

**GREYHILLS ACADEMY HIGH SCHOOL
RESIDENTIAL STAFF/ STUDENT/ PARENT
HANDBOOK**



2022-2023

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I. INTRODUCTION

As we reopen in person during a global pandemic, there are additional policies and procedures that all students need to adhere to. These policies carry significant weight, as this pandemic brings additional individual responsibility to protect the health of GAHS residential hall.

Students must abide by all federal, state, city, and OFS mandates, policies, protocols, and procedures related to COVID-19.

Students must honestly fill out a daily health screening form, participate in morning temperature screening, monitor their symptoms, be tested as recommended by health professionals, and cooperate in the tracing of their contacts and follow quarantine or isolation orders should they test positive.

Students must stay home if they feel sick or experience any symptom associated with COVID-19 and notify the school of the reason for their absence.

1. **COVID-19 FACE COVERINGS**: Cloth face coverings must be worn in hallways, common spaces, lounges, bathrooms, kitchens and when interacting with a Housing & Residential Life staff member. Personal hygiene activities are exempt from this policy, while in the bathroom.

2. **COVID-19 SIGNS**: Maximum occupancy signs will be posted around the residence hall establishing a limit for the number of individuals who are permitted to be in common spaces at the same time. Signs stating behavioral expectations related to limiting the spread of COVID-19 will also be posted. Students must follow all expectations communicated in posted signs related to these behavioral expectations. Failure to follow these directives will result in disciplinary action. Guests who fail to follow these directives will be restricted from visiting any residence hall in the future.

Students will practice effective hand hygiene: washing hands frequently for at least 20 seconds (or utilizing hand sanitizer if a sink is not readily available) frequently throughout the day.

Students must always maintain a 6-foot distance from other people. This includes both indoor and outdoor spaces. We understand this will be a challenge for middle and high school students, but it is paramount in stopping the transmission of covid-19. Chairs and desks will be set up in a socially distanced manner, and there will be ample floor markings to help maintain appropriate spaces.

Students will refrain from organizing, hosting, or attending events or other social gatherings off-campus that may cause safety risks to themselves and other members of the community.

3 **Becoming Independent**

We encourage every student to begin incorporating independent life skills into their daily routine. They are required to put forth effort and meet their daily goal of waking up and getting out of bed ready for their academic day on their own, attending all their daily commitments, and completing all their dorm responsibilities. Please be on time. Staff will assist every student and amend the accommodation plan for students who may struggle to meet this goal. For students to better become independent, we believe that it is best for them to remain on campus as much as possible. This will create a sense of pride where they live and will help them connect with other students and faculty.

Welcome to the Greyhills Academy High School Residential Hall. We operate on a 5 day program and provide services from Sunday evening, 4:00 p.m. through Friday afternoon, 5:00pm. Parents and guardians are responsible for bringing students, who do not reside on our normal daily bus routes, to the dorm on Sundays and for Friday pick up.

Community of Respect

Living in the dorm means living as a part of a community. To maintain a positive community environment, we understand the importance of having respect for others, for property, and for the guidelines and rules that have been established. Living in the dorm is a privilege and a time of growth. Knowing that structure and boundaries are essential for group living and learning responsibility, dorm residents will abide by shared expectations. Your positive attitude toward these expectations will help to make community living a better experience.

In accordance with the foregoing, we believe that our residential program has the following characteristics:

- **Students engage in developing growth with Dine' foundations of learning, language and heritage history.**
- **Students with potential or actual social/emotional difficulties are identified and assisted in their efforts to find help.**
- **Academic excellence is pursued and students know what activities are available to them at given time.**
- **Every student is involved in one or more organized extra-curricular activities;**
- **After school enrichment activities are available to students to contribute to life skill development in after school hours.**
- **Functional sleeping room, laundry facilities and lounge areas are provided.**
- **Well-balanced, appetizing meals, including a variety of foods, are provided.**
- **Family units are supported-i.e. student-parent communication and understanding (rapport and contract) is encouraged.**
- **Responsible participation in the residence life and school is encouraged.**

We intend for our dormitory to:

- Nurture mutual respect and shared responsibilities;
- Have a comfortable, friendly environment.
- Be considered as a privilege, students are required to maintain a minimum passing grade point average.

School staff provides opportunities for educational development, cultural enrichment, and social and emotional growth to assist students in maintaining grades. Students not maintaining the minimum requirement are subject to dismissal from the dorm.

II. STUDENT AND PARENT GUIDE

MISSION:

We look forward with enthusiasm in serving students in our dormitories. We fully support our school mission in “Providing a nurturing and safe environment where culturally based, and academically challenging programs are utilized in providing holistic, experiential and problem-based learning that promotes life-long learners and whose knowledge will benefit Dine’, First Nation’s people and global societies.”

STUDENT SERVICES DEPARTMENT

The Student Services Department provides routine dormitory operations and after-school curriculum of life skills, along with cultural and alternative activities. Residential staff will provide group and individual support groups in each dorm. Students determined to be in need of behavioral or emotional counseling will have those specific services made available by referral process.

SERVICES OFFERED IN RESIDENTIAL LIFE

Recreation	Counseling
Homesickness	Dine’ Cultural Enrichment
Family Loss/grief	Peer Relationships
Anger Management	Substance Prevention Groups
Talking circles	Traditional Sweat
Off Campus Activities	Dorm Leadership
Incentive Rewards	Tutoring
Personal Hygiene Items (as needed)	

COUNSELING REFERRAL

Residential Counseling services are developed through referral activities to ensure consistent, effective interventions. Counseling sessions will also be facilitated through the guidance program, behavioral health consultants, and in house student support groups to help the student's ability to function at home, school and community.

Types of counseling services:

Individual- Interventionists will meet with the residential student on an as need basis. The student is guided, supported, and directed by staff as he/she develops personal strategies and plans the course and expectation of goals. It is designed to assist students in building commitment throughout the process of behavior and attitude modification.

Group- The group counseling sessions will cover various topics related to development of adolescents from decision making, coping skills, substance abuse, problem solving, and depression. What is said in the group stays in the group. There will be no put downs, everyone is treated with respect. Everyone has a right to pass and share at their own comfort level. Everyone has a right to be heard and speaks for him/or herself.

Prevention and Intervention- The residential team will provide and implement strategies to prevent substance abuse with the residential students as well as implementing programs targeting students with substance abuse issues.

Adventure Based Counseling- An action based therapy model that incorporates problem-solving initiatives, teamwork and communication skills challenging and encouraging changes in the student's faith, trust, and commitment. Learning Loss activities will be implemented as we reopen school in the fall 2022.

Spiritual Enhancement- A strong focus on cultural values that provides an understanding of positive attitude, appreciation, and respect towards harmony.

Referrals can be made through:

- Self-Referral
- Teachers
- Residential Staff
- Administration Referral
- Referral by a friend
- Parent/Guardian

RESIDENTIAL STUDENT OF THE MONTH

Student of the Month recognizes and reinforces student achievements; specifically students who are working on their respective established school plan. Eligible students must be in good standing in the dormitory setting. One eligible student is chosen each month per dorm. Students are only eligible for this honor once per school year. Students may select one friend as a guest to attend the planned activity together.

PERSONAL PROPERTY OF STUDENTS

All students are given a lockable cabinet and it is highly recommended that each student bring their own lock, this is available so that a student may have a secure area to keep his/her valuables. It is the student's responsibility to take appropriate care of their personal property.

Greyhills Academy High School is not responsible to replace lost or stolen property of students.

CARE OF SCHOOL PROPERTY

Person's willfully destroying or defacing government property or that of any school personnel by writing on or scratching walls, doors, lockers, furniture, computes, breaking windows, cutting screens or curtains are responsible for payment or replacement of the property. Students unable to make restitution are required to do school maintenance or community service of equal value to the destroyed property.

SKATEBOARDS/ROLLER BLADES/SCOOTERS/BIKES

Students are not allowed to bring or ride skateboards, in-line skates, scooters, and/or roller blades into any academic building and/or in any classrooms.

CELL PHONES

Cell phones are a wonderful means of communication with family and friends at home while a student is at Greyhills Academy High School. Administration, faculty and staff encourage students and families to be in regular communication.

There is a time for appropriate cell phone use. Cell phones not used at inappropriate times will be confiscated and returned to the student at a later time. Chronic inappropriate use may result in a disciplinary referral and having the phone sent home. Any violation of cell phone use may result in confiscation of cell phones and parents will be required to retrieve the item.

TELEPHONES

Students may use the dorm telephones upon obtaining permission from appropriate Residential staff. Students will not be interrupted when meetings or classes are taking place to talk on the telephone except in the case of an **emergency**. Under pandemic caution school phones will need sanitation after each use.

DATING

Dating students will conduct themselves in a manner that will convey a positive image about themselves, their tribes and their school. Administration, faculty and staff are requested to counsel with students whom they believe are not meeting these standards.

COUPLE ABUSE

Couple abuse is a behavior pattern that is not acceptable at Greyhills Academy High School. If abuse is suspected or observed between dating couples by staff members, a disciplinary referral will be written. The students will be counseled on the appropriate behavior of couples. The safety of each individual is of primary importance. If couple abuse is critical or behavior does not change after counsel, administrative leave may be required for either or both students for their safety

- Individual Dorms – There is one dormitory for the boys and one for the girls.

This is “HOME” for students and a center for the development of strong friendships. In addition, the dormitory is learning and teaching community whereby students develop skills from the residential curriculum, i.e., time management, study skills, interpersonal skills, etiquette, communication skills, etc.

RESIDENTIAL STUDENT COUNCIL (DSAC)

The dormitory has a Dormitory Student Advisory Council which provides leadership in organizing and planning for activities, and creates an avenue for student concerns to be expressed within the dorm itself.

THE DINING ROOM

The dining room is intended to assist students in their development through providing good nutritional meals for physical growth and a pleasant comfortable atmosphere for social growth. Meals are provided three times daily. Dining etiquette is fostered and the art of conversation and discussion encouraged. Special dinner activities are announced such as cookouts. Social distancing will be observed during our pandemic status. Cafeteria seating is set up to accommodate social distancing.

ENRICHMENT AND RECREATIONAL PROGRAMS

Recreation staff members offer a variety of enrichment and recreational activities for students. A calendar of events is posted at the dormitories each month. Examples include overnight and weekend camping trips, intramural sports, socials, and so forth. Also, periodically special programs are made available to students such as guest presentations and Native American Jewelry Making. Cultural enrichment activities are available for students seeking knowledge of the Native American heritage. It is highly encouraged that students take part in participating in events planned as well as being an event leader.

HEALTH SERVICE

The local clinic, Tuba City Regional Health Care Corporation provides medical services to students. Medical care is available for every student; this includes regular or emergency first aid care, and/or referral to other physicians and facilities.

Greyhills Academy High School does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol or any other intoxicating substance. However, it reserves the right to administer emergency first aid treatment in connection with any physical disability or accident resulting from the above influence.

- There is no treatment charge to students who are treated at Greyhills Academy High School by the treatment staff.

All medical records are held in confidentiality and retention. All students must have authorization from parents or guardians to receive medical attention. If a student is injured on campus or at any school-related activity, staff completes a "School Injury Form". The injury form becomes part of the student's health record.

ISOLATION AND SEPARATION

The dormitory has a limited number of isolation rooms for students who become ill during the day. If a student is unable to attend class due to injury or illness, when feasible, he/she may rest in the **isolation room**. In the event of illness during the school day, students should get a pass from the teacher and instructions to Dormitory staff to check into the isolation room. Students placed in the isolation rooms will be checked, at minimum, every 30 minutes unless it is advised by medical staff that more frequent checks are needed. Students under the influence of drugs or alcohol will not be placed in the isolation rooms and left un-monitored.

MEDICATION

If a student is placed on special medication by a licensed Physician or Public Health Service, the medications will be dispensed to the students in accordance with the directions given by the physician. Medication distribution will be in accordance with the dorm medication guidelines. Annual Medication administration training is to give residential personnel basic knowledge about administering medication to boarding school students at Greyhills Academy High School. The goals of the guidelines are:

- ✓ Safe and accurate administration of oral, inhalant, topical, nebulizer, inhalant, and injectable medications, including emergency medications when necessary.
- ✓ Accurate and appropriate documentation of medication administered.
- ✓ Safe and appropriate storage of medications in student dormitories.

Dormitory students must give all medications, both prescription and ‘over the counter’ medication to Home Living Assistants. All prescribed medication must be in the original container. Prescribed medications and ‘over the counter’ medicines for dormitory residents are kept in a locked cabinet in the dorm office. Each student’s medication is labeled with their name, allergies and routine medication. Students will need to get their medications from the assistant on duty.

The only medications that are allowed in a student’s dorm room, backpack, and locker, are those that may be necessary for the student to self-administer in an emergency: Inhalers, epi-pens, and diabetic supplies. The only non-emergency medications are face and skin creams. Because of the dangers associated with unwise use of both prescribed and over-the-counter preparations, students who choose to disregard this will be evaluated by Residence Life Administration.

STUDENT WELLNESS POLICY

It is commonly known that adult Native Americans and Alaskan Natives have higher risks for developing diabetes, heart disease and high blood pressure. Therefore, programs and policies have been developed that encourage the development of a healthy lifestyle and delay the onset or development of these chronic diseases. Efforts have been made toward improving the health and wellness of our students in the areas of Food Service, Nutrition Education, Nutritional Guidelines, Physical Activity and Student Health Screenings.

Covid19 processes are guided under Center for Disease Control, Navajo Nation Health Program, and Local health facility protocols and will be used by our wellness policy in the care of residential students

III. HOMELIVING POLICY

On-Limits and Off Limits Area – Boys dormitory wings are for boys; girl’s dormitory wings are for girls. Except at approved times and places, boys are not to be in girls wing and vice-versa. At no times are visitors allowed in individual rooms of opposite sex.

- During class hours, students are to be in class; not in or around the dormitories without a pass.

- Specific off-limits areas include the following: School vehicle and bus parking areas. All classrooms when not authorized and construction sites, staff offices when not authorized. Any area off campus when not authorized to include maintenance storage area, baseball and softball fields and football field when not supervised.

Check-In Times

The following is a schedule of check-in times:

6:00 a.m. Morning Check/Wake Up

Students are not allowed to leave campus prior to the start of school classes. If the student has an appointment they should be properly checked out at the academics department.

3:30 p.m. Deadline for after school check-in at the dormitory except for those in special activities or late classes. Teachers must inform Home Living Assistants of special activities in advance.

6:00 p.m. Study hall begins. Students will comply with study hall rules. Students attending tutoring sessions will sign in at the tutoring classroom.

Students will be in study hall and will not be allowed to leave campus without adult supervision; staff, parent or guardian, or persons indicated on check out card approved by parent or guardian after 6:00 p.m. Residence life will remain as a closed campus.

7:00 p.m. Evening curfew. All students must be in the dormitory or approved structured activity at this time.

8:00 p.m. Evening Check In- Students should check for evening detail from the Dorm office, get ready for bed and tend to any other duties before lights out at 10:00 p.m.

NOTE: Students are not allowed to leave the dormitory after curfew without specific approval of the dormitory supervisor and adult supervision. After approved activities, outside the dormitory, students are to return to their dormitories within fifteen minutes.

10:00 p.m. lights out.

Items students are not to have or use (include but are not necessarily limited to the following):

- Drugs-such as tobacco and vapor devices, alcoholic beverages, or other stimulants, depressants, and the like, as well as drug paraphernalia-are to be obtained, kept, distributed or used (including empty liquor bottles or beer cans).
- Energy Drinks- or similar drinks that act as a stimulant for boosting energy, etc.
- Inflammatory items-for example matches, candles, incense, Fireworks and so forth are prohibited.
- Weapons-guns, knives, martial arts equipment and so forth are prohibited.
- School keys-possession of school keys is prohibited.

If there is reason to think that items not belonging to a student, are being kept in a student's area (or in several or more student areas), the schools authorities may inspect the student's area or conduct an inspection of all student areas. Such action is an indication that the well-being and property of individuals may be in jeopardy. Generally, such inspections are conducted by two or more adults and in the presence of the students whose area is being inspected. However, the school reserves the right to inspect an area whether or not a student is present.

Care of equipment and facilities – The equipment and facilities of the school should be used carefully and for their intended purposes. Students who willfully deface or destroy property will be billed for any necessary replacements and repairs and are subject to dismissal. Students may elect to work off damages with approval of the Residential Director and Facility Supervisor.

- Students should only use the schools' equipment, materials, and facilities that are assigned to them. Unauthorized use of school property is considered a serious violation of school rules.

Pets – Residential students are not allowed to have pets. Pets are not allowed on the bus.

Vehicles – Students will not be allowed to ride in private cars of staff or unauthorized persons. Residential students are not allowed to keep personal vehicles on school grounds.

Language should be appropriate – Whether on or off campus-in the dormitories, or at any school activity –students should not use improper language or be excessively boisterous and rowdy. **Be Respectful.**

Visitors – Parents and relatives are welcome to visit. **Parents are strongly encouraged to keep close contact with students.** Visitors should check with the front office or Home Living Assistants prior to the visit. During pandemic restrictions all visitation in the building is not allowed.

- Residential students may have visitors after school until dinnertime. Visiting is generally confined to commons areas and front reception areas.
- Residential students are not allowed to have overnight guests.
- All non-residential students will need to get approval from the dorm supervisor to be in the residential area, student center, or dorm activity sponsored by our program.

Room visits – Residential students are not allowed to have members of the opposite sex visit their wings. In the case of a parent or adult relative, the student should first clear the visit with the dormitory advisor on duty.

Athletic events or off campus activities – All students attending games off campus must ride to and from the activity in school provided transportation. Buses will leave the game or event at a specified time. Students are not allowed to leave the event facility area until the event is over and meet at a specified place. Instructions of chaperones are to be followed promptly and courteously. Good sportsmanship should be practiced at all times. There should be no “booing” or discourteous behavior towards officials or opponents.

Transportation Policy

The bus driver is responsible for orderly conduct, safety of pupils and passengers. All adult passengers such as coaches, teachers, and chaperones are under the authority of the bus driver. All coaches and chaperones need to divide up responsibility on the bus.

School sponsored activity supervision:

- Staff is responsible for students.
- Student accountability including (physical presence), roll taken, staff will account for students on every stop. Temperature checks, use of PPE, hand sanitizer, and social distancing will be implemented and exercised by students while under pandemic status.
- No eating on the bus unless arrangements are made with driver, sponsors or coaches.
- For safety reasons NO Stereo or headphones will be allowed. School is not responsible for stolen items.
- Itinerary will not be modified or changed unless an emergency situation arises and changes are made with an agreement between the driver and coaches, sponsors, and chaperones. All travel will begin at timed scheduled on itinerary. Chaperones, sponsors, and coaches need to be on time.
- Parents, coaches, and sponsors have the responsibility of making arrangements for the student transportation from home to school and back home before and after the event upon return trip.
- All coach's, sponsors, and chaperones are required to remain with the students until their transportation arrives. Coaches, sponsors, and chaperones are responsible to make necessary prior arrangements with the dorm before or after the trip.
- All passengers are expected to take pride in the physical appearance use proper language and be observant of self-behavior at all times.

Student Vehicle Policy

- Students residing in the dorm are not allowed to bring a privately owned vehicle to campus.
- Dorm students are not allowed to ride in any private vehicles while checked into the dorm. Transportation for event, medical, or home prior to weekend check out will be in school owned or GSA vehicle.

Personal Appearance and Dress Code – Student's dress should be in accordance with the school student handbook dress code policy outlined in the GAHS school handbook, neat, clean and in keeping with health, sanitary, and safety practices.

Any clothing deemed inappropriate will be confiscated and returned to the student's home address.

Dismissible Actions – The following acts violate State and Tribal laws and is therefore considered major offenses for residential and day students alike:

The following will be considered for immediate dismissal:

- Possession of weapons, explosive devices.
- Theft – i.e. taking another person’s property without his or her permission, shoplifting is also theft.
- Drug/alcohol possession, distribution, and/or illegal use – selling, buying, sharing, giving, using, etc.
- Hazing or bullying

NOTE: Security Officers and Navajo Police will be notified of any criminal activity

The following may lead to immediate dismissal:

- Being present where drugs or alcohol is being used or where there is evidence that use has occurred.
- Serious personal injury and fighting.
- Unauthorized use of school property, equipment or materials.
- Vandalism.
- Intimidation – i.e., threatening or harassing other persons by languages or gesture.
- Insubordination –i.e., refusal to respond to instruction, directive, or suggestion.
- Being absent without permission from the dormitories may lead to a release from the dormitory.

In the event a student is involved in a major infraction of school rules, parents will be contacted. A time for a conference will be set with the student, parent or guardian and school officials. The student may not return to the dorm until the conference is completed. Suspensions from the dorm may include school suspension as well and will be determined by the Principal. Suspension guidelines for the dorm will be in compliance with the regular student handbook policy.

Dormitory searches – The staff reserves the right, as an educational institution, to check student rooms including drawers and closets for storage of unauthorized and/or illegal items. Checks may also occur when items are reported stolen or missing. Health and welfare checks will be made at the discretion of the dorm managers. K-9 dog searches will be made at random and coordinated with the Navajo Police department.

Theft of Personal Property – If a student’s property is stolen in the dormitory, the matter is to be reported immediately to a Home Living Assistant. A dormitory search may be conducted and security or the police may be called, depending on the value of the property taken or the timing of the theft. Greyhills Academy High School will not make restitution of stolen articles, but the responsible party may be required to do so.

Leaving Campus – The safety and well-being of our students requires that staff members know where students are at all times, both on and off campus. Therefore, students must adhere to accountability procedures – i.e. signing out and in at the right places at the right times on the destination sheet. During our reopening for fall 2022 leaving campus is restricted unless it is an approved school sponsored event

Check Out Procedures – No check out will be authorized during the school week unless the parent or guardian authorizes this action. Situations, which may require a student be checked out prior to the weekend, may be a family emergency, a student illness, or ceremonial situations.

- Students checking out prior to the end of the school day must first get authorization from the academic department and present a pass to the Home Living Assistant. Check outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- Parents may give authorization in writing for immediate family as defined as a mother, father, legal guardian, sister, brother, grandparent, aunt, or uncle, to check students out of the dormitory.(check our card) Persons checking students out of the dorm must be age 25 or above. Any student, regardless of age, shall not be authorized to check themselves out.
- Students leaving the campus **must have a pass**, must sign a destination sheet and give specific destination and time of return. (When signing a destination sheet, be specific, we need to know exactly where students are in order for staff or parents to contact students if needed.)
 - All students authorized for check out are expected to return to the school campus at the specified time of return, as stated in their approved check out request.
- Students taking part in school related activities or athletics would be required to present the Home Living Assistant with a pass from the coach or a sponsor. The coach or sponsor must accompany the student's back to the dormitory and check with the Home Living Assistant.
- School personnel **will not be allowed** to check-out student(s) overnight or for the weekend, unless they are the parent of the student. School personnel will not be allowed to Pre-Sign a check out card unless they are the parent of the student.
- All check outs must conclude by curfew unless pre-approved by staff in charge at the time of check-out.
- Students wishing to have check out privileges must have an original written check out card signed by the parent or legal guardian stating that the school is released of any liability associated with the check out.
- Parents or legal guardians may designate, in writing, family members who are authorized to check out their child overnight.
 - Check out requests via telephone will need supervisor approval. In situations where a family emergency involving serious illness or terminal crisis of an immediate family member are involved supervisors will coordinate with the guardians of the student.
 - When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check out.
 - If a conflict arises concerning the student check out process, the Dorm Manager or acting designee reserves the right to revoke any check out privileges.
 - In the event of local emergencies, i.e., natural disasters, fire or threatening weather conditions, any previously approved check outs may be cancelled without prior notice.

Discipline in the Dormitories –

The goal for using a discipline system within the dorm is for students to learn and utilize best behavior, respect, and maturity. Greyhills Academy High School has created a positive discipline system, trusting and giving students privileges until the student proves that he/she needs more structure and boundaries. In the event that consequences are needed, dorm staff will decide the best way to help the student learn best behavior, respect, and maturity.

The Dorm Staff and students in the dormitory develop specific “codes of conduct” for our living units. Essential to the happiness and wellbeing of all are two factors: 1) a sense of **respect** for self and others; 2) a willingness to accept the **responsibility** – i.e. in performing necessary tasks and in following rules.

The general guidelines for behavior are established by the GAHS administration. Should a student violate rules, generally the matter is to be handled within the dormitory. This is to involve a conference between the student and dormitory advisor and perhaps some disciplinary consequence – e.g. so many hours of detention or a special project or loss of certain privileges – in keeping with the seriousness of the violation. If the matter involves insubordination or threats to the dormitory staff or a serious violation of dormitory or school rules, or habitual breaking of one or several rules, this violation will be documented/referred through Infinite Campus and will be brought to the attention of the Dorm Manager or Supervisor, which will then be processed in accordance with Greyhills Academy High School Disciplinary Policy. In this case, parents will be contacted and the student may be placed on contract probation (with a written statement about the offense and expected behavior) or suspended or released from the dormitory and perhaps the day school as well. Serious violations include, but are not necessarily limited to the following: Willful disobedience, disruptive conduct (including fighting), vandalism, being absent without permission, theft, vulgarity or profanity, the use of tobacco, the use sale or sharing of illicit drugs or alcoholic beverages, carrying or using dangerous weapons, or intimidation. Disciplinary actions will be held in accordance with the Greyhills Academy High School student handbook.

Study Hall – a time for achievement and enrichment

Regular study hall is held each weekday evening in the dormitory. The purpose is twofold: 1) to set aside a specific time for working on homework; 2) to develop consistent study habits. Therefore, this is to be quiet time: no showering, visiting, or playing music during this period. Students are expected to be at their desks studying. If a student does not have any schoolwork, this time may be used for reading or other quiet activities. At this time all telephone calls will be screened by the dormitory advisor on duty to determine those which are necessary. Unnecessary calls should not be made or received. Specific study areas are designated for study hall.

Dormitory and Campus Clean Up

Dorm jobs help students learn custodial skills, contribute to their feelings of responsibility, and keep the dormitories in livable condition. Therefore, residential students have assigned chores. Every morning before school each student is responsible for attending to the chores. They are rotated from time to time, usually weekly, so no student has the same duty year-round. In addition to dorm job assignments, each residential student is responsible for:

- Making the bed
- Sweeping the room
- Hanging up clothes
- Arranging loose items neatly
- Emptying the wastebasket
- Daily wipe downs especially under pandemic watch.

For a thorough cleaning of the dormitory, a dormitory clean-up is held every Thursday afternoon. Following this, Home Living Assistant holds an inspection. Closets and drawers will be checked for orderliness.

In addition to daily inspection by Home Living Assistant in each wing, periodic; (generally weekly), inspections of individual rooms and common areas of the dormitories are conducted by a dorm manager. The supervisor will enter student rooms and check for cleanliness and orderliness. A report of such inspections is distributed to each dormitory on the day of the inspection. Students are required to sign up for commons cleaning each week by signing up for a detail assignment. Students may elect to assist peers with their chores once their own assignment is completed.

Signing out and in

As stated previously, the safety and wellbeing of students require that dormitory advisor know where residential students are during non-school hours.

Tardy returns to the dormitory – If a student is unable to return to the dorm by check in time, prior to that time the teacher/student should contact the Dorm Manager and provide the following information.

- Where the student is;
- How the student may be contacted;
- Why he or she is unable to return on time;
- When and how the student is expecting to return.

Reporting Absences of Residential Students

If a student is not returning to the dormitory after a weekend and will be missing classes, the parent or guardian must inform the school. The attendance clerk will notify the residential department and inform them of the student absence. Students who are not in school without permission will be counted as an unexcused absence. Students not accounted for after check in times will be processed through a missing student procedure.

NOTE: Security officers will be notified of students not accounted for after curfew. A missing student report will be filed for students not accounted for. Police and parents will be notified of missing students.

Special Activities

From time to time, the school plans special activities – e.g. camp-outs, picnics, cultural presentations, and so forth. Students help plan such activities. Whether on campus or off, students are expected to behave in accordance with school rules and to uphold Greyhills Academy High School standards.

Food in Dormitory

Food for snacks may be placed in dormitory refrigerators. If refrigeration is not required then food is to be kept in airtight containers. Microwave ovens are also available to heat popcorn, etc.

Personal belongings

For added security of personal belonging, individual space is provided for keeping of items. It is recommended that parents provide a lock trunk if additional security of personal items is requested.

Conduct in the dining room

All resident students are provided with three meals a day, and day students breakfast and lunch. Good manners are to be practiced. These include the following:

1. Attendance – Arrive on time.
2. Participate in appropriate table conversation.
3. Keep area clean while eating and clean area when finished. Dispose of trash, paper items in paper receptacles.
4. Be courteous to dining room and kitchen staff.
5. Comply with social distancing requirement.

Conduct at assemblies and special programs

There are appropriate ways to behave at assemblies and special evening programs. Greyhills Academy High School students are expected to know what these are and to act accordingly. Attention is to be given to the speaker or other persons making a presentation. This means sitting straight and quietly – not slouching or talking or sleeping. Recognition should be offered appropriately, screaming and shouting should be saved for pep rallies.

A show of respect costs little. But it does show class. Therefore, students attending assemblies or special programs in the dining room or gym should uphold this standard. Unruly behavior will be corrected.

IV. DRUG AND ALCOHOL POLICIES

ZERO TOLERANCE – ALCOHOL AND CHEMICAL INFLUENCE

The purpose of Greyhills Academy High School is to offer a solid educational program to all students. The school and the student have an obligation, teachers to teach and students to learn. Any student who is under any type of chemical influence is not prepared to participate in his/her education. If the student is not prepared to actively participate in the educational process, then Greyhills Academy High School may not be a suitable educational institution for them.

In keeping with the US Department of Education guidelines for drug/alcohol abuse, prevention and intervention and recognizing the negative impact on learning when students use mood altering substances, Greyhills Academy High School has revised and adopted the following policies.

1. On the first offense, students will be immediately suspended from the dorm for use or possession of drugs, alcohol or drug related paraphernalia.
2. Students may be re-enrolled following a drug/alcohol assessment and follow-through with the recommendations.
3. All policies and procedures regarding drug/alcohol use will be fairly and consistently implemented.
4. Campus security measures will be consistently implemented, particularly in regards to supply and sale of controlled substances by regular patrol of critical campus areas. Security procedures shall include regular dormitory searches.
5. Students found where drug/alcohol activity is taking place, even if not actively participating, may be subject to disciplinary procedures.

GREYHILLS ACADEMY ALCOHOL AND DRUG POLICY

- A. When a student is suspected of using alcohol and/or drugs, an initial assessment will be done at the site by staff that detained the student so as to determine if Navajo Police is to be called or if the student is to be taken to the academic or residential offices. At the time of initial contact with the identified student, the staff must start documentation of the intervention.
- B. Trained Greyhills Academy staff or medical personnel must complete the Greyhills Academy health screening form before the student is transported to Tuba City Regional Health Care (Monday-Friday 8-5pm) or to the hospital emergency rooms (after normal hours of operation). The hospital utilized by Greyhills Academy High School is Tuba City Regional Health Care Corporation (928-283-2501).
- C. All students who have been released from medical care after being determined that they have been under the influence will be turned over to the Navajo Police department or picked up by the parents. Students under the influence of alcohol or controlled substances will not be allowed to stay in the dorm.
- D. Upon return to the dorm, the following semester, and following a parent conference, students will continue to be monitored through dorm hourly check off as determined by their behavioral management plan

- E. Law enforcement will be called to handle students who are out of control and non-complaint.
- F. Students who are caught using alcohol and/or drugs will face immediate suspension.

Greyhills Academy High School is a Drug Free – Alcohol Free and Tobacco Free Campus.

V. RIGHTS AND RESPONSIBILITIES

The Parent/Student Handbook was developed to serve as a code of conduct for all students who are accepted for enrollment at Greyhills Academy High School. Each student, regardless of age, and each student's parent/guardians agree to abide by the school rules and regulations as a condition for enrollment.

Noncompliance with these rules and regulations may result in expulsion, suspension, restriction of privileges, community service or mandatory counseling.

The school administration, faculty and staff acknowledge its responsibility to provide educational opportunities that foster the skills, understanding, appreciation, and attitude for living effectively in our society. Students acknowledge their responsibility to contribute to a school atmosphere where people can live and learn with dignity and respect for one another.

The codes in the Parent/Student Handbook are developed in accordance with the Code of Federal Regulations, Chapter 25, Part 42 (as revised April 1, 2006). Recommendations were solicited and received from parents, faculty, staff and the school administration.

According to the 25 CFR, Part 42.2, individual students at Bureau-funded schools have, and must be accorded, at least the following rights:

- a) The right to an education that may take into consideration Native American or Alaska Native values;
- b) The right to an education that incorporates applicable Federal and Tribal constitutional and statutory protections for individuals; and
- c) The right to due process in instances of disciplinary actions. When it is determined by due process that a student has violated the code of conduct set forth in this handbook, the student must be willing to accept the consequences of their actions.

Student Responsibilities

- Attend School daily, be punctual to all classes.
- Take responsibility for own learning.
- Come to school ready to learn with the necessary supplies.
- Take part in class discussion without being disruptive.
- Complete and return homework assignments.
- Comply with all residential and school policies and procedures.
- Read at least 25 minutes every day outside the school time.
- Utilize the Library and its resources on a regular basis.
- Participate in school sports, clubs, and activities as much as possible.
- Be respectful of self and all members of Greyhills Academy High School.
- Allow the teachers/staff to help me learn and develop skills to improve myself.

Expectations of Students:

- To understand and follow Greyhills Academy's policies and rules regarding use of Alcohol, Drugs or Tobacco while enrolled at school.
- To abide by recommendations for treatment or services for use of alcohol, drugs or tobacco.
- Understanding that refusal or noncompliance with recommended services may result in release from enrollment at Greyhills Academy.
- To comply with Individual Treatment Plan established with my Counselor while residing in the Greyhills Academy Dormitory.
- To understand that they may be checked for impairment for use of alcohol or drugs when reasonable suspicion or probable cause warrants.

Parent Responsibilities

- Assure that child attends school and is on time.
- Make sure that child is prepared with proper learning materials
- Making sure that homework is completed
- Work with school staff and cooperate to see that my child gets a good education.
- Reinforce appropriate school behavior and dress.
- Help my child accept consequences for negative behaviors.
- Participating, as appropriate, in decisions relating to my children's education.
- Communicate with the school by promptly reading and responding to all notices received from the school.

Expectations of Parent/Guardian:

- Attend student's Parent/Teacher Conference once per semester.
- As the parent or guardian of a residential student, to support Greyhills Academy High School's, "No Alcohol, Drug and Tobacco Policies."
- To discuss school policies with my child and will reinforce and support Greyhills Academy's recommendations for services when they are offered.
- To understand that students may be being randomly tested for use of alcohol and drugs.
- Understanding that refusal or noncompliance with program recommendations may result in child losing privilege from Greyhills Academy High School Residence Life.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Discipline of students with disabilities will comply with the provisions of Public Law 94-142. Such disciplinary procedures, if anticipated, will be included in an individual education plan (IEP) and discussed with the parent/guardian during the IEP process. In developing the IEP, the child study team shall review the needs of the student and the manner in which the disability may affect behavior. If it is determined that the student cannot be expected to follow acceptable behavior patterns because of substantial interference from the disabling conditions, the IEP must specify the procedures to follow if unacceptable behavior occurs. Nothing in this section is intended to negate or diminish the due process rights afforded to nondisabled students.

INTERROGATION BY LAW ENFORCEMENT

Policies are necessary to assure that no injustice, violations or constitutional rights result as a consequence of contracts or misunderstandings between students, law enforcement and Greyhills Academy High School. To this end, Greyhills Academy High School will cooperate with law enforcement and/or correction agencies dealing with juvenile problems under the jurisdiction of the courts.

Under the provision of legal statutes relating to temporary custody, it becomes necessary for a juvenile to be contacted at school, the procedures below should be followed:

- The assistant Principal or Support Services Director for Residential (or their designee) should be notified in advance if a student is to be taken into custody, interviewed, or interrogated at the school. The law officer may take a student into custody; the school officials will then notify parents.
- During interviews staff acts as *in loco parents*.
- Parents will be notified in the event their student is formally interviewed by law enforcement, whether the student is a witness or a suspect.

SEARCH/SEIZURE

In order to protect the safety and welfare of students and school personnel and to maintain the order and discipline on school property or at school sponsored events, school authorities may search a student's person, room, locker, desk or personal property, under the circumstances described in this policy and may seize any illegal, unauthorized, or contraband materials or evidence as described in the accompanied regulation.

Such search and seizure activities will be held in compliance with 25 CFR-Part 42.3. (b), Rights and Responsibilities of the Individual Student. "*Students have the right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.*"

- Administration or their designee may conduct searches, when that official has reasonable grounds to suspect that the search will uncover evidence of a violation of school policies, school rules, or federal, state or local laws.
- The extent of the search of a student's person or personal effects and the measures used in conducting the search must be reasonably related to the objectives of the search must not go beyond what is warranted

VI. INFORMATION

Moving Into the Dorm- First Day

Check-In Form

Upon arriving to move into GAHS residential halls, it is important to follow the check-in procedure:

1. Pick up a Check-in/Check-out Form and your room key from the dorm office.
2. Completely fill out the form with a Home Living Assistant before moving in. Failure to list damages before moving in may result in charges when moving out.
3. Turn in the completed form to the Dorm Manager before moving in.

Keys

A key to your room is issued to you when you receive your Check-in/Check-out Form. Your key is your responsibility. There is a non-refundable \$15 replacement charge. Doors automatically lock. If locked out of your room, you will be at the mercy of the Staff on Duty. We are not responsible for missing or lost keys. Keys left in locks will be confiscated and a fine will be assessed. The school is not responsible for missing articles and valuables.

POSSESSION OF UNAUTHORIZED KEYS WILL RESULT IN A LOSS OF DORM PRIVILEGES.

FREQUENTLY ASKED QUESTIONS

What should Residential Students bring?

- Clothes - Students should bring only enough clothing for their needs. We have limited closet space. **Students should label all clothing.**
- **NOTE:** Students are not allowed to wear clothing with inappropriate advertising or language – i.e. shirts with obscenities or pictures of marijuana plants or shirts that advertise drugs, alcohol or illicit activities, GANG RELATED. It is not recommended that student's loan clothing. Students are expected to adhere to the Greyhills Academy High School policy on clothing and appearance
- Bedding – Students may bring their own bedding such as pillow, comforter, etc. Blankets and linen are provided and exchanged weekly.
- Personal Items – **Students should label all personal items.** The School provides toilet articles.
- Locking trunks – It is recommended that students **bring a locking trunk** to secure personal items as an additional security precaution.
- Equipment – Non-amplified musical instruments – e.g. guitars, hair dryers, radios, and tape recorders are allowed. Televisions, refrigerators, and cooking appliances are not allowed; we suggest that students leave luxury items at home-examples include stereo equipment and jewelry. The student must assume responsibility for loss, theft or damage of his or her property. **Televisions, Refrigerators, and microwaves are located in each dorm.**
- **Students may bring approved disposable Personal Protective items (PPE) while under pandemic status.**

Room decorations

Pictures, poster, and other non-permanent fixtures in good taste are permitted; however, permanent fixtures (such as mounted bookshelves, wall paneling, and wallpaper) are not acceptable. Sexually explicit posters, which are immodest in dress, language, and those that advertising drugs and alcohol or other illicit activities are not allowed. Empty liquor bottles or beer cans are also not allowed. Students may not alter permanent school fixtures – lights, mirrors, beds, and windows or nail items on the walls. Room checks for damage will be done periodically.

Items NOT to Bring

- Weapons/Firearms/Knives
- Fireworks
- Pets
- DVD Movies rated above PG
- Incense/Candles/Matches/Lighters
- 8” Extension Cords – Surge suppressors are acceptable
- Inappropriate Posters
- Paint-Ball Guns/Balls
- Skateboards/bikes
- Parental-Advisory Music/Lyrics

What about laundry facilities?

Washers and dryers are available in the dorm. It is recommended that students provide their own laundry detergent and fabric softener if the detergent provided by the school is not desired. Staff is instructed on how to use laundry equipment and will instruct students.

How can Students be contacted?

- Phone – The dormitory has a phone. The phone services many students; therefore, we request that calls be limited to 3 minutes.

It is recommended that students bring a phone card for long distance calls. EMERGENCY contact only.

Phone Number (928) 283-6271

- Mail – Mail for students should be addressed as follows:

Student's Name

Greyhills Academy High School

C/O Residence Life

P.O. Box 160

Tuba City, AZ 86045

Mail will be distributed to residents each evening following the 6:00pm check

What about spending money and banking procedures?

Students may need some money for personal items. We recommended about \$20 per week maximum unless requesting a larger amount for special activities. We believe that this amount should also be sufficient to cover entertainment and leisure expenses. We suggest that parents talk with their sons and daughters about their family financial situation and decide on an appropriate amount per week.

If an emergency need for money arises we recommend that students work this out with the parents. **Staff are not allowed to loan money to students.**

We strongly recommend that students do not keep large amounts of valuables and cash in their rooms. Large amounts of money should be deposited in the bank.

Parents and students may elect to open a student bank account with a banking institution of their choice. Local shopping and fast food operations in the community honor debit and credit card options.

Residence Life Staff do not accept cash, valuables, or banking cards to transfer to students.

Off Campus Outings and Trips?

Students must have an off campus permission slip prior to taking day trips. These enrichment activities will depart the school and return to the school. Weekend or overnight activities will be announced and will require addition permission specific for the activity.

What do Students do when not in school?

NOTE: Times and activities will be posted. We have a full functioning student program in the dorm. Tutoring times and locations will be posted.

Vacation and Year End Check Out?

Student rooms are to be clean and checked by the Home Living Assistant (COMPLETE CHECK OUT FORM). All obligations and responsibilities must be met before leaving. Students must take all their belongings with them, as there is no summer storage.

APPENDIX A – INTERNET SAFETY POLICY

It is the policy of Greyhills Academy High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; and (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter

Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to others. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Greyhills Academy High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet

Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Greyhills Academy High School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the

Children’s Internet Protection Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of school administration or designated representatives.

APPENDIX B – TECHNOLOGY ACCEPTABLE USE POLICY

Internet access, network access and staff email are made available for to all students and staff at Greyhills Academy High School. The Internet, through computers, and technology devices connects millions of individual users worldwide. Staff and students have access to electronic mail, information, research, news, weather, graphics, etc. relevant to educators and students.

Content filtering and logging has been established to monitor any and all Internet and intranet transmissions for the security of students, staff and network resources. No right to privacy shall be construed, nor do academic freedom issues apply.

The following guidelines are provided so that users are aware of the responsibilities of appropriate technology use. All Greyhills Academy High School users (and parents) are required to sign an Acceptable Use Policy, with agreements kept on file in the school offices. The signatures on this document are legally binding and indicate agreement with the terms and conditions and understand their significance.

Terms and Conditions of Use

Acceptable Use – The purpose of technology at Greyhills Academy High School is to support research and education in and among academic institutions by providing access to unique resource and the opportunity for collaborative work. Your use must be in support of education and research and consistent with the educational objectives of the school. The use of chat lines is prohibited unless under teacher direction.

Any students using a proxy avoider to reach blocked sites will be subject to disciplinary action. Transmission of any material in violation of any national, state or local regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Users granted computer accesses through Greyhills Academy High School assume all responsibility and liability, both civil and criminal, for their use of this service. Complete and detailed network use guidelines and procedures can be found in the computer lab and are covered under this Acceptable Use policy and may be revised as necessary during the school year.

Privileges – The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Inappropriate use and/or content are at the sole discretion of the administration and their decision is final.

Email – Understanding that students at Greyhills Academy High School are away from their homes and families for extended periods of time, email is an option for students to keep in touch with friends and family. This email is to be done during free time, unless given permission by the teacher in charge. Students and staff are prohibited from sending, forwarding, or posting sexually explicit messages, profanity, and harassing or violent messages. Messages relating to or in support of illegal or inappropriate content and/or activities will be reported to authorities and privileges suspended.

Security – Security on all computer systems is a high priority. You are under obligation to notify the system administrator if you become aware of any security problems. Use of another person’s account is strictly prohibited. Unauthorized entry into any directory is considered a serious offense and is subject to disciplinary procedures.

Privacy – All data and personal files are the property of Greyhills Academy High School. Routine maintenance and monitoring of the system may lead to discover that a user has been or is violating this AUP, the student or employee code, Arizona or Federal laws. Such violations will be reported to Bureau IT Security Office and Supervisors. Privileges will be suspended until the situation is resolved.

Vandalism – Any damage to technology equipment, access, resources or data as a result of negligence or vandalism is the direct responsibility of the user. Repair or replacement of said equipment or resources and any costs construed is at the discretion of the administration and the responsibility of the user.

Greyhills Academy High School makes no warranties of any kind; either expressed or implied that the services provided will be continuous, error free or without defect. Greyhills will make every reasonable effort to maintain the integrity of the data and services but will not be held responsible for any damage the user may suffer, including but not limited to loss of data stored on the network, interruption of service, accuracy or quality of information obtained from the Internet, and/or financial obligations resulting from unauthorized use of the network.

Violations of Greyhills Academy High School Technology Policy can be reported to the system administrator or administration for investigation. Violations will be then handled in accordance with the school’s general student disciplinary code.

APPENDIX C – CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA)

Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 and 99.31). These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”). LEAs must annually notify parents and eligible students of their rights under FERPA. 34 CFR § 99.7.

The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent;
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department.

If the LEA or educational institution under the LEA discloses directory information from education records without consent, it is required by 34 CFR § 99.37 to notify parents and eligible students of:

- The types of information the LEA (or institution) has designated as directory information (see 34 CFR § 99.3 “Directory information” for definition); and,
- The right to opt out of disclosure of directory information. (A model “directory information” notice is enclosed and is also available on FPCO’s Web site – www.ed.gov/policy/gen/guid/fpcoc.) LEAs must also comply with FERPA’s redisclosure and recordation provisions, set forth in 34 CFR §§ 99.32 and 99.33, except for disclosures that are specifically exempted. Outlined below are changes in the NCLB that do not amend FERPA, but relate to the disclosure of personally identifiable information from students’ education records. Suspension and expulsion disciplinary records:

- Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7165(b), as amended by the NCLB, requires that each State that receives funds under the ESEA to have “a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.”

LEAs should include a notice in their annual notification of rights under FERPA that they forward education records to other schools that have requested the records and in which the student seeks or intends to enroll (34 CFR §§ 99.7 and 99.34(a)(ii)).

- Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C.

503, as amended by § 544 of the *National Defense Authorization Act for Fiscal Year 2002*(Pub.L. No. 107-107), require LEAs to:

- give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and, provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.

APPENDIX D – SEXUAL HARRASSMENT POLICY

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature in the educational setting. Any student who feels s/he is the victim of sexual harassment must notify any teacher, the Superintendent or their designee. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the School's procedures. Upon verifying that sexual harassment has occurred, the school Superintendent shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment. Article IX Student Policies and Procedures contains additional information on Sexual Harassment including a more detailed definition of sexual harassment, responsibilities of GAHS employees as it relates to student sexual harassment; confidentiality; investigation and action procedure; sanctions; and remediation.

APPENDIX E – BULLYING POLICY

Greyhills Academy High School is committed to providing a safe and constructive learning environment that honors the dignity and worth of every individual.

It is the responsibility of Greyhills Academy High School to address bullying and harassment issues that occur. School-wide staff members are to create an orderly environment within Greyhills Academy High School through training, monitoring and intervening when bullying and harassment occur.

Bullying and harassment are forms of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying and harassment may involve a range of misconduct which, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying and harassment, will adhere to GAHS Student Handbook Policy, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy.

APPENDIX F – SCAN

SUSPECTED CHILD ABUSE & NEGLECT PROTOCOL

Mandated Reporters should refer to GAHS policies and Procedures section 6.14 regarding Child Abuse Detection, Reporting, Prevention for GAHS's full policy, protocol, procedures, and rules.

Who to contact when you suspect abuse or neglect?

Navajo Law Enforcement Department
Tuba City Police Department

Phone: 283-3111 or 283-3112

Child Protective Services
Tuba City Family and Children Services

Phone: 283-3281, 3266, 3250
Fax: 283-3276

After-hour phone number is also available for person who is on-call.

Hopi Guidance Center

Phone: 928-737-2685
Fax: 928-738-2697

Hopi Police Department

Phone: 928-738-2234
Fax: 928-738-2238

Any person making a report *based upon their reasonable belief and made in good faith* shall be immune from civil and criminal liability for making that report.

What information is needed for a report?

- **Child's name**, gender, date of birth, census number, social security numbers, school attending
- **Parents' names**, residential address (be specific), mailing address, place of employment
- **Information regarding incident report:**
 1. Exactly what the child said and what you said
 2. Any evidence or information available to reporter of prior abuse, neglect, or injury
 3. Your observations
 4. **WHERE IS THE CHILD NOW AND IS CHILD SAFE?**
 5. What actions have been taken so far such as notification to school directors, principals, and parents?
 6. Any other supporting documents such as attendance records, medical documents, etc.

Remember to maintain CONFIDENTIALITY on a need to know basis-only if it will protect the child. Do not discuss this incident or disclosure with anyone other than those who need to know.

If a Mandated Reporter, while engaged in a professional capacity, fails to timely report after learning of facts that give reason to suspect that a child has suffered an incident of child abuse, he/she may be guilty of a Class B misdemeanor and may be fined up to \$5,000 and/or imprisoned up to 5 months in jail. Any supervisor or person in authority who inhibits or prevents a Mandated Reporter from making a report may be fined up to \$5,000 and/or imprisoned up to 6 months in jail.

APPENDIX G – EMERGENCY PROCEDURES – CONTACTS NUMBERS

IN CASE OF ACCIDENT OR INJURY OF A STUDENT OR STAFF MEMBER, FOLLOW THE APPROPRIATE PROCEDURES.

First, apply emergency first aid and secure the situation as outlined in your training or as recommended by accredited CPR and First aid Training.

CALL ER-ROOM IF YOU HAVE ANY DOUBT AS TO WHAT TO DO.

Notify appropriate supervisors and security officer on duty. Dorm managers must assure that a stocked first aid supply is on hand and access to emergency transportation is available 24 hours per day.

Provide appropriate documentation for illness or injury. Use the injury report form and follow the directions of its contents. The documentation must be provided at the earliest possible convenience after the patient or student has been given proper care and is safe.

For suspected drug or alcohol abuse, do not leave the student un-attended. Notify security and the Navajo Police department. If no police are available take the student to the hospital for evaluation. Make sure the parents are contacted for students requiring emergency medical attention or arrest.

For AWOL procedures, follow the outline of the AWOL search and notification process as outlined on the search form.

For emergency evacuation of the building, during an alarm, false or actual, evacuate the building in the safest and timely manner. Notify supervisors and security of the alarm activation. If you have reason to believe that the students or building is in danger and the alarm has not been activated, activate the nearest alarm pull station. The meeting place for the girl’s dorm during an evacuation will be to the far end of the basketball courts. Evacuation meeting point for the boy’s wings will be in Nelson Park near the school fence. Take a student count for accountability as soon as possible immediately after checking all rooms and dorm area to assure that students do not re-enter the building. If the location or reason for alarm activation is found or known, report this immediately to the supervisor in charge or to the security officer. Always be prepared for an emergency and advise students of the same. Evacuation drills should take place monthly. After each evacuation, real or false, an emergency evacuation report must be turned in in a timely manner.

EMERGENCY CONTACT NUMBERS:

- Police Department Dispatch-----**283-3111**
- Emergency Room-----283-2661
- Station #4 fire Dept.-----283-3007 or 4527
- Poison Control-----1-800-362-0101
- School Nurse-----ext.200
- Security-----928-283-6271
- Electrical Emergencies APS-----283-4571

Fire Alarms and Drills

The dorms are required to conduct monthly fire/safety drills. These include fire drills, lock-downs, night drills, and a number of weather-related drills. When the drills occur, all residents must follow the published procedure and check in with their Home Living Assistant at their designated area.

Fire Safety Equipment

Residents must not tamper with fire safety equipment. This includes fire extinguishers, smoke detectors, fire alarms, and fire exit doors. Any misuse of these safety items will result in a fine and possible action from law enforcement. The building is a Federal Facility.

Fire Suppression Sprinkler System

Sprinkler heads have been installed in each room of the dorm. Residents are not to touch them at any time, for any reason or hang anything from them. Storing of items on tops of lockers is restricted so that sprinkler systems may work as prescribed.

APPENDIX H – DEFINITIONS

Aggressive/Out of Control – physical behaviors directed toward other persons including, but not limited to, kicking, hitting, biting, shoving, tripping, or slapping.

Alcohol or Drugs – the use, possession, sale, distribution or being under the influence of alcohol, drugs or other intoxicants. This includes, but is not limited to, the possession of drug paraphernalia.

Appeal – expression of dissatisfaction, to request review of a decision

Assault – to intentionally, knowingly, or recklessly cause physical injury to another.

AWOL – Absent without leave /missing student

Cheating – The improper use of another individual’s work or effort (see handbook for Honor Code)

Detention – assignment to a designated area before, during or after school

Disorderly Behavior – behavior that disrupts the safe and orderly operation of the school

Extortion – demanding something of value from another person in return for protection from violence or the threat of violence

Fighting – an attempt to resolve differences with physical force

Forgery or Lying – writing or giving false or misleading information to school personnel

Gang – a group of people, who interact among themselves to the exclusion of others; who have adopted recruitment criteria for eligibility. They have adopted symbols of membership, claiming a school, neighborhood, community and/or colors as their exclusive territory. Gangs may engage in behaviors or activities which are criminal, antisocial, or discriminatory.

Harass – to persistently act in a manner (verbal or physical) which serves to distress, annoy, or torment another person

Hazing – to harass and/or subject to humiliation and/or physical harassment (including freshman orientation and dragging)

Improper Use of School Equipment – defacing, vandalizing, or other misuse of any equipment, including computers is unacceptable. This includes utilization that may cause embarrassment to others.

In Loco Parentis – legal obligation applied to the school or its agents to act in the place of a parent in a manner, which would provide an appropriate environment conducive to education.

Inappropriate Sexual Conduct – behavior or conduct that is of a sexual nature that is inappropriate for

Infringe – encroach or trespass on the rights of others

Intimidation – to place another person in fear of imminent physical injury by word or conduct

Irregular Attendance – unexcused absences from class (3) or more days in a grading period

Noncompliance – failure to follow or adhere to established rules, regulations or to follow directions or a process.

Paraphernalia – anything that can be used for the use, manufacture or sale of drugs or alcohol. Are, but not limited to: alcohol bottles, shot glasses, pop bottles/cans with alcohol, baggies, pipes – either homemade or commercially purchased (i.e. apples, pop cans).

Probation – an alternative providing the student with opportunity to change their behavior while continuing school

Refrain – to hold one back, to discontinue, stop or cease

Restitution – reimbursement for actual loss or damage

Retaliation – intimidation, threats or harassment (either by word or action) aimed at students or staff who report illegal or improper activities of another student

Sexual Harassment – unwelcome conduct that is directed toward a person because of that person's gender, or unwelcome conduct of a sexual nature that creates and intimidating, hostile, or offensive environment.

Suspension – removal of student from school building/property, student not allowed on campus without approval from School Supervisor

Tardiness – arriving late to school, class, or dorm activity.

Temporary Suspension – removal from school for a specified period of time pending disciplinary hearing

Unexcused Absence – any absence that has not been excused by appropriate school officials. This includes leaving class without permission.

Vandalism – the willful or malicious destruction of public or private property

Weapons – firearms, illegal explosives or other implement, including look-alike weapons or other items specifically designed or used to inflict injury

GOVERNING BOARD

Ms. Rena Dodson	President
Ms. Esther Grass	Vice President
Mr. Gerald Keetso	Member
Ms. Arlene Laughter	Clerk

GREYHILLS ACADEMY HIGH SCHOOL ADMINISTRATION

Vaughn Salabye	Principal
Mr. Richard Grey	Acting CEO
Mr. Roland Bennett	Business Manager
Ms. Evelyn Espline	Human Resources Tech
Mr. Roger Trujillo	Support Services Director
TBA	Transportation Supervisor
Mr. Darrell Wallace	Maintenance Director

SUPPORT SERVICES

Ms. Eugenia Sloan	Counselor
Ms. Odessa Reeves	Counselor
Ms. Elavina Begay	Student Information/Registrar
Mr. Rooney Black	Food Service supervisor
Mrs. Diane Johnson	Nurse
Ms. Regina Hale	21st CCLC Coordinator

RESIDENCE LIFE

Mr. Jeremy Yazzie	Homeliving Supervisor
Ms. LeeAnn DeJolie	Recreation

Dorm 2 – Girls

Mrs. Rolonda Farrell	Homeliving Assistant
Ms. Zelda Tahy	Homeliving Assistant

Dorm 5 – Boys

Ms. Sarah Hurly	Homeliving Assistant
Ms. Freida Robbins	Homeliving Assistant

RESIDENTIAL STUDENT HANDBOOK SIGNATURE BY PARENT & STUDENT

Please review the residential student handbook with your child (ren) then sign below to acknowledge receipt of the student of this handbook

I HAVE RECEIVED THE STUDENT/PARENT HANDBOOK. I HAVE READ AND DISCUSSED WITH MY CHILD ALL RESPONSIBILITY AND REQUIREMENT POLICIES WHICH MIGHT AFFECT MY CHILD.

Name of Child: _____ Grade: _____

Required Signature of Parent

Date

I, _____ HAVE

RECEIVED THE STUDENT/PARENT HANDBOOK AND HAVE READ ALL RESPONSIBILITY AND REQUIREMENT POLICIES WHICH MIGHT AFFECT ME.

STUDENT SIGNATURE

DATE

Parent Orientation on Handbook 7 August 2022
PLEASE RETURN THIS FORM TO THE RESIDENTIAL OFFICE