without coach's permission, the student-athlete will be immediately removed from the team. Student-athlete will be subject to school discipline and due process.

## **6. Reasonable Suspicion / Probable Cause**

a. Coaches can conduct searches of individual student athletes' bags based on reasonable suspicion that the student has drugs or alcohol or other contraband in his/her possession.

### **A. SPTHS Athletic Amplifying Instructions and Guidelines**

1. Students who are determined eligible to receive Special Education Services or a 504 Plan will not be discriminated against and must adhere to rules and regulations set forth for participation in extracurricular activities, including complete physical form on file and attendance. If your child has physical challenges, please provide proper documentation.
2. SPTHS perceives interscholastic athletics as an integral part of the total school curriculum. We encourage the school and community to view a "successful season" as one that has shown evidence of meeting objectives as reflected in the attitude and work ethic of the participants.
  - a. Any athlete displaying flagrant behavior towards officials, coaches or opposing teams, and inappropriate language will be removed from the game and/or from the playing area.
  - b. Athletes shall not mingle with the opposition or get into arguments with parents, fans, or students from another district.
  - c. Any athlete who has been disqualified for unsportsmanlike conduct shall have the case referred to the Athletic Director.
3. Athletic coaches will place the safety and welfare of the players first. The coaching staff is to keep constant watch on the development of the student/athletic in the classroom as well as in the Athletic arena.
  - a. In the event of an injury:
    - i. Students will be taken to the hospital or clinic for medical assistance and parents will be immediately informed (Please keep phone number updated). A student cannot participate in practice or competition until a new updated medical release is provided for the current incident.
    - ii. If a student has an existing medical condition, a doctor's statement with clearance to participate in athletic activities is necessary to participate.
4. Students participating in any form of athletic activity shall be required to wear standard protective equipment customarily used for such type of activity with the coaches giving due consideration to gender, age, size, and capabilities of the participants. Mouth guards are required and highly recommended for all other contact sports. In all sports where mouth guards are not required, parents must sign a waiver form acknowledging responsibility if injury to the mouth occurs.
5. With every new sport season, students will have the opportunity to try out for the respective sport in season. The 10 day practice rule will apply before student-athletes

are able to compete in legal contests. Once the team has participated in their first legal contest, no additional rosters will be added.

6. Student-athletes who choose to switch sports over another sport within a given season will have the opportunity to do so within the first 10 days at the beginning of that sport season with consent from both coaches. If a student-athlete quits after the first 10 days of the start of the season, he/she will not be allowed to join another sport until the current season in progress is complete.
7. Any athlete who fails to return school-issued equipment or uniforms or refuses to pay for equipment not returned, will be ineligible for practice or participation in any other sport until the account is settled.
  - a. SPTHS shall require a non-refundable fee of \$35 to safeguard against equipment or uniforms that are damaged due to negligence or not returned.
  - b. If the damage or loss is greater than \$35, the student or parents shall pay the difference.
8. A student who is participating on a school athletic team is not allowed to participate simultaneously in any other outside athletic team
9. At least once during the athlete's high school participation, the athlete and parent must attend a "right to know" program, which provides specific information regarding the potential risks of participating in high school interscholastic athletics. The Athletic Director is responsible for implementing this policy and enforcing its provisions. Secondary school administrators shall monitor this policy and its execution as it pertains to their students.
10. All school extracurricular activities/competitions require parents to complete a permission form that will indicate whether the student will be returning on the bus or be picked up at the event site by an authorized parent or guardian listed on the check-out form.
11. Additional SPTHS student-athletes code of conduct:
  - a. Disruptive cell phone usage (flash, speaker) is prohibited on the bus.
  - b. A dress code policy will be enforced among student-athletes at coaches' discretion.
  - c. All student-athletes will be required to participate in team photos.
  - d. Students will be disciplined in accordance with the Student Discipline process and procedures.
  - e. All student-athletes are to comply with the Student and Parent Handbook in regards to use of contraband materials to include but not limited to energy drinks, supplements, etc.

## **B. Parent Code of Conduct- Athletics**

### **1. Parent Responsibility:**

- a.** For the safety and welfare of student athletes and coaches all practice sessions are close sessions. AIA bylaws 17.2.1
- b.** Parents at events represent SPTHS and are expected to maintain positive sportsmanship.
- c.** Never speak negatively about any teammates or competitors with your child.
- d.** SPTHS takes pride that all student-athletes get along with their teammates as well as their competitors and parents help set the stage for the team's success.
- e.** Always encourage your student-athlete to attend practice and athletic events on time. It is the basis for the lesson on accountability and helping them be courteous to their teammates and opponents.
- f.** Assist your student-athlete in preparation prior to athletic events (i.e., uniforms, transportation, expenses).
- g.** Keep sport concerns private. Meetings with coaches will not occur during a competition. Follow proper channels of communication to schedule a meeting.
- h.** Playtime is earned and not guaranteed. Decisions made to play an athlete is at the coaches' discretion based on student ability, emotional state, etc.
- i.** Understand the commitment you and your child have made to the school, team and themselves to ensure positive experience while participating in school athletic programs.

### **2. Bleacher Etiquette:**

- a.** Encourage good sportsmanship during all athletic events at high school games.
- b.** Refrain from using negative comments directed at an opposing team or their visiting members.
- c.** Conversations about SPTHS team members should always be positive to ensure camaraderie among all team members.
- d.** Never shout at the referees during high school games.
- e.** Do not coach your child or fellow team members from the side lines.
- f.** Always have a positive attitude about athletic event and its' participants. Be a great positive fan of Shonto Preparatory Technology High School.
- g.** Failure to abide by these guidelines may result in loss of future participation to athletic events sponsored by SPTHS.

**Annual review. Each year following the conclusion of spring sports, the athletic director will review and make necessary changes to the athletic handbook.**

### **COVID – 19 Protocols and AIA Return to Play.**

Requirements for daily practice (Monday through Friday 3:00PM-5:30PM)

1. Coaches are required to have a sign-in for students upon arrival for practice in addition to time logs of daily practices.
2. AIA COVID-19 Athlete/Coach Monitoring Form must be completed and archived for records where students are screened for symptoms along with a temperature check.

- a. Form must be completed prior to departure for events and sent to the host.
3. Masks will be required until restrictions are lifted or made optional at discretion of school policy.
4. AIA COVID-19 Return to Play Form will be used if a student-athlete tested positive for COVID-19. Anyone who has a positive test result is not allowed to participate in the team activity until return to play form is completed.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR§99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **PARENT INVOLVEMENT AND EXPECTATIONS**

Shonto Preparatory Technology High School in partnership with parents, can directly affect a student's academic learning and success. Parents/Guardians are welcome to contact the school during school business hours, Monday-Friday-8:00 am to 4:00 pm except on school calendar approved holidays. Parents can also call to schedule an appointment with their child's teacher during that teacher's prep period, or to arrange a meeting after school hours to meet with the teacher and/or all of a student's teachers.

Parents are expected to:

- Maintain a **reliable phone number** listed with the school at all times
- Attend scheduled appointments with the school and/or teachers
- Attend regularly scheduled Parent-Teacher Conferences
- Help enforce school attendance and student discipline standards
- Participate in the school Indian Education Committee (HS) meetings held once a month
- Periodically check your child's (children's) backpack(s)
- Build a strong parental involvement through coordination, technical assistance, and other support by implementing effective activities to improve their child's (children's) academic performance
- Set up a Synergy ParentVUE account to have parent/student access to grades, handouts and assignments online
- Log into Synergy account periodically to monitor their students' academic assignments and grades (<https://shontoprep.apsc.org>)

## STUDENT RESPONSIBILITIES & EXPECTATIONS

### 1. Behavior Expectations

- a. Be Respectful
- b. Be Responsible
- c. Be Safe

### 2. Assemblies & Guest Speakers

Assemblies provide enrichment to the regular curriculum and instruction of the school. Special guests will be invited to speak to students throughout the school year.

Assembly Guidelines:

- Be present and listen attentively
- Using positive language
- Refrain from side conversations
- Be willing to participate in presented activities
- Be safe

### 3. Dress Code

SPTHs encourages students to take pride in their appearance in an academic setting. Students should dress in a manner that considers the educational environment, culture, safety, health and welfare of all students. In accordance with this policy, a student dress code and attire is hereby established and not limited to the following:

- a. Shoes must be closed toe, steel-toed boots and cleats are not permitted for indoor wear. Flip-flops cannot be worn.
- b. Blouses/sweaters will not reveal breasts, midriffs. Halter tops, tube tops, muscle shirts, cut out back or sides, spaghetti straps, strapless items and/or clothing that is too revealing are not acceptable.
- c. Attire that is transparent, see-through, inappropriately split up the back, side, or front indecently or suggestively short or ill-fitting is not acceptable.
- d. Leggings or biker shorts are not appropriate as the only clothing, but can be worn under other clothing. Skirts or shorts will not be too high (hemline or inseam not to exceed 2" above the knee). Pants should be worn above the hips and underwear should not be visible. Pajama pants are not acceptable attire.
- e. Clothing or jewelry that displays obscene, defamatory or offensive language, gestures or symbols are not allowed. Items with logos and pictures that promote alcohol, drugs, tobacco, contain sexual innuendos or other messages that may insult another person's gender, culture, politics or religion are unacceptable.
- f. Baggy or oversized clothing is prohibited. Clothing may not be more than one size bigger than the student size. No sagging of clothing is allowed. All pants must be fitted at the waist and must not touch the ground.
- g. Hats, caps, beanies, hoods, bandanas and any other head covering are not to be worn in any part of the building, e.g. classrooms.**
- h. Jewelry shall not be worn if it presents a health or safety hazard to self or others. This includes but is not limited to: wallet chains, pocket chains, spiked/studded belts, bracelets/necklace, sharp heavy rings and spiked gauges.
- i. Gang symbols – Any article of clothing, caps, hats, bandanna, badge, sign, lettering, hairdo, jewelry, emblem, symbol or other personal display or adornment, which is intended by the student or is recognized or acknowledged by students and/or staff to designate a gang symbol or to signify affiliation with, participation in or approval of a gang is prohibited. This includes anything related to "colors" representing gang



affiliation. These items/articles/symbols will be confiscated on site and followed by a parent conference on the same day or the following school business day.

- j. Visible body piercings (e.g. lip, nose, eyebrow and ear gauges) are discouraged except for the ears.
- k. Non-prescription sunglasses are not allowed in the building/buses or classrooms.
- l. Tattoos and hickeys cannot be displayed at school.

To uphold a positive professional learning environment in the image of the school the dress policy is adopted. Students are to dress neatly and appropriately, recognizing that everyone feels more at ease when properly dressed and groomed.

### **SPTHS prohibits student dress or grooming that:**

- Presents a risk to student's health, safety or general welfare of peers, staff or others.
- Interferes with or disrupts the educational environment.
- Is counterproductive to curriculum goals, educational objectives or traditional observances.
- Produces disorder or creates an atmosphere of exploitation, threat, intimidation or undue pressure.
- Causes excessive wear or damage to school property.

Students are expected to comply with the health and safety dress requirements for content classes including CTE (General Service Technician and Welding), Science, and Physical Education. For example, wearing laboratory goggles and a mask in Science, while donning clothing appropriate to the class activity in Physical Education that considers the safety, health, and welfare of all students. All students will be disciplined for dress code policy infractions.

## **ATTENDANCE**

The Navajo Tribal Attendance law states that Navajo children between the ages of five (5) and nineteen (19) that have not graduated from high school must be attending school. Students who are dropped because of excessive absences will be referred to Family Court of the Navajo Nation. (Tribal Code Title 10, Chapter. Section 118, Paragraph A.)

SPTHS expects all enrolled students to maintain good attendance in their course of study throughout the academic year. A teacher may base up to 10% of a student's grade on attendance. Student attendance is important as it impacts a student's grades and ability to graduate from high school. A student who accumulates absences that reach 10 percent of the school days in a semester (9 days nonconsecutive) without medical or valid verification (family illness, death in the family, etc.) can be charged with truancy from school. The student and parent/guardian will be referred to the Navajo Nation Peacemaking Program. An attendance / academic contract will be required between the student, school, and parent/guardian. Students and parents must understand that seat time is crucial to earning credits and part of Arizona State requirements for student enrollment and instructional validation.

### **1. EXCUSED ABSENCES**

- Absences due to illness, accidents, bereavement, religious observance, or other circumstance may be excused through written documentation provided to the School Registrar on the day of or before the absence. ARS §15-901(A) (1)

- Students returning back to class, after being absent, should have readmitted slip before returning back to class. Academic grades suffer as a result of excessive absences.
- Out-of-school suspension (OSS) is an excused absence and makeup work will be required.
- When a student is absent, it is their responsibility to talk with their teacher(s) and obtain missed assignments.
- Synergy can be accessed by parent/student anytime to check on attendance and grades.
- Students should complete and turn in missed assignments to the teacher immediately.

**2. UNEXCUSED ABSENCES**

- Any unverified absence is classified as unexcused.
- An absence without prior knowledge and consent of the parent/guardian, or which is in violation of state law and district procedure, is classified as truancy.
- Examples of Unexcused Absences/Tardies are:  
     Babysitting, overslept, missed the bus

**3. ATTENDANCE DUE PROCESS**

- 3 days Absent: Letter sent home & phone call by teacher noting absences
- 5 days Absent: Letter sent home for parent conference & phone call from the registrar. Require parent conference with the principal.
- 3 **consecutive** Absences: Letter sent home for Parent-Principal conference & phone call from the school registrar.
- 10 **consecutive** Absences: Students will be dropped from school enrollment & phone call home to notify the student’s family. Notice will be sent to Navajo Nation Peacemaking Court to request for children in need of supervision assistance. Student will be placed on NO credit status.

**4. TARDIES**

Students and parents should do everything possible to assure students arrive at school on time and be in their first period class. Students are responsible for being in their class, in their seats before the tardy bell rings. Hall sweeps will be conducted periodically at the high school at the end of the tardy bell to reduce tardy or loitering activity.

- Being tardy is arriving 15 minutes beyond the start of class.
- Tardiness to school will be excused only when accompanied with written notification from the parent/guardian or doctor.
- All other tardies will be classified as unexcused.

<b>Concern</b>	<b>Intervention</b>	<b>Referral</b>
<b>3 Tardies</b>	Student Teacher conference	If a student is tardy 15 minutes or more it is counted as an absence.
<b>4 Tardies</b>	Academic Counselor/ Student Conference	Teacher will complete the referral process and report the student's 4th tardy to the Academic Counselor.

<b>5 or more Excessive Tardies</b>	Parent Notice	The Registrar or High School principal will send a letter home to communicate the excessive tardies.
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## TECHNOLOGY USAGE

### 2. School Technology

SPTHS provides Internet access to facilitate student research and reinforce academic objectives/goals.

- a. **While students are encouraged to use the computer as an educational tool, they must observe these rules of use given below and adhere to guidelines outlined in the District’s “Technology Acceptable Use Policy for Students.” The use of SPTHS technologies is a privilege, not a right.**
- b. Students must read and sign the “Acceptable Use Policy Agreement Form” to use school computers/tablets.
- c. Students are not allowed to download any software, or programs without clearance from the IT department.
- d. Computers are to be used for educational purposes. Computers are not to be used for unapproved, unacceptable exploration or play.
- e. Any damage done to computers, programs installed without permission, or damage to others’ files because of inappropriate use of the computer (malicious mischief or undirected experimentation) will be considered “Destruction of School Property,” (ARS 15-842).
- f. Students must use appropriate etiquette, language, and judgment during computer use as given in the **Acceptable Use Agreement**. Violation will result in discipline referral.
- g. Teachers and staff must report any misuse of computers by students and students may lose privileges to use any computer in the building as a result of disciplinary action.
- h. **CYBERBULLYING** will **NOT** be tolerated in relation to education.

### 3. Free Speech

- a. SPTHS Internet is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### 4. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system and records of your online activity.
- b. Routine maintenance and monitoring of SPTHS Internet may lead to discovery that you have violated this Policy or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the content of your files.

## 5. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through SPTHs Internet.
- b. In the event there is a claim that you have violated this Policy in your use of the SPTHs Internet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- c. *If the violation also involves a violation of other provisions of the Student Handbook, additional restriction or suspension will be exercised.*

## 6. Technology Limitation of Liability

- a. The District makes no guarantee that the functions or the services provided by or through the District system will not be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on a system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Student parents can be held financially responsible for any harm to the system as a result of intentional misuse.

## 7. Photo Media Release/Use of Likeness/Use of Voice

- a. By signing the statement of acknowledgement in the back of this handbook, parents/guardians and students give permission for their likenesses and recordings to be used in this manner. Parents/guardians not wishing to have their child's photos published or voice recorded must submit a written statement to the Superintendent's office.

## CODE OF CONDUCT

Shonto Preparatory Technology High School encourages **age-appropriate behavior** in order to maintain a safe and healthy environment for all students and staff. All Students are expected to conduct themselves in a manner consistent with school rules, regulations and policies. SPTHs observes all rules and regulations required by federal, state, Navajo Nation safety guidelines and environmental health codes, in school facilities. (34 CFR, ARS §Title 15)

**All** staff and students are responsible for supporting the school administration in enforcing set standards of student conduct, encouraged to practice and model appropriate behavior with emphasis of the Diné K'é system. SPTHs will recognize that situations may arise where the safety and welfare of students becomes a priority and if deemed necessary, SPTHs will support the removal of the student(s) from campus by law enforcement personnel.

Rules are posted throughout campus for reminders as part of student accountability and personal responsibility: e.g., classroom, bus, cafeteria, hallways, library, restrooms, gymnasium, etc. Students may seek out their class sponsor or other classroom **teachers** with concerns and questions regarding rules and regulations.

## **DISCIPLINE**

Under the Federal Educational Rights and Privacy Act (FERPA) all students have a right to due process in matters of school discipline. The extent of the due process provided depends on the nature of the violation and proposed disciplinary actions to be taken. Due process procedures for suspension and expulsion are set forth in this student handbook under Discipline Referral Form.

Student discipline will be enforced during all school sponsored activities, on school buses and all field trips. This includes the entire SPTHs campus, e.g., instructional buildings, cafeteria, athletic courts, and fields. The school disciplines students to nurture a positive character and promote a safe, engaging, caring, creative environment. The school does not tolerate any student violating the rights of others or place themselves or others. All teachers, support staff, and administrators will make an attempt to redirect student behavior before referring to the Principal's office.

SPTHs follows a Discipline Plan in order to make sure all students are treated fairly and equally. The Discipline steps are as follows:

1. Warning: verbal warning to stop disruptive activity or behavior.
2. Student-Teacher Conference:
  - a. Teacher/Staff will implement a consequence for warnings given in a student-teacher conference.
  - b. Documentation of such attempts will be kept by the staff.
3. Parent Notification:
  - a. Teacher/Staff will make initial parent contact either by phone, email, or U.S. mail.
  - b. Teacher/Staff may hold their own detention.
4. Parent Conference:
  - a. Teacher/Staff member will schedule a Parent Conference to help change student behavior in the classroom. This meeting can be held with the Principal, any necessary adults deemed appropriate, or any other designated administrator available at the time of the meeting.
5. Student Referral to High School Principal:
  - a. A teacher/staff member may make a referral to the Principal or designee for any student disruption based on severity of the incident. In all cases, the teacher/staff member should make every effort to handle the behaviors using Steps 1-4 prior to referring a student to the Principal or designee.
  - b. A student may receive various consequences based on the infraction committed during school hours and/or at school activities. This includes but is not limited to: detentions, out-of-school suspensions, student behavior contracts, counseling referrals, and recommendation for dismissal.

## **SUSPENSION**

1. The student is given a verbal and written notice of their alleged violation and what the consequence is for this violation.
2. The student has a right to present his or her explanation.
3. Students will be asked to put in writing his or her explanation.
4. Parents will be notified, informed of the incident involving their child and parents need to pick up their child and meet with the Principal or designee.
5. If there is evidence of violation, students will be dismissed from school per violation/consequence outlined in the handbook.

6. SPTHHS has an obligation to verify the facts of the investigation and present their findings in the meeting with parent(s)/students.
7. The notification letter to the parent will explain the reasons for the terms of the suspension. The letter will indicate a mandatory parent meeting date to solicit their help.
8. Parent must meet and make contact in person with the Principal or designee for their child to be reinstated after serving their suspension – This is to support the school and Principal or designee in addressing further prevention for student to not engage in further negative conduct or violate school policy that impeded his/her learning – A behavior plan may be put in place in collaboration with parent, student, Principal or designee.
9. Written records of the actions will be filed in the student's folder.

## Level One Discipline Process

Infractions:	Consequences:
<ol style="list-style-type: none"> <li>1. Dress Code Violation</li> <li>2. Defiance of Authority</li> <li>3. Disruptive Conduct</li> <li>4. Imitating Use of Drugs/Alcohol</li> <li>5. Profanity Usage</li> <li>6. Public Displays of Affection</li> <li>7. Slander/Verbal Provocation</li> <li>8. Littering</li> <li>9. Unauthorized or Inappropriate Use of Technology</li> <li>10. Bus Rules Violation</li> </ol>	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> <li>● Verbal Warning</li> <li>● Conference With Student</li> <li>● Parental Notification</li> </ul> <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> <li>● Parental Notification</li> <li>● Parent Conference</li> </ul> <p><u>Third Offense:</u></p> <ul style="list-style-type: none"> <li>● Parental Notification</li> <li>● Parent Conference</li> <li>● Discipline Hearing</li> <li>● Three (3) Days Lunch Detention</li> <li>● Student Behavior Plan</li> </ul>
<p><u>Student Vehicle Policy</u></p> <ol style="list-style-type: none"> <li>1. Student Parking Lot Violation</li> <li>2. Violation of Driving/Parking Privileges</li> </ol>	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> <li>● Student Conference and Written Warning.</li> <li>● Parental Notification</li> </ul> <p><u>Second Offense</u></p> <ul style="list-style-type: none"> <li>● Parental Notification/Parent Conference</li> <li>● Vehicle Boot</li> </ul>

## Level Two Discipline Process

### Infractions:

1. Falsifying Information
  - Cheating
  - Plagiarizing
  - Dishonesty
  - Forgery
2. Obstructing an Investigation
3. Aiding and Abetting
4. Malicious Behavior
5. Unauthorized Departure from Class/Campus, or Event
6. Trespassing
7. Vulgar or Obscene Language/Gestures/Symbols

### Consequences:

#### First Offense:

- Parental Notification
- Removal from Campus
- Two (2) Days Out of School Suspension
- Parent Conference
- Student Behavior Plan

#### Second Offense:

- Parental Notification
- Notification of SPS Lead Security
- Removal from Campus
- Three (3) Days Out of School Suspension
- Parent Conference
- Student Behavior Plan/Contract

#### Third Offense:

- Parental Notification
- Notification of SPS Lead Security
- Removal from Campus
- Five (5) Days Out of School Suspension
- Parent Conference
- Student Behavior Plan/Referral
- Outside Agency Intervention



**Level Three Discipline Process**

<b>Infractions:</b>	<b>Consequences:</b>
<ul style="list-style-type: none"><li><b>1. Intimidation</b><ul style="list-style-type: none"><li>• <b>Bullying</b></li><li>• <b>Cyber Bullying</b></li><li>• <b>Threat</b></li></ul></li><li><b>2. Pornography</b></li><li><b>3. Possession of Contraband</b></li><li><b>4. Gambling</b></li></ul>	<p><b><u>First Offense:</u></b></p> <ul style="list-style-type: none"><li>• <b>Parental Notification</b></li><li>• <b>Notification of SPS Lead Security</b></li><li>• <b>Removal from Campus</b></li><li>• <b>Three (3) Days Out of School Suspension • Parent Conference • Student Behavior Plan</b></li></ul> <p><b><u>Second Offense:</u></b></p> <ul style="list-style-type: none"><li>• <b>Parental Notification</b></li><li>• <b>Notification of SPS Lead Security</b></li><li>• <b>Removal from Campus</b></li><li>• <b>Five (5) days Out of School Suspension</b></li><li>• <b>Parent Conference</b></li><li>• <b>Outside Agency Intervention</b></li></ul>

## Level Four Discipline Process

<b>Infractions:</b>	<b>Consequences:</b>
<ol style="list-style-type: none"><li>1. Extortion</li><li>2. False Alarm</li><li>3. Vandalism</li><li>4. Hazing</li><li>5. Sexual Harassment (Verbal/Physical)</li><li>6. Theft</li></ol>	<p><b><u>First Offense:</u></b></p> <ul style="list-style-type: none"><li>● Parental Notification</li><li>● Notification of SPS Lead Security</li><li>● Navajo Police Notification</li><li>● Removal from Campus</li><li>● Parent Conference</li><li>● Five (5) Days Out of School Suspension</li><li>● Navajo Nation Child in Need of Supervision Referral</li><li>● Mandate Referral to Navajo Behavioral Health Services and/or IHS Counseling</li><li>● Student Behavior Plan</li></ul> <p><b><u>Second Offense:</u></b></p> <ul style="list-style-type: none"><li>● Parental Notification/Parent Conference</li><li>● Notification of SPS Lead Security</li><li>● Navajo Police Notification</li><li>● Removal from Campus</li><li>● Recommendation for Dismissal</li></ul>

## CONTRABAND ITEMS

### 1. Alcohol, Drugs, Narcotics, Tobacco (Smoke, Smokeless and E-Cigarettes) Policy

Shonto Preparatory Technology High School is a DRUG/ALCOHOL FREE ZONE. Federal, state and tribal codes prohibit consumption, possession and/or distribution of alcohol, illegal substances, drugs and tobacco, or any form of drug paraphernalia in educational institutions/buildings. Students who engage in this behavior will be disciplined and recommended for dismissal from school on the first offense.

The school substance abuse/use policy is in effect at all times at or on the school campus, on the school bus (to and from school) and at all school sponsored activities at or away from school property. The school's alcohol, drug and tobacco enforcement responsibility begins once a student leaves his/her residence for school and is in effect until he/she returns to their residence into the care of an adult. Any person (including all students) comes under this provision at any time they are on school property or engaged in school activities. The school will request the assistance of Navajo Nation Police, Behavioral Health Services, Social Services and/or Family Courts for immediate substance abuse/use prevention or intervention.

The following items are not allowed at school:

- Explosive Items (Fireworks, Propane, Etc.)
- All Energy Drinks
- Graphic / Violent Video Games
- Cologne/Perfume
- Rubber Bands
- Sling Shot
- Laser Pointer
- Permanent Markers
- Inhalants (see definition of terms)
- Homemade Tattoo Devices
- Lighters/Matches
- Aerosol Spray (deodorant, etc.)
- Tobacco – Smoking, Chewing Vaping devices
- Playing cards & other gambling paraphernalia
- Illicit Powdery Substances (see definition of term)
- Rubber Cement, Glue, Fingernail Polish/Remover
- Nail Clippers/Tweezers/Straight Pins/Razor
- Liquid Correction Fluid
- Paintball Guns
- Water Guns/Water Balloons
- Scalpels
- Athletic Performance Supplements

### 2. Student Drug Test

A student who manifests an odor or residue or appears incoherent or intoxicated from drugs, tobacco, and/or alcohol or causes a reasonable suspicion establishes just cause for SPS Lead Security or designee to administer a drug impairment assessment to the student without parent permission.

- If there is evidence from the drug test/ impairment assessment, the student will be disciplined for school drug policy infractions.
- The school will report the incident to the Navajo Nation Law Enforcement. The student will be provided an opportunity to write his/her statement explaining the cause of the odor and/or his or her visual physical appearance.

If both the parent(s)/guardian(s) and student refuse the school's request for the drug impairment assessment, the school will inform the parent to remove the student from the school campus and will notify the Navajo Nation Law Enforcement or county and state law enforcement agencies. It will become the parent(s)/guardian responsibility to provide a

validated drug screening result, that needs to be administered within 12 hours of the incident to the school from an outside agency before the student can return to the school campus and cannot participate in any school sponsored activities. The student cannot be on the school campus prior to submitting the test result. The school can charge the student for a drug policy infraction if the student's test result is positive for evidence of drug use or can dismiss a student who does not provide a valid drug screening result.

### **3. Search and Seizure**

The administration has the right to search and seize property, including but not limited to school property temporarily assigned to the students, when there is reason to believe that material or matter detrimental to the health, safety, and welfare of the student(s) exists. Students have no reasonable expectation of privacy in lockers, desks, storage areas, bags, etc., and may be inspected at any time by school personnel, for any reason, without notice and consent of students without a search warrant. Local authorities including K-9 units may conduct searches on campus without prior notice. K-9 searches are limited to automobiles, lockers, book bags, desks, purses, etc. Dogs do searches only on inanimate objects. Random searches do not require a warrant or suspicion of illicit behavior to be conducted. present during bag checks. If inappropriate items are discovered, parents will be notified and the student will be subject to school discipline and/or legal consequences. Purses, fanny packs and other containers; e.g. bottles, cans, flasks, canteens, etc. will be subject to checks as well.

- Backpack/school bags should not display statements contrary to the school mission and vision statements or purpose.
- Any items seized during searches will not be returned. If the confiscated item is considered dangerous, toxic or illegal, it will be released to the proper officials. All items will be disposed of at the end of the school year.
- If a student is to be interviewed by an officer, he/she must be apprised of his/her rights to participate. The administrator or designee will sit in with the student during the interview. If the student is under 18 years old, the student has the option of whether or not to take part in the interview or respond or not respond to the questions. No minor student may be removed from the school premises by law enforcement personnel without the consent of a parent or legal guardian, except upon service of a valid warrant of arrest or if there's an apparent threat to self and/or others.

### **CHILD ABUSE AND NEGLECT**

Any staff member who has reasonable cause to suspect that a child has been abused or neglected is required by law to report the incident immediately to the school official in charge. The mandated reporter is required to complete the SCAN report with assistance from the supervisor. If the employee is the suspected abuser then Human Resources will assist with the completion of the SCAN report.

#### **a. Immunity for filing report**

Any person furnishing a report, information, or records required or authorized by Navajo Nation, State or Federal child abuse reporting laws, or a person participating in a judicial or administrative proceeding or investigation resulting from such a report, information or records is immune from any civil or criminal liability by reason of such action unless such person has acted in bad faith or with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

**b. Failure to report child abuse**

A person who fails to report abuse as provided in A.R.S. §13-3620 is guilty of a Class I misdemeanor, except if the failure to report involves a “reportable offense,” the person is guilty of a Class 6 felony. A person who fails to report abuse as provided in 18 U.S.C. § 1169(a) may be fined under Title 18 or imprisoned for not more than 6 months or both. Any person who is subject to applicable Navajo Nation law and fails, neglects, or refuses to submit a report required by 9 N.N.C. 1123 is guilty of a misdemeanor and may be punished by fine of not less than twenty-five dollars nor more than one hundred dollars.

**c. Confidentiality**

Confidentiality must be exercised throughout this procedure to the extent permitted by law. Copies of reports made under this Policy are not a part of the child’s educational record and are kept separately in the Principal’s Office or designee.

## EMERGENCY & CRISIS HOTLINE NUMBER

### RESOURCE LIST

#### **National Domestic Violence Hotline**

1-800-799-7233  
[www.thehotline.org/](http://www.thehotline.org/)

#### **National Runaway Switchboard**

1-800-786-2929  
[www.1800runaway.org](http://www.1800runaway.org)

#### **National Child Abuse Hotline**

1-800-422-4453  
[www.childhelp.org](http://www.childhelp.org)

#### **National Dating Abuse Helpline**

Love is Respect  
1-866-331-9474  
[www.loveisrespect.org](http://www.loveisrespect.org)

#### **National Sexual Assault Hotline**

1-800-656-4673  
[www.rainn.org](http://www.rainn.org)

#### **On-Line Safety**

[www.netismartz.org/teens](http://www.netismartz.org/teens)

#### **Good Eating**

[www.choosemyplate.gov](http://www.choosemyplate.gov)

#### **National Suicide Prevention Lifeline**

1-800-273-8255  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

#### **Health:**

[www.kidshhealth.org/teen](http://www.kidshhealth.org/teen)  
[www.girlshhealth.gov](http://www.girlshhealth.gov)

#### **HOTLINES:**

DOMESTIC VIOLENCE HOTLINE  
(877)697-8591

#### **POISON CONTROL CENTER**

1-800-362-0101

#### **AMERICAN RED CROSS**

1-800-842-7379

#### **FIRE/AMBULANCE/POLICE EMERGENCY:**

#### **KAYENTA POLICE DEPT.**

(928)697-5600  
Fax: (928)697-4286  
<http://navajodps.org/Kayenta.aspx>

TUBA CITY POLICE DEPT.  
(928)283-3111

PAGE POLICE DEPT  
(928)645-2462  
Fax: (928)645-4128  
[www.cityofpagepd.com/](http://www.cityofpagepd.com/)

#### **HEALTH CARE PROVIDERS:**

INSCRIPTION HOUSE HEALTH CENTER  
(928)672-3000  
Fax: (928)672-3062  
[www.ihs.gov/Navajo/index.cfm?module=nao\\_hcc\\_inscription](http://www.ihs.gov/Navajo/index.cfm?module=nao_hcc_inscription)

KAYENTA HEALTH CENTER  
(928)697-4000 Fax: (928)697-4145

#### **EMERGENCY ROOM**

(928)697-4100  
[www.ihs.gov/Navajo/index.cfm?module=nao\\_hcc\\_kayenta](http://www.ihs.gov/Navajo/index.cfm?module=nao_hcc_kayenta)

TUBA CITY REGIONAL HEALTH CARE CORPORATION  
(928)283-2501

**EMERGENCY ROOM** (928)283-2661  
<http://tchealth.org/contact.html>

LAKE POWELL MEDICAL CENTER  
(928)645-8123  
Fax: (928)645-3862  
[http://cchcaz.org/lake\\_powell.html](http://cchcaz.org/lake_powell.html)

CANYONLANDS URGENT CARE  
(928)645-1700  
Fax: (928)645-1701  
[http://canyonlandschc.org/canyonlands\\_urgentcare.html](http://canyonlandschc.org/canyonlands_urgentcare.html)

#### **BEHAVIORAL HEALTH:**

INSCRIPTION HOUSE IHS COUNSELING SERVICES  
(928)672-3018  
Fax: (928)672-3000  
[www.ihs.gov/Navajo/index.cfm?module=nao\\_hcc\\_inscription](http://www.ihs.gov/Navajo/index.cfm?module=nao_hcc_inscription)

KAYENTA IHS COUNSELING SERVICES  
(928)697-4185  
Fax: (928)697-4189  
[www.ihs.gov/Navajo/index.cfm?module=nao\\_hcc\\_kayenta](http://www.ihs.gov/Navajo/index.cfm?module=nao_hcc_kayenta)

TUBA CITY BEHAVIORAL HEALTH  
(928)283-2831 Fax: (928)283-2832  
[www.tchealth.org](http://www.tchealth.org)

PAGE COMMUNITY BEHAVIORAL HEALTH SERVICE  
(928) 645-5113  
Fax: (928)645-3254  
[www.encompass-az.org](http://www.encompass-az.org)

KAYENTA DEPARTMENT OF BEHAVIORAL HEALTH  
(928)697-5570  
Fax: (928)697-5574

KAIBETO BEHAVIORAL HEALTH SERVICES  
(928)673-3267  
Fax: (928)673-3267

#### **SOCIAL FAMILY SERVICES/CPS**

KAYENTA FAMILY SERVICES  
(928)697-5530 Fax: (928)697-5540

KAIBETO SOCIAL SERVICES  
(928)673-5861 Fax: (928)673-5870

TUBA CITY SOCIAL SERVICES  
(928)283-3266 Fax: (928)283-3676

## DEFINITION OF TERMS

**Abuse or Child Abuse** means the infliction upon a child or allowing another person to inflict upon a child any of the following:

- Physical injury, impairment of bodily function, or disfigurement;
- Emotional damage or mental injury; or
- Sexual abuse, assault, molestation, contact, conduct, exploitation, incest or commercial exploitation/prostitution.
- Failure to maintain reasonable care and treatment or exploiting or overworking a child to such an extent that his or her health, morals or emotional well-being is endangered.
- A case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, and where such condition is not justifiably explained or may not be the product of an accident occurrence.

**Endangerment** refers to an act that endangers someone to risk personal physical injury.

**Mental injury** means harm to a child's psychological or intellectual functioning which may be exhibited by severe anxiety, depression, withdrawal, or outward aggressive behavior, or a combination of those behaviors, which may be demonstrated by a change in behavior, emotional response, or cognition.

**Neglect or Negligent treatment:** The terms neglect or negligent treatment shall include:

## DEFINITION OF TERMS

- the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of a child; or
- the inability or unwillingness of a parent, guardian, or custodian of a child to provide that child with supervision, food, clothing, shelter or medical care if that inability or unwillingness causes substantial risk of harm to the child's health or welfare, except if the inability of a parent or guardian to provide services to meet the needs of a child with a disability or chronic illness is solely the result of the unavailability of reasonable services. Physical Injury includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe bruising, or serious bodily harm.

**Reportable offense** includes indecent exposure, public sexual indecency, sexual abuse, sexual conduct with a minor, sexual assault, molestation of a child, furnishing to a minor over the Internet items that are harmful to a minor, surreptitious photographing, videotaping, filming, and/or digitally recording of a minor; child prostitution; and incest.

**Reasonable belief:** The term "reasonable belief" should be interpreted liberally, such that the reporting requirements of this Policy are triggered whenever there is sufficient information to indicate that a child is or may be the victim of abuse or neglect. Individuals are not expected or required to investigate the suspected abuse before making a report.

**Sexual abuse** includes the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in, or assist another person to engage in, sexually explicit conduct (actual or simulated) or the rape, molestation, prostitution, or other form of sexual exploitation (including pornography) of a child, or incest with children.

**Academic Misconduct/Dishonesty** can include, but is not limited to cheating, forgery, lying and plagiarism. Examples that could apply include: (1) Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment; (2) Using the signature or initials of another person; (3) Knowingly giving false or misleading information, including false accusations against others with the intent to deceive; (4) Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately. In addition to disciplinary action, students may face academic sanctions per teacher and administrator discretion.

**Aggravated Battery** shall be defined as knowing and intentional infliction of injury on a person that creates a substantial risk of death or causes serious impairment or disfigurement.

**Aiding and Abetting** is classified as the criminal act including any nature of assistance offered by an individual or individuals in order to engage in criminal activity.

**Breach of Contract** shall be defined as a violation of an official written agreement between the school, student, and parents.

**Breaking and Entering School Property** shall be defined as the unauthorized entry into SPTHs applying force with or without the intent to do a crime.

**Bullying** shall be defined as a situation in which one or more students repeatedly single out a student and engage in behaviors intended to harm, humiliate, or threaten another student or students. This includes but is not limited to the following:

Threats	Coercion	Intimidation
Cyber-Bullying	Fear	Terrorizing
Stalking	Harassment	Emotional harm

**Cheating** is using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.

**Contraband** is defined as items not allowed on school campus. This includes but not limited to the following:

- Laser Pointer
- Liquid Correction Fluid
- Cell Phones
- Paint Guns/Balls



- Paint Thinner
- Razor Blades
- Hairspray
- Energy Drinks Supplements Devices
- MP3 Player Strait Pins Rubber Bands Aerosol Sprays Gasoline Scalpels
- Video Games
- Homemade Tattoos Devices
- Rubber Cement Propane Permanent Markers Tobacco
- Water Guns/Balloon Matches
- Sling Shots
- Fingernail Polish/Remover

**Defiance** shall be defined as an open, bold, or hostile refusal to obey or conform. Insubordination shall be defined as refusing to obey orders or submit to authority. This includes but is not limited to the following actions:

- |   |                    |                       |
|---|--------------------|-----------------------|
| Talking Back                            | Excessive Defiance | Lack of Participation |
| Disruptive Behavior                     | Assembly Behavior  |                       |
| Failure to follow evacuation procedures |                    |                       |

**Destructive Acts** shall be defined as actions resulting in physical and malicious damage to school property. This includes but is not limited to the following:

- |                                |          |             |
|--------------------------------|----------|-------------|
| Vandalism                      | Graffiti | Trespassing |
| Destruction of School property |          |             |

**Dress Code** – Students will show neat and clean appearance at all times. Clothes, hats, caps, beanies, belts, scarves or other personal items which display vulgar or obscene messages, symbols, language or which promotes drugs, alcohol, sex, death, or suicide are not allowed on school campus. Clothing that exposes the body or items such as gang-related chains, including wallet chains, spikes, bandanas, hairnets or “do-rags” are prohibited. Body piercing other than on earlobes is not allowed. Tattoos are to be covered at all times while on school campus.

**Drug Paraphernalia** – The term “drug paraphernalia” refers to any equipment that is used to produce, conceal and consume illicit drugs. This includes but is not limited to the following:

- |             |                          |                  |
|-------------|--------------------------|------------------|
| Pipes       | Mirrors                  | Homemade Devices |
| Roach Clips | Rolling Paper            | Straws           |
| Syringes    | Tobacco Rolling Machines |                  |

**False Reporting** - A person commits false reporting by initiating or circulating a report of a bombing, fire, offense or other emergency knowing that such report is false and intending: (ARS 13-2907.A).

**Fighting** - mutual fist fighting between two people/students.

**Gang Involvement and Activities** shall be defined as a group of young people who spend time together and engage in delinquent behavior.

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

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act may contribute to a substantial risk or actually cause physical injury, mental harm or personal degradation.
- “Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Homicide** shall be defined as the act or an instance of unlawfully killing another human being.

**Indecent /Inappropriate/Lewd Behavior** shall be defined as unacceptable and offensive sexual actions. This includes but is not limited to the following:

Hostile Gestures      Inappropriate Behavior      Indecent Exposure  
Incest      Viewing Pornography Disturbing Pornography

**Illicit Powdery Substances** any powdery substances that are intended for proscribed usage.

**Kidnapping** shall be defined as an action or crime of forcefully taking away and holding somebody prisoner.

**Lying** is knowingly giving false or misleading information, including false accusations against others with the intent to deceive.

**Disorderly conduct** – A behavior that is immoral or unethical; this includes but limited to the following:

Excessive Profanity      Horse Play      Disobeying Cafeteria Rules  
Stealing      Littering Computer/Internet Misuse  
Food Fighting      Manipulation Disobeying Classroom  
Disobeying Residential Rules      Disobeying Transportation Rules  
Falsification of Documents      Falsely Reporting Incidents

**Motor Vehicle Theft** shall be defined as the criminal act of stealing or attempting to steal a motor vehicle, including an automobile, truck, bus, motorcycle, ATV, or any other motorized vehicle.

**Plagiarism** is the practice of taking another person's work and ideas and passing it off as your own.

**Poor Academic Performance** shall be defined as a student who is lacking productive potential in their academics such as homework, assignments, projects, assessments, and testing. Poor academic performance will be identified through grade checks, progress report and teacher referrals.

**Pornography** shall be defined as possessing, sharing or posting sexually explicit depictions of persons, in words or images, on the school campus or school District facility, including both in print and on cell phones or other electronic devices.

**Possession of Drugs and Alcohol** shall be defined as consumption, possession, purchasing, or distributions of dangerous or addictive drugs or alcohol, which are prohibited on school campus.

**Possession of Inhalants** shall be defined as anything a student breathes into their lungs, which has not been prescribed by a medical physician. Inhaling, possessing, purchasing, or distributing of inhalants are prohibited on school campus. Inhalants are volatile substances that produce chemical vapors that can be inhaled to induce a psychoactive, or mind-altering, effect.

**Physical assault** – with the intent to harm another person physically.

**Prescription/OTC Drugs Misuse/Abuse** shall be defined as the excessive and harmful usage problems a student has with prescription medication or over the counter medication.

**Public Display of Affection** may be classified as excessive kissing, sexual touching, or inappropriate displays of affection in violation of school policy.

**School Threat** shall be defined as the expression of an intent to cause harm or pain to Shonto Preparatory Technology High School, its students, and faculty. This includes but is limited to the following:

- |               |            |                |
|---------------|------------|----------------|
| Bomb Threats  | Arson      | Firearms       |
| Sharp Weapons | Explosives | Verbal Threats |
| Gang Violence |            |                |

Arizona Revised Statute 15-841: States that possessing a deadly weapon on school grounds is misconduct and are grounds for expulsion.

**Self-Endangerment and Endangerment** of Others shall be defined as putting themselves or someone at risk or jeopardizing their safety.

**Self-Mutilation** shall be defined as a student inflicting serious injury on their body. This includes but is not limited to the following:

Cuts	Cigarette Burns	Unexplainable Bruises
Broken Bones	Choking	Burns
Scratches	Piercing	

**Sexual Assault** shall be defines as a person committing sexual assault by intentionally or knowingly engaging in unwanted sexual contact.

**Sexual Harassment** shall be defined as any unwelcome sexual advance, request for sexual favors, derogatory or pornographic posters, suggestive or lewd remarks, or any other verbal or physical conduct or a sexual nature.

**Simulated Firearm** shall be defined as a falsely representing one's self in possession of a firearm.

**Student Fraternization** shall be defined as a student who enters into a sexual relationship with another student. This includes but is limited to the following:

Inappropriate Hugging	Hickeys	Holding Hands
Kissing	Love Letters	
Inappropriate Touching	Public Displays of Affection (PDA)	

**Tardy** is arriving beyond the expected time of arrival for school and/or class.

**Theft** shall be defined as a person who controls property of another with the intent to deprive the other person of such property.

**Truancy** shall be defined as excessive tardiness and absenteeism. Tardiness shall be ten (10) minutes after classes have started and excessive tardiness shall be 3 tardies in a single week. Absenteeism shall be more than five (5) unexcused absences for a class within a school year.

*Arizona Revised Statutes 15-803: Habitually truant means a truant child who is truant for at least five school days within a school year. Truant means an unexcused absence for at least one class period during the day.*

**Unauthorized Departure** during school hours/school sponsored activities without permission of the teacher/administrator.

Leaving the Classroom	Leaving School Activities
Riding in private vehicles	Ditching
Leaving Housing Area	

**Verbal Provocation** shall be defined as an act to provoking somebody or something that makes somebody angry or indignant. This includes but is not limited to the following:

Name Calling Provoking People

Gossiping

Rumor Creating

Argumentative Language

**Violent Behavior** shall be defined as any act or threat of physical aggression and/or abuse by one student or group of students, which causes or intends to cause physical injury or harm to another. This includes but is not limited to the following:

Fighting

Spitting

Shoving

Hitting/Slapping

Pushing

Biting

Kicking

Scratching

Hazing

## School, Parent & Family, Student Compact



### SHONTO PREPARATORY SCHOOLS

PO Box 7900 • Shonto, AZ 86054-7900 • (928) 672-2652 • [www.shontoprep.org](http://www.shontoprep.org)

Haleebee Na'nitin Binahj8' Da'Olta'7 Binits4kees d00 Bina'nitin Bidziil

Empowering Student Learning Through Quality Education

SCHOOL, PARENT & FAMILY, STUDENT COMPACT

STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
(MO-DAY-YR) (PHYSICAL LOCATION & PO BOX)

The **mission** of Shonto Preparatory School is to nurture positive character in a safe, engaging, caring and creative environment with high academic expectations while instilling Dine' language and culture, where all learners are successful, responsible, and independent thinkers.

The **vision** of Shonto Preparatory School is to promote creative problem solving through critical thinking while embracing Dine' Language and Culture to create collaborative life-long learners.

Effective schools are a result of home and school working together to ensure that each student is empowered to achieve his or her fullest potential to become a collaborative life-long learner that is successful, responsible, and an independent thinker. A compact is a voluntary agreement among groups that firmly unites them under Title 1, Part A of the Elementary and Secondary Education Act (ESEA). You are invited to be involved in a partnership with Shonto Preparatory School.

#### SCHOOL RESPONSIBILITIES:

- Create a welcoming and positive learning environment for students, parents, and family.
- Provide parents with frequent reports on their children's academic and behavioral progress with progress reports listing all assignments, samples of student work, and parent/teacher conferences.
- Provide individualized easy to read updates on reading, writing, and mathematics assessments.
- Provide opportunities for parents to participate in decisions about the education of their child.
- Provide opportunities for parents and family to volunteer and participate in their child's class, observe classroom activities, and chaperone class events as defined by the grade level team.
- Set high expectations for staff, students, parents, and families by ensuring challenging curriculum, programs targeted at increasing student achievement, and a commitment to recruit and retain a highly qualified and trained staff.

#### PARENT & FAMILY RESPONSIBILITIES:

- Make sure my student attends school daily. Send a note or call, with an excuse, when my student is absent.
- Establish routines to support my student's success in school by 1) providing and enforcing an appropriate bed time, 2) monitoring school attendance, and 3) providing an environment that supports homework and reading during defined hours every day.
- Help my student with daily homework assignments and check and make sure they are turned in.
- Check my student's planner for assignments and daily learning objectives, ask for letters or fliers from the school, and check my student's backpack for unfinished work.
- Strive to provide my child an opportunity to practice mastery of the Dine language.

#### STUDENT:

- Attend school daily and come prepared to learn.
- Do daily homework and reading assignments and turn them in when due.
- Complete all class assignments.
- Make good choices in school on how to spend time wisely and how to participate and work safely.
- Be responsible for giving my family members all information sent home from school.

\_\_\_\_\_  
(Teacher's Printed Name & Signature/s) Date

\_\_\_\_\_  
(Parent/Family Member Signatures) Date

\_\_\_\_\_  
(Student Name & Signature) Date

**SHONTO PREPARATORY TECHNOLOGY HIGH SCHOOL  
YEAR 2022-2023  
STUDENT & PARENT HANDBOOK  
ACKNOWLEDGEMENT**

This document certifies that we (Parents/Student) received a copy of 2019-2020 Shonto Preparatory Technology High School Student and Parent Handbook. We have read and understand the contents of this handbook and will maintain a copy for our reference during the academic school year.

This document will be placed in the student's file.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent's Signature

DATE: \_\_\_\_\_

\*\*\*\*\*For Office Use Only\*\*\*\*\*

\_\_\_\_\_ Received and filed

\_\_\_\_\_ Initiated by Principal or Designee

## STUDENT HANDBOOK

Protecting the health and well-being of all students is of utmost importance to the school. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about the recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems and seeking help for themselves and friends. This will occur in all health classes.
2. Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
  - The National Suicide Prevention Lifeline 1.800.273.8255 (TALK)  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - The Trevor Lifeline – 1.866.488.7386 [www.thetrevorproject.org](http://www.thetrevorproject.org)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff members if they, or a friend are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the SPS's full suicide prevention policy.



## **Checklist to Recognize Subtle Signs of Suicidal Thoughts**

Children and youths who are experiencing suicidal thoughts do not always make commonly recognized red-flag gestures, such as giving away their prized possessions to family members and friends. Uncover subtle signs of suicidal ideation early to ensure students receive timely intervention. Use this checklist to detect lesser known signs of suicidal thoughts in students and determine if a suicide risk assessment may be necessary.

Sign:	Manifestation:
<ul style="list-style-type: none"> <li>● Social-emotional regression</li> </ul>	A student may suddenly act more immature than his chronological age and connect poorly with peers. He may make uncharacteristic emotional outbursts.
<ul style="list-style-type: none"> <li>● Cognitive decline</li> </ul>	A student's established skills, such as executive function, may abruptly deteriorate. She may demonstrate a weakening of decision-making and problem-solving skills.
<ul style="list-style-type: none"> <li>● Prolonged depression</li> </ul>	A student who rarely misses school and is outgoing might start accumulating absences and become more irritable than usual and withdraw from classroom participation and interaction with peers when he attends.
<ul style="list-style-type: none"> <li>● Risk taking</li> </ul>	Bolstered by the idea that he is going to die soon, a student may suddenly take risks he would not previously have taken, such as speeding the school parking lot.
<ul style="list-style-type: none"> <li>● Trouble sleeping and eating</li> </ul>	A student may show signs of poor sleep or complain of insomnia. She may not eat at lunchtime.