

2024-2025 Residential Student Handbook



Approved: December 21, 2023

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MISSION:

Naatsis'Aan Community School, Inc. (NCSI) Residential Hall shall provide opportunities to all students for success in learning so they can make positive contributions to today's global society.

VISION:

NCSI shall provide opportunities to all students for success in learning so they can make positive contributions in today's global society and achieve academic excellence by embracing and fostering the Diné language, culture, and partnerships for lifelong learning.

School Beliefs:

We believe a shared commitment among teachers, parents, and other adults:

- To preserve the Navajo Culture and Language through developmentally appropriate instruction as aligned with the Navajo Nation Dine Standards.
- Sustain high morale is essential and contributes to student well-being and academic success.
- The student learns in different ways and should be provided with a variety of instructional approaches to support their learning.
- Our students will use cutting-edge technology to prepare students for college and careers that will position them to compete successfully in the global economy.

GOALS & OBJECTIVES:

NCSI Residential Hall is to nurture successful independent learners and responsible citizens through quality and innovative education.

SHORT TERM OBJECTIVES

1. Students will learn the six pillars of character as promoted by the school's Character Counts Program.
2. Students will gain knowledge of other cultures as well as their own.
3. Students will learn that learning is lifelong beneficial and rewarding.
4. Create opportunities for students to experience learning personal responsibility through assigned chores, academic responsibility, and participation in extracurricular activities.
5. Strengthen communication and harmony among students, staff, parents, and community.
6. Ensure students are provided with an environment that is safe and drug-free setting.

LONG TERM OBJECTIVES

1. The Residential Staff will help students acquire an appreciation of their native cultural identity to encourage the development of a positive self-identity.
2. The Residential Staff will help students develop and acquire a sense of personal pride, high self-esteem, and self-worth by increasing their personal and cultural self-awareness.
3. The Residential Staff will help students with their emotional growth and development as part of their personal well-being experience.

COMMUNITY EXPECTATIONS – SEE SOMETHING/SAY SOMETHING

We value honesty, respect, and integrity along with a demonstrated commitment to personal excellence, and we expect our students to learn to share these values with others.

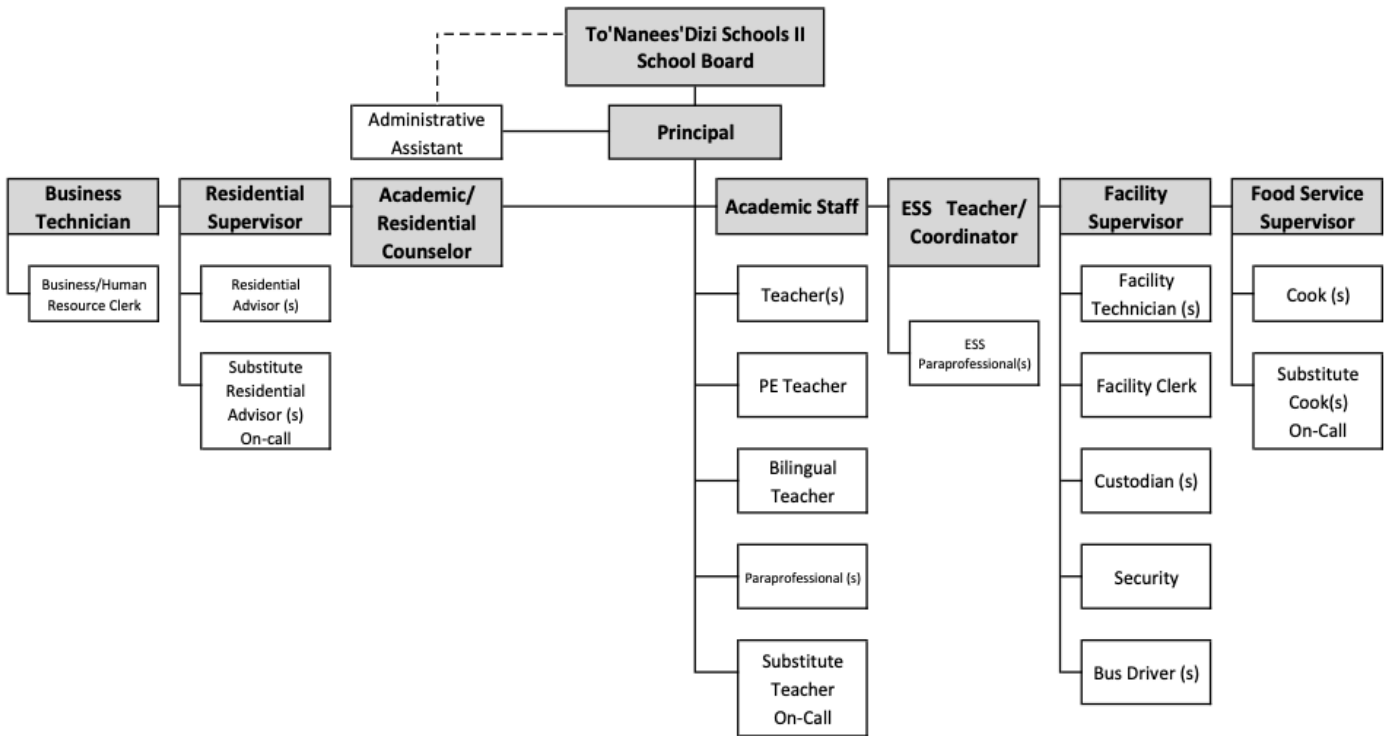
We expect our students to accept both the responsibilities and consequences that come with the freedom to make choices. We understand that the developmental years are very challenging. Students must first come to learn how to recognize and value their inner resources. With the discovery of this inner strength, we expect that our students will have the energy to try, the willingness to take a risk, the ability to learn from failure, the capacity to be tolerant, and the spirit to serve others. We ask that each residential student at NCSI and his or her parent or guardian agree to read, understand, follow, and support the rules and expectations of the school as outlined in both the Student/Parent Handbook AND this Residential Handbook. Students and parents/guardians are asked to sign both agreements as part of each registration process.

Parent-Student-School Communication

Parental support for NCSI is critical in the accomplishment of our mission, and we appreciate the opportunity to share information from faculty and administration. Parental insights concerning the education and welfare of their children and the school are always welcome.

Organizational Chart

Naatsis'Aan Community School Organizational Chart 2023-2024



Approved: _____ October 16, 2023

STANDARD OPERATION PROCEDURES

Hours of Operation:

The NCSI Residential Hall is open Sunday through Friday during the academic year as approved by the NCSI Governing Board. The NCSI Residential Hall is closed on weekends, holidays, and school spring break. The doors to the NCSI Residential Hall are open at 7:00 AM and closed at 8:00 PM for safety reasons. In case of an immediate closure, parents/guardians will be contacted by telephone or other means of contact.

Sunday Check-In: 6:00 PM – 8:00 PM

Monday – Thursday: 6:00 AM -8:00 PM

Friday: 6:00 AM – 1:00 PM

Home Living Staff Schedule:

The NCSI Residential Hall consists of three (3) residential staff and one (1) dorm supervisor, two (2) residential staff is on duty Sunday-Thursday to monitor and assist both wings until the night attendant arrives. The residential staff's duty hours are accomplished and completed mainly when the residential students are occupying the NCSI Residential Hall.

DAILY AM Routine Schedule

6:00 AM	Wake up students, brush teeth, brush/comb hair, wash up, fix the bed, hang up the towel, and get dressed.
6:45 AM	Daily chores. Students complete assigned chores. Clean the bedding area and put clothes in the locker.
7:15 AM	Hand out completed homework. Students dismissed Line up for breakfast, walk to the cafeteria, get milk, and a tray, and put the tray away after eating.
7:40 AM	Dorm closed.

DAILY PM Routine Schedule

3:00 PM	Dorm opens, and students check in from class.
3:15 PM	Homework and Tutoring provided for student activities/guidance/other:
4:00 PM	Students sign out for sports practice.
5:00 PM	Students go to supper at the cafeteria/dorm.
5:45 PM	Scheduled activities: Staff conduct student activities using lesson plans.
6:30 PM	Personal Hygiene: Students shower according to the shower schedule.
7:30 PM	Leisure time for students. Students read/relax before bedtime.
8:00 PM	Bedtime. Staff monitoring students in the wing.
8:30 PM	Staff monitors students in the wing.
9:00 PM	Laundry and housecleaning, NASIS, residential cards, logbook, monitoring both wings.
11:00 PM	Share information with the night attendant. Sign out.

NIGHT Shift Schedule

11:00 PM	sign-in, check messages, logbook, student accountability check.
12:10 AM	Cleaning/Laundry/Monitor students every hour, update residential cards, NASIS.
6:00 AM	Wake-up time. Notify morning staff on a daily schedule.
7:00 AM	Dorm closes for school.

Security Schedule/Check:

The school campus ensures that all school personnel, students, and school property are safe. The residential staff have immediate access to school security by a 2-way radio. The security personnel are assigned on a daily schedule, including assisting and making their nightly security check at the NCSI Residential Hall.

RESIDENTIAL POLICIES AND PROCEDURES

Accountability Checks:

All the residential staff are responsible for knowing where every child is at all times. The use of student check-ins/outs, student roster roll calls, bed checks, student passes, general observation and supervision of students are required procedures.

Responsibilities of Residential Staff:

1. Monitor students
2. Perform student care-related duties in the residential environment
3. Demonstrate a caring and understanding relationship with students
4. Have a positive relationship with staff
5. Assist with the smooth and efficient operation of the residential hall
6. Serves students as a member of the education team

Logbook:

The logbook is used to maintain an open line of communication between residential staff members when changing tours of duty, to convey messages on any special information others need to know, and for the continuing smooth operation of the residence, occurrences must be recorded in the logbook. The logbook is to be kept and read carefully with accurate written professional information. Confidentiality dictates that the logbook is for staff use only and should never be available for students or unauthorized visitors.

Curfew:

All students are to be back in the dormitory each night by 8:00 p.m. unless accompanied by a legal guardian/parent or staff member.

Alcohol and Substance Use:

Use of alcohol, inhalants, or other chemical substances is not allowed in the residential hall, on the school campus, or on any other federal property. Navajo Nation Law Enforcement and campus security will be contacted immediately.

Check-in & Check-out Procedures:

Students must be checked in by their parents/guardians upon returning to the residential hall. An adult checking out a residential student during school hours must do so at the Administration office. Students can only be checked out by **authorized people** listed on the **Authorized Check Out** form and the person **must be 25 years or older**. Students will not be released to parents/guardians who are under the influence of alcohol or any kind of abuse. If you are withdrawing your child from the residential hall, parents/guardians must obtain and complete the appropriate withdrawal form at the Administration office that requires an authorized signature.

Confidentiality:

School students enrolled at NCSI have their school records on file at the Administration and Residential offices. Only residential-related student information is kept at the NCSI Residential Hall. By the Family Educational Rights and Privacy Act of 1974, parents have the right to access their child's record. Residential Staff observe the confidentiality of student records and cannot give out information without the permission of the parent/guardian. Confidentiality of students and their families shall be maintained under the guidelines of Tribal, State, and Federal law and professional ethics.

Corporal Punishment and Harassment:

The NCSI does not allow corporal or humiliating punishment. This includes physical contact, emotional harassment, and or humiliating behavior toward a student. If a substantive accusation is made, the employee may be put on leave or detailed to another assignment and/or location while the allegation is investigated. This is for the protection of both the employees and the students.

Privacy:

All students have the right to a reasonable degree of privacy, but the privacy does not extend to the endangerment of the health and safety of other students or the school staff. The school recognizes and will preserve the student's right to privacy and security of personal effects. However, the right to inspect each room and student locker for safety, health, personal hazards, and/or violation of school regulations is reserved for the administration.

Proselytizing:

School staff and students are not allowed to impose their values or beliefs such as religious or political views upon another student.

Residential Attendance Policy

The goal of NCSI Residential Hall is to have our students' attendance rate high throughout the school year. Children who miss school the least get the best grades and have the highest test scores. Each student must be present throughout the week due to the residential program requirements to maintain a 95% or better attendance rate for funding purposes. If a student is absent for ten (10) consecutive days from the NCSI Residential Hall, the student will be automatically withdrawn from the program. Parents/legal guardians have the responsibility to contact NCSI Residential Hall if their child will be absent for one (1) or more days. Residential students are encouraged to be present during ISEP Count Week in September and October to acquire funds to further their children's academic and home-living privileges.

Residential Student Registration

A student must be enrolled at the front office before coming to the NCSI Residential Hall. Students registering at the NCSI Residential Hall must also complete a residential enrollment form(s) upon arrival at the residential hall. The NCSI Residential Hall is open to first to eighth-grade students; special permission and approval from the principal and dorm manager must be authorized for kindergarten students to be enrolled in the residential hall.

Student Daily Sign-in Procedures

All residential staff must be able to locate a residential student at any time, especially if there is an emergency. Residential students have the responsibility to sign in after school. Any residential student not signed in after 15 minutes is considered Absent Without Leave (AWOL). A residential student participating in any extra-curricular activities outside the residential hall shall notify the residential staff before signing out. The student sign-in and sign-out procedure is important for the safety, health, and accountability of all residential students. Any day student required to stay in the dorm will follow and respect the residential policies and procedures.

Suicide Intervention and Prevention

The NCSI mandates schools to implement programs that promote the early intervention of suicide. BIE-funded schools shall utilize youth suicide early intervention and prevention strategies that focus on early warning signals and are research-based. The residential staff must take proper steps to handle this kind of critical situation. When a student or staff member attempts to commit suicide:

- Have an adult employee escort the at-risk person to a safe environment with access to the phone, away from other students/staff.
- Notify the counselor, principal, School Safety Officer, and parent/family member immediately.
- Call local Law Enforcement (call 911) if transport is needed and contact emergency medical personnel immediately.
- Stay with the person until the counselor/suicide intervention arrives. **DO NOT** leave the person at risk alone at any time.
- Transport to ER for assessment and meet the parent(s) there.

Suspected Child Abuse & Neglect (SCAN)

Child abuse can take many forms; however, four major types of abuse must be reported. When completing a SCAN Report, the individual completing the report must indicate the specific type of abuse for which they have knowledge or suspicion. For reporting purposes, any knowledge of or suspicion of sexual abuse,

physical abuse, emotional abuse, or physical and/or emotional neglect, must be documented and if the abuse meets the definitions outlined in Public Law 101-630 and/or Public Law 101-647, the abuse must be reported to the proper law enforcement and child protection authorities. Any staff member who has reasonable cause to suspect that a child has been abused or neglected is required to report the incident immediately to the principal or officer in charge.

Tobacco Use

The use of tobacco (smoking and non-smoking) is strictly prohibited in the residential hall and school campus for all students and school staff. NCSI Residential Hall strives to meet the health standards set forth by the Comprehensive School Health requirements.

Transportation Regulations

Check-in time for residential students is on Sunday at 3:00 p.m. The residential students may also ride the school bus on Monday morning to the school. Parents are requested not to check out their children early during the week. If your child must be absent, please notify the NCSI Residential Hall and the Administration Office, and please state the reason for the child being absent. A phone call will be made to the parent if your child is absent on the second school day. School bus transportation is a privilege and students can be suspended if they do not abide by the rules. The school bus driver and residential staff have full authority to apply the rules and restrictions when the school bus is in operation. Keep in mind that student drop-offs are at the designated stops only. Luggage, extra-large bags, and laundry baskets are not allowed as a carry-on for safety purposes and space limitations.

Visiting Policy

All visitors coming to the NCSI Residential Hall must check in at the Administration office during school hours. Parents/legal guardians are allowed to visit their child between 4:00 p.m. to 7:00 pm in residential. All visitors must sign in and sign out during the duration of the children's visitation. The residential hall lobby area and living room are available for your visitation. No one will be permitted to wander through the residence without a staff escort. If you do not want other family members, friends, or distant relatives, to visit your child please notify and inform the staff or the Residential Manager in writing. A legal guardianship document provides sufficient proof for staff to deny visitation.

RIGHTS AND RESPONSIBILITIES

Parent Responsibilities:

You are your child's first and most important teacher. It is both your right and your responsibility to take an active role in your child's education. Parents can become involved with children's learning in several ways.

1. Packing four (4) clean sets of clothes for the week and making sure they have names on all clothing items.
2. Return your child to the dorm early for them to get enough rest and be ready for school the next day.
3. Do not send your child to school if he/she is sick; please take your child to the clinic for treatment.
4. Sit down with your child and read and explain the purpose of the NCSI Residential Hall Parent/Student Handbook.
5. Attend all parent/teacher conferences, school-related events, and residential family gatherings. Your support, cooperation, and involvement are important and truly appreciated.

Parents' Rights – "Opt-Out" Policy:

In compliance with the NCSI, parents/legal guardians may choose to "Opt-Out" (not to allow your child to participate or attend a program event or activity sponsored by the residential program.) For example, a parent may not want their child to participate in certain activities that are against their cultural beliefs. There

are times when parents/guardians feel it is in the child's best interest not to participate and have the right not to allow their child to participate.

Students Rights:

- The right to due process.
- The right to a quality education.
- The right to be free from unreasonable search and seizure of persons and property to a reasonable degree of privacy.
- The right to a safe and secure environment.
- The right to make decisions where applicable.
- The right to freedom of religion and culture
- The right to freedom of speech and expression
- The right to freedom of the press, except where material in student publication is libelous, slanderous, or obscene.
- The right to peaceably assemble and to petition the redress of grievances.
- The right to freedom from discrimination
- The right to be taught self-awareness, self-esteem, cultural awareness, self-discipline, and respect for all.
- The right to be provided with physical, cognitive, and social activities to help prepare me to become a responsible citizen.
- The right to be informed of behavior expectations and consequences that may be imposed.
- The right to nutritious meals, clean bedding, clothing, daily showers, and proper ventilation
- The right to have access to medical and dental treatment and appointments.
- The right to have the opportunity to regular visits with approved visitors.

A "right" is something that belongs to you and cannot be taken away by anyone. All residential students and staff have the same rights.

Student Responsibility:

"Responsibility" is being responsible, reliable, and trustworthy for your actions, speech, and care of property. There are some things you should do without being told. Some of these things you do for others and some things you do for yourself.

- You have a responsibility to come to school and stay in the residential program. This means that you go to school every day while staying in the residential hall unless you are sick or excused from school.
- You have a responsibility to practice good and personal cleanliness. This means that you go to school clean and neat.
- You have a responsibility to take care of the property. This means that you take care of school property and respect the property of others.
- You have a responsibility to obey school and residential program rules. This means observing all campus and residential rules.
- You have a responsibility to complete your classroom homework and assigned chores. This means doing your best with your class assignments and homework. Hand them in on time and complete your residential chores the best you can.
- You have a responsibility to help make the residential setting a good place to live. This means being thoughtful, respectful, and courteous to others.

Due Process:

1. Students have a right to a formal request hearing within a reasonable time.
2. The right to have present at the hearing the student's parent/guardian or their designee and to be represented by law or legal counsel of the student's choice.
3. The right to produce and have produced witnesses on the student's behalf and to examine all witnesses.
4. Reasonable notices of charges within a reasonable time before the hearing.

5. The right to record hearings of disciplinary actions including written findings of fact and conclusions in all cases of disciplinary actions.
6. The student shall not be compelled to testify against him/herself.
7. The right of administrative review and appeal.

STUDENT INSTRUCTIONS

Bullying:

The residential hall must be a safe environment for students to always live in. Bullying activities can interfere with the learning process. The residential staff and students must be aware bullying behaviors are unacceptable. All the residential staff and students must know the policy and that bullying affects a person emotionally and physically.

Bullying Behaviors Chart

Physical					
- Kicking - Shoving - Tripping	- Punching - Slapping	- Biting - Hair Pulling - Damage peer's possession	- Throwing objects at someone - Pushing	-Use of weapons -Hitting	- Stealing - Spitting - Defacing property

Verbal					
- Name calling - Taunting	- Put downs - Teasing	- Threatening - Sarcasm	- Spread rumors - Ethnic slurs	- Making up stories	- Betraying a confidence

Emotional					
- Mocking - Laughing	- Imitating - Humiliating people	- Writing notes - Gossip - Social rejection	- Rolling eyes - Embarrass people	- Using finger/hand signs - Hazing	- Rejecting - Excluding - Ostracizing

Sexual					
- Touching someone in an inappropriate way	- Making fun of someone's body - Pulling someone's clothes - Pulling off your clothes	- Commenting about sexual orientation Being cornered - Rating your students	- Sexual coercion - Name-calling: whore, fag, cow, dog	- Harassment - Displaying sexually explicit materials	- Spreading sexual rumors

Cyber bullying	
<ul style="list-style-type: none"> - Instant Messaging - Stealing passwords - Blogs - Websites - Sending porn 	<ul style="list-style-type: none"> - Sending messages through Email & cell phones - Internet polling - Sending malicious codes - Impersonation & cyber bullying by proxy

Student Code of Conduct is as follows:

- Refusing to do assigned and personal housekeeping responsibilities. Refuse to obey reasonable activities/instructions by residential staff.
- To cause physical or emotional injury to another person or serious damage to the property of another; or to cause a residential student to believe through physical or verbal intimidation that harm will be done to that person or property.
- Engaging conflict/physical attack to hurt an individual.
- Refusing to abide by the NCSI Dress Code.
- Abuse on a residential staff. Displaying insubordinate behavior, talking back to residential staff in an abusive manner using profane language.
- Use of Tobacco products, use or possession of alcohol, drugs, and other substances.
- Vandalism and theft of any residential property and trespassing in unauthorized areas are strictly prohibited.
- Sexual Harassment and Hazing Initiation. Sexual harassment carries ZERO Tolerance, which includes unwelcome sexual advance requests when made by a student to another student. Suggestive or obscene letters/notes/touching/blocking movements or display of sexually suggestive objects, pictures, and cartoons.
- False fire alarms, bomb threats, and arson. Deliberately setting off fire alarms and fire to the building and other property. Any residential student endangering the health, and safety of students and residential staff; interfering with and disrupting the residential hall operation is strictly prohibited.
- *No weapons, Possession, use of, or threat of any weapon on school premises.

Violations of the Residential Student Code of Conduct by residential students while living in the NCSI Residential Hall will result in an order of fractions. Minor violations will be handled at the lowest level possible in the residential hall by residential staff for corrective action. School authority will handle actions considered major infractions accordingly.

A repeated minor violation will result in the following consequences:

- 1st infraction: Incident Report indicating a first verbal warning.
- 2nd infraction: Official Incident Report Write-Up with conference with Residential Manager.
- 3rd infraction: Official Write-Up of Incident Report of Referral to School Counselor and/or School Principal.

At the discretion of the NCSI Residential manager/staff and the involvement of other authorized personnel, extreme violation and disciplinary action by a residential student will result in an immediate incident report and immediate referral to the school principal or school counselor. With the seriousness of a violation by a residential student, grounds could result in out-of-residential setting suspension and/or school suspension. NCSI school staff have the right to contact law enforcement agencies in the seriousness of a violation that is deemed harmful to the health and safety of all residential students and NCSI school staff.

Computer Usage

Computers are provided for students to conduct academic research, complete class assignments, and for school-related communication with others. Viewing, printing, and/or distributing pornographic or inappropriate materials is not allowed. Downloading music, and movies, transmitting, receiving illegal materials, and harassment are also prohibited. Computer documents, data, and electronic messages are not private material. Violations of misuse of computers may result in loss of access or other disciplinary or legal actions.

Cafeteria

Residential students will eat breakfast at 7:15 AM and dinner will be served at 5:00 PM. The residential students will respect others and school staff, use appropriate table manners, empty serving trays, dispose of trash properly, and remain seated until dismissed. The Food Wellness Policy and Utah State Office of Education Standards are implemented accordingly.

Discipline

Residential students are encouraged and expected to adhere to the Student Code of Conduct while residing and participating in activities at school or away from the school campus. Read and be familiar with the Student Code of Conduct in the NCSI Residential Parent/Student Handbook. The foundation of discipline is not fear, but confidence brought about by conflict resolution through mutual agreement.

Dress Code

NCSI Residential Hall maintains a dress code that would not distract or disrupt the school learning environment and one that would include the safety, health, and hygiene of the students. The school promotes good grooming habits, cleanliness, and appropriate clothing that would positively affect the student's learning while at school. Please refer to the NCSI Parent/Student handbook Dress Code Page.

Electronic Devices

Personal electronic devices are not allowed at NCSI Residential Hall such as iPods, MP3s, lasers, and cell phones. NCSI Residential Hall will not be responsible for lost or stolen electronic devices.

Fire Drill

NCS requires that the residential hall practice fire drills bi-monthly. Fire drills are to be taken seriously with evacuation completed in an orderly and efficient manner. Residential students should not attempt to return to the residential hall during an emergency evacuation. Evacuation routes are posted throughout the residential hall. The residential staff are responsible for roll call and supervision for all residential students.

Foot Care:

We encourage all residential students to bring a pair of slippers. Students commonly get athletes' feet in the shower room or walk around barefooted. The residential staff prioritizes this responsibility to use cleaning solutions to prevent this problem.

Head Lice:

Head lice are commonly transmitted when children share combs, brushes, hats, and clothes. Head lice checks are conducted weekly upon return to the residential. If a child is found to have head lice, the parent/legal guardian will be notified immediately by telephone must pick up the child. All head lice and nits must be removed completely before the child returns to the residential hall and school or with a return to school with a doctor's statement. The student must return to school in three (3) to five (5) days. If this is a repeated occurrence, a SCAN report must be done. The residential staff must check the student's hair before admitting the student back into the NCSI Residential Hall. It is expected all residential students practice good personal hygiene.

Health Care:

If a student has an accident or becomes sick at the residential hall, the staff will transport the child to the clinic and parents will be notified. In extreme cases (broken bone, severe bleeding, etc.) the school will transport the child to the nearest hospital and parents will be notified to meet their child at the clinic/hospital.

Parents are responsible for informing the residential staff of any serious or chronic medical conditions their child may have.

Illness:

If a student gets sick while under the residential care, depending on the seriousness of the illness the dorm staff on duty will notify you of your child's condition. At times the staff will inform you of what is wrong with your child (sickness, stomachache, headache, etc.) and what course of action will be taken for your child (a trip to the doctor, bed rest, check out, etc.).

Medication:

Prescription medication must be in original containers labeled with the student's name, physician's instructions, and name of the medication. ALL medications will be turned in to staff on duty for administration and documentation. Residential staff must store the medication in a locked area. A student shall not carry his/her medication to and from school. Parents are responsible for bringing and picking up medications for their children. Any outdated student medication will be discarded. The residential staff are not permitted to

administer over-the-counter medication to residential students except in extreme cases and until they are properly trained and certified.

Isolation Room:

The isolation rooms are provided for both girls and boys. Students suspected of being contagious must be placed in the room and monitored closely every fifteen (15) minutes. The residential staff will contact parents on the child's condition for immediate medical attention.

Laundry:

Laundry services are done (3) three days out of the week, Monday, Wednesday, & Thursday to minimize detergent and other cost. Upper grades (5) fifth – (8) eighth grades are encouraged to assist with doing laundry. This is an opportunity to teach students how to sort their clothes, use detergents, and adjust machine settings.

Money:

The NCSI Residential Hall provides a locking area to secure cash: therefore, the students are allowed to bring money and check it in. Residential students may check out money for school trips, book fairs, school pictures, or any fund-raising events. A log-in book is used for accountability purposes.

School Bus Evacuation Drill:

During school bus evacuation drills, all students learn what to do in the event of an emergency. Students are instructed on how they must evacuate the school bus by way of the front entrance door, side emergency windows/doors, rear emergency door, roof hatch, and front windshield. The school bus driver and staff members who are knowledgeable in school bus safety conduct the school bus evacuation drill.

Sexual Harassment:

All students will be required to be respectful of other students' gender. Unwelcome conduct that is directed toward another student of a sexual nature that creates an intimidating environment, that is hostile or offensive to other students, will not be tolerated. Staff are advised to follow protocol for any sexual harassment incident.

Snacks:

The school cafeteria will provide the residential students with healthy snacks throughout the school year. On occasions, the residential students will be served healthy refreshments.

It's not recommended to have parents provide snacks for their children because it creates problems for staff trying to enforce the school policy on providing healthy snacks. Hot Cheetos and Energy Drinks are not permitted.

Student Bedding, Clothing, Hygiene Items

The residential students will be provided bedding (mattress cover, sheets, fitted sheet) and personal hygiene items. We have limited pillows and request students bring their favorite pillow. The residential hall also provides blankets/comforters, but students may bring their own blankets. Students are encouraged to bring their favorite personal hygiene items, shampoo, toothbrush, and toothpaste, including hairbrush. There is a supply of bath towels, hand towels, and washcloths.

We would prefer your child to bring (4) sets of clothes and keep their clothes in their bedroom lockers. ALL clothes should have the child's name marked on the clothes. Each set should include underclothes, socks, pants, and a shirt/T-shirt. We ask that students do not take clothes home on weekends since laundry is done at the residential hall throughout the week unless directed to do so by parents.

Hygiene Items:

Basic hygiene items issued are Comb, toothbrush, toothpaste, deodorant, shampoo, body wash, and lotion.

Student Chores:

Each student is assigned a detail as part of the learning process. All residential students will be expected to share in the household duties at the dorm as part of life skills and become actively involved.

Student Progress Report:

Residential staff will monitor students throughout the school year on their behavior and attitude. Teachers will do a student academic progress report and issue to parents the child's progress within the four quarters. The student progress reports are to reflect each student's positive achievement accurately and effectively in the classroom and the residential hall.

Study Hall:

Study time and tutoring for students is from 3:15 PM to ~~5:00~~ 4:00 PM. Students can complete homework, read, study, and learn discipline. Residential staff will provide tutoring assistance to students who need additional help. Parents are encouraged to assist at this time to help with their child's homework. Extra time is given to students who do not complete their homework and to students/athletes.

Telephone Usage:

Residential students will not be allowed to make personal calls unless it is necessary and an emergency. Incoming calls from parents desiring to speak with their child are limited to (3) three minutes. The residential staff does not permit any residential students to answer any incoming calls.

STUDENT SERVICES

NCSI Residential Hall offers services to students in areas of academic counseling, guidance, recreation/athletic, personal, and social development. Counseling and intervention services are available for all residential students regarding personal and other issues of concern.

Students will learn about the six pillars of character as promoted by the school's "Character Counts Program." Students will gain knowledge of other cultures as well as their own. Students will learn that learning is lifelong, beneficial, and rewarding. Student services create opportunities for students to experience learning personal responsibility through assigned chores, academic responsibility, and participation in extracurricular and other activities. Strengthen communication and harmony among students, staff, community, and parents. The residential hall ensures students are provided with an environment that is safe and drug-free setting.

Athletic Program:

Residential students are encouraged to participate in the following interscholastic sports offered by the school:

Fall: Cross Country and Volleyball, Chess

Winter: Basketball, Chess

Spring: Track & Field, Chess

The No Pass No Play Student Academic Eligibility is also implemented into the athletic program. Students must have a minimum grade point average (GPA) of 2.0 with no Fs to participate in all sports. Students must maintain the minimum (GPA) requirement throughout the season. Coaches are responsible for students' progress with the classroom teacher to determine eligibility.

Base Program Services:

Residential students will be entitled to participate in activities, events, and school-relation programs provided under the Base Program. The Base Program components focus on Body health, physical activities, promoting exercise, personal hygiene, nutrition, safety awareness, education, guidance, career awareness, and cultural topics.

Counseling Services:

The residential students will be offered counseling on prevention, intervention, and a referral basis. All students are encouraged to consult with the school counselor on an individual basis when they are faced with problems or concerns that they are unable to deal with including demands of school and home life. On the seriousness of a personal situation, a residential staff will refer residential students to the school counselor. Outside referral services include Indian Health Services and Behavioral Health Services, Navajo Nation Services, and Traditional Counseling. Parents/legal guardians are also encouraged to be consistently involved in their children's needs and attendance.

Behavioral Intervention Program:

The Behavioral Intervention Program implemented by the counselor and outside service providers will be providing special services and activities for identified students experiencing concerns. The Behavioral Intervention Program is intended as an intervention to assist residential students who need extra support to adjust, develop, and function productively with the residential program.

Kindergarten:

Kindergarten students are not allowed to live in the dorm unless they live a great distance from the school, they do not have access to running water or electricity at home, and/or are placed by Social Service.

Field trips:

On occasion, the NCSI Residential Hall will sponsor educational and incentive field trips to places of interest to reward students for good behavior, attendance, and school-year performance.

Native Language/Cultural Activities:

The residential students will be offered to participate in monthly activities that are related to Native language and cultural activities for residential students who will begin to appreciate their identity.

Student Recognition Program:

All residential students are encouraged to aspire toward meeting their personal goals, good behavior, and school standards of high achievement. Student recognition is rewarded as follows:

- | | |
|---|---|
| Outstanding Residential Student | Competitive Recognition (pageant, intramural, etc.) |
| Residential Citizenship Award | Residential Monthly Birthday Recognition |
| Residential Perfect Attendance | Residential Sponsored Clubs |
| Residential Student Monthly Recognition | Exceptional Readers |
| Residential Student Government | |

Wellness Program

A wellness program has the elements of a safe and nurturing environment where students participate in activities such as character development, sex education, healthy choices, and other wellness services. Residential students are provided the opportunity to identify and implement practical, meaningful, long-lasting improvements that promote health and wellness.

LEGAL ISSUES

Custody/Guardianship:

In most cases, parents shall be given reasonable access to the children at the NCSI Residential Hall. It shall be the responsibility of a custodial parent who has a court order restricting the other parent to access a child to provide the NCSI Residential Hall with a current copy of the court order. In cases of guardianship, it is the responsibility of the legal guardian to notify the principal and residential staff of the condition of the guardianship and to provide the school and residential staff with all pertinent written documentation. Put in Parent Student Handbook.

Child Protection Services (CPS) Investigation:

Questioning of students of NCSI Residential Hall concerning suspected child abuse/neglect by the Navajo Nation CPS, Social Service Workers, and Law Enforcement authorities does not require parent/legal guardian notification before the interview. A school official may be present only if such presence is necessary for the investigation. Navajo Nation CPS social workers and law enforcement authorities may notify parents and guardians if they think it is necessary.

EMERGENCY PROCEDURES AND CONTACT NUMBERS

<u>Navajo Mountain Clinic</u>	928-2498/2494
<u>Inscription House Health Center</u>	
Clinic	928-672-3000
Urgent Care	928-672-3111
Outpatient	928-672-3093
Medical Records	928-672-3060
<u>Kayenta</u>	
Police Department	928-697-5600
Emergency Room	928-697-4100
Fire Department	928-692-5600
Social Service	928-697-5530
Behavioral Health & Mental Health Service	928-697-3766
After hours/weekends	928-551-0247
<u>Tuba City</u>	
Police Department	928-283-3111
Regional Medical Center	928-283-2501
Emergency Room	928-283-2728
Social Service	928-283-3266
Behavioral Health Service	928-283-3346
After hours/weekends	928-551-0624
National Suicide Hotline	1-800-784-2433
American Association of Poison Control	1-800-222-1222
NCSI	928-672-2335
Residential Manager	928-672-2335 Ext. 209
Principle	928-672-2335

All Suspected Child Abuse/Neglect (SCAN) needs to be reported immediately. Which will then be investigated either by the Division of Social Services or the Department of Law Enforcement within 24 hours of the report.

All accidents/incidents need to be reported to the immediate supervisor to cite any deficiency and/or malfunctions that need to be corrected.