



***WINSLOW  
RESIDENTIAL  
HALL, INC.***

# ***PARENT & STUDENT HANDBOOK***

Approved by WRHI  
Board of Directors:  
November 10, 2017



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## **INTRODUCTION**

This Winslow Residential Hall, Inc. ("WRHI") Student Handbook ("Handbook") is intended to serve as a useful guide for parents/guardian, and students. It should assist you in interpreting current administrative policies and practices of the residential operations. Of course, policies and practices are subject to change at any time, with or without notice. **Winslow Residential Hall, Inc.**, will strive to provide updates in the event of such changes. This Handbook also constitutes the "Homeliving Handbook" that is required under federal regulations. (25 CFR § 36.93)

Students and parents/guardians are required to read this Handbook and to keep it for future reference. It contains useful information, as well as rules of conduct, procedures, and requirements that must be followed. The failure to follow these rules, procedures, and requirements may result in student disciplinary action.

The Handbook also contains a description of student rights and responsibilities. If you have any questions about the Handbook, please do not hesitate to contact a Residential Advisor of the Homeliving Supervisor.

Winslow Residential Hall, Inc., strives to provide a safe environment where each student is given the opportunity to learn to increase their mental, physical, emotional, and social development while residing. Of course, WRHI recognizes that the primary obligation for developing a student's self-discipline, responsibility and respect for others begins at home and with the student's family.

**All times referenced in this Handbook is Mountain Standard Time (MST).**

### **MISSION**

The mission of the Winslow Residential Hall, Inc. is to provide a strong and healthy life skills foundation for all residential students through a positive residential life experience and a quality home-life educational environment, which will enable them to recognize positive choices, make wise and informed decisions, and upon graduation, become a motivated life-long learner with choices to obtain a post-secondary education or secure a career of their choice.

### **VISION**

Each resident will become a productive, competitive, and contributing member of the diverse society in which they live.

### **PHILOSOPHY**

Every student will have the privilege to reside within a safe and healthy living environment that is conducive to motivating and supporting the personal, social, mental, and spiritual growth and development of the student.

## **PROGRAM GOALS AND OBJECTIVES**

Winslow Residential Hall, Inc., aspires to meet the following goals:

**GOAL 1:**    **To produce students with strong and stable self-identities, sense of self-worth and overall well-being.**

### **Long Term Objectives**

1. The residential staff will help students acquire an appreciation of their native cultural identity and native language 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.

#### **Short Term Objectives**

1. The residential staff will sponsor cultural heritage appreciation events and provide opportunities for all the students to design, make, and or dress in cultural traditional attire, communicate in their native language, prepare and serve native foods, and/or make educational presentations on cultural heritage.
2. The residential staff will involve every student in planning and decorating the residential hall with culturally significant educational materials.
3. The residential staff will receive training in strategies to enhance the emotional growth and development of students living in the residential hall.

#### **GOAL 2: To produce students with strong and stable senses of social well-being.**

#### **Long Term Objectives**

1. The residential staff will help students develop an ability to get along with others, relate to other students, be respectful of others and their belongings, and be recognized as socially responsible individuals.
2. The residential staff will help students learn to relate to, trust, and respect adults.

#### **Short Term Objectives**

1. The residential staff will create opportunities for students to learn about and experience good physical and mental health practices.
2. The residential staff will provide constructive leisure time activities and use these opportunities to educate and motivate students to learn, develop, and maintain wholesome lifestyles.
3. The residential staff will demonstrate positive social attitudes and behaviors daily and serve as adult role models for students.
4. The residential staff will actively protect students from social isolation.
5. The residential staff will teach students to assume responsibility for their actions and words.

#### **GOAL 3: To promote active and productive citizenship among the students.**

#### **Long Term Objectives**

1. The residential staff will prepare students to become responsible citizens.
2. The residential staff will help students learn to become productive, independent, and self-sufficient individuals.
3. The residential staff will help students develop good home-living skills and learn to accept personal responsibility.

#### **Short Term Objectives**

1. The residential staff will create opportunities for students to learn about citizenship by encouraging active participation in residential government activities, group sessions, academic study groups, fundraising activities, local community fairs, parades, etc.
2. The residential staff will create opportunities for students to experience and learn about personal responsibility through assigned chores, duties, study, academic responsibility, and participation in school activities.

#### **GOAL 4: To provide a caring and motivating home-living environment that will result in stable residential student enrollment and school retention.**

#### **Long Term Objectives**

1. The residential staff will strive to create an environment that is safe, caring, and nurturing to the needs of all the students.

2. The residential staff will strive to ensure the facility is free from hazardous conditions and defective furniture, equipment, appliances, etc.

### **Short Term Objectives**

1. The residential staff will treat all students respectfully and regard all students as worthy individuals.
2. The residential staff will be fair and friendly to all staff members, students, parents/guardians, and guests.
3. The residential staff will demonstrate full support and assist students in their academic studies, making sure that student research and homework assignments are completed regularly and consistently.
4. The residential staff will strive to provide all students with the opportunity to receive tutoring.

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### **Letter from the Homeliving Supervisor**

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#### **TO THE PARENT/GUARDIAN:**

It is the policy of Winslow Residential Hall, Inc. to provide as much information as possible to the parents and guardians of our students regarding residential services available to your child. This is especially true with regard to middle and high school students because of the many significant changes they are experiencing in their lives. This Handbook is an attempt to improve the knowledge of parents, guardians, and caregivers by providing them with important information. The Handbook has been prepared to provide parents, guardians, and caregivers with a summary of the rules, procedures, and requirements at WRHI. If you desire additional information, please come into the residential hall or contact WRHI at 928-289-4488/2379.

#### **TO THE STUDENT:**

On behalf of Winslow Residential Hall, Inc., we welcome you to Winslow Residential Hall, Inc. We are looking forward to assisting you in fulfilling your educational goals. We expect you to meet the goals that have been set forth and to make the residential hall and community a better place. You can benefit from your life at WRHI by being actively involved in the programs we offer and in your classes at Winslow Jr. High School and Winslow High School. If you encounter difficulties, seek out any of our trained professionals, and we will do our best to help you. We are here to make your years in school as successful and educationally rewarding as possible. We welcome the opportunity to help you as you proceed through your middle school and high school careers.

Sincerely,

  
Homeliving Supervisor

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## STANDARD RESIDENTIAL OPERATIONS

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Winslow Residential Hall, Inc., provides residential services for 7<sup>th</sup>-12<sup>th</sup> grade students who attend Winslow Jr. High School ("WJHS") and Winslow High School ("WHS").

Winslow Residential Hall, Inc., is governed by an elected Board of Directors. The members of the Board of Directors are elected by the local Chapters of Teesto, Dilkon, Leupp and Birdsprings/Tolani Lake. The Board of Directors sets policy and establishes leadership for WRHI. The administration and residential staff are responsible for implementing the Board of Directors' policies, providing technical expertise, and overseeing day-to-day operations of WRHI.

### **COMMUNITY/HOMELIVING**

An important part of the WRHI experience is for students to live in a dormitory setting and participate in residential and school activities. Therefore, programs and activities are planned to promote socialization, cultural and native language awareness, good health, safety practices, and life-long learning experiences.

Living in WRHI is a privilege and each student is responsible for helping to create an environment which promotes safe, healthy and comfortable living for all. The Girls' and Boys' Department will reflect the character of the students residing there, and express a sense of community. Good taste should be shown when promoting one's Department during homecoming, holidays, and other various activities.

Though WRHI sponsors many activities, students are encouraged to join the activities provided by WJHS, WHS, and the City of Winslow. These activities include, but are not limited to: homecoming, clubs and organizations, tutoring, dances, and sports. Students are encouraged to contact the Residential Staff if they want to join or participate in such activities. Activities offered by WJHS, WHS and the City of Winslow are not mandatory and are considered privileges. This means the student must meet their daily requirements (i.e. room cleanliness, satisfactory completion of detail, attendance, acceptable grades, etc.), follow all applicable requirements, and get approval from the Residential Staff in order to participate.

### **PROGRAM NARRATIVE**

Students are on campus for a period of five nights and 5 ½ days (Sunday evening to Friday evening). Parents are required to check-in their child on **Sunday of each week after 2 PM**. Students are required to be checked-out on **Fridays by 6 PM**. (see Check-In and Check-Out Procedures described later in this Handbook). Winslow Residential Hall, Inc., is closed on Saturdays.

Students are provided with opportunities to relax and enjoy their home away from home environment. Tutoring, residential activities, and counseling services are provided for every student. Students are assigned two to a room and each is issued a room key. Students learn to foster a sense of trust and teamwork with their roommate.

Transportation is provided for students to and from WJHS and WHS. All students must be on their way to school by 7:10 AM each morning to ensure adequate time to get to their first scheduled class of the morning. To help provide safety for our students, we strive to have security and facility maintenance staff on duty throughout the day, in the evenings, and throughout the night.



Should a student get sick or sustain an injury while on campus, health care may be provided by Winslow Indian Health Care Center or after hours at Little Colorado Medical Center. A Memorandum of Understanding is on file for our students to receive health services from these providers. Parents/Guardians are required to sign and submit consents for medical care and for the administration of medicine.

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## STUDENT ENROLLMENT: ELIGIBILITY AND SCREENING

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Parents/guardians must complete and submit all parts of the enrollment application before their student will be registered. Also, in order for a student's enrollment application to be approved, the student must meet the following requirements:

- Students must be enrolled at WHS or WJHS full-time and provide a copy of the class schedule to prove full-time enrollment status. **Full-time enrollment means six classes for WHS and seven classes for WJHS.** If a student is dropped from a class or otherwise loses full-time enrollment status, the student must withdraw from WRHI.
- **New and returning students are expected to have a 2.0 Grade Point Average (GPA) and are encouraged to maintain a cumulative grade point average of 2.0 or above.** A copy of the student school transcript from the previous school year must be attached to the enrollment application.
- All students must have an acceptable WRHI and school attendance rate, which shall be no more than 10 days of absence per academic year. The student is expected to continue to maintain an acceptable attendance rate. If enrolled student fails to maintain the acceptable attendance rate, the student will be withdrawn from WRHI.
- Students who are enrolled in the NAVIT program at WHS can be enrolled at WRHI so long as the student maintains a full schedule.
- Students with IEPs may enroll in WRHI up to the age of 20.
- **Any student that enrolls at the age of 18 or above will still be considered a minor, including for purposes of requiring parental/guardian permission to the extent not otherwise prohibited by law.**
- Students on juvenile probation will not be enrolled. If an enrolled student is on juvenile probation, the student will be withdrawn.
- Any returning students who were on student contracts during the previous years, must be pre-approved by the Homeliving Manager and Homeliving Supervisor prior to enrollment. Students that did not complete the student contract may not be accepted. Behavior files will be reviewed by a Homeliving Manager and Homeliving Supervisor prior to admission.
- **Students are required to be present at school and WRHI for Student Count Week.**

## **REQUIRED DOCUMENTS**

The following documents must be submitted before the student will be enrolled:

- Student Enrollment Application (***No faxed applications will be accepted***)
- Legal Documents (Power of Attorney, Custody, Restraining Order, Police Reports, School Suspension, Juvenile Probation, etc.)
- Boundary Map
- Navajo Nation Boundary Waiver Application
- Consent for Release of Information
- Application for Free & Reduced Meals
- Acceptance Letter from WHS or WJHS
- Birth Certificate
- Certificate of Indian Blood

- Medical Insurance Card with Enrollment/Policy
- Copy of a **Current** Immunization Record (25 CFR § 36.99)
- Physical Examination
- Copy of Transcript/Report Card
- IEP and/or 504 Documentation if Applicable
- **\$50.00 Room Deposit (Money Order only) UPON ENROLLMENT (IF NOT, IT WILL BE CARRIED OVER FROM THE PREVIOUS SCHOOL YEAR)**

### **CUSTODIAL AND NON-CUSTODIAL PARENTS**

For all purposes (including without limitation enrollment, check-in, check-out, medical authorization, permissions, consents, notices, and releasing of information), WRHI will recognize the full authority of each parent (including biological, adoptive, custodial, and non-custodial parents) and legal guardian to act on behalf of their child, unless WRHI is in actual possession of a valid and current court order that specifically prohibits or limits an individual from having custody, access, control, or responsibility over the student.

1. A court order that merely assigns custody to one parent, but does not prohibit the non-custodial parent from having access to the child, is not sufficient to deprive the non-custodial parent from acting on behalf of the child, including enrolling, checking-in, checking-out, giving permission, and receiving information about the child.
2. A letter or phone call from a custodial parent asking that WRHI not release the child to the non-custodial parent, or not release information about the child to the non-custodial parent, is not sufficient to deprive the non-custodial parent of such rights.
3. If there is a valid and current court order that prohibits or limits a person's access or rights with respect to a child, it is the responsibility of the custodial parent to provide a copy of the court order to WRHI. **WRHI will honor the order only when WRHI is in actual possession of the order.** WRHI will honor the order until a more recent order from the same court is issued and delivered to WRHI.
4. In limited cases, law enforcement or social services agencies may attempt to restrict or deny a person's access to a child, even if a court has not issued an order. In such cases, WRHI reserves the right to comply with the agency's request, if doing so appears to be in the best interest of the child.

### **ATTENDANCE**

**WRHI's goal is to have an attendance rate of 98% or above.** Attendance count begins each Sunday at 3 PM and ends Friday at 3 PM. Consistent with the law, parents/guardian are responsible for their student's attendance. Parents/guardian can authorize a student's absence if they notify WRHI **AND** the school in advance or at the time of the absence. If a parent fails to notify WRHI, the residential staff may contact parents by telephone requesting reason(s) for absences.

Parents/guardians must comply with the following steps when students will be absent:

- Step #1:** The parent/guardian must call WRHI at telephone number **928-289-4483/4488/2379** and speak with the Homeliving Manager or Residential Clerk.
- Step #2:** The parent/guardian must give the date of the absence, the length of the absence and the reason for the absence, and must agree to assume the responsibility for the loss of any academic time.
- Step #3:** The parent/guardian and/or student shall be required to provide documentation of the reason for

the absence, including a doctor's appointment slip. A copy of the documentation will be presented to the Residential Clerk and one copy will be put in the student's folder. Students are to return to WRHI as soon as possible.

Winslow Residential Hall, Inc., encourages students to uphold their school attendance responsibilities. Students are expected to be in school daily, except for the excused reasons listed below:

1. Personal illness at home or at the residential hall.
2. Doctors, dental and/or clinic appointments, in which case a note from the medical provider is required.
3. Death of a family member.
4. Religious purposes for the student.

It is important that students return to WRHI Sunday evenings **before 9:00 PM** and attend school Monday through Friday without missing any class time. Checking out early is discouraged unless there is a family emergency, doctor's appointment or other unforeseen circumstances.

If a student is absent 10 consecutive school days, the student will be withdrawn. The Residential Clerk will notify the parents/guardian by telephone and letter after the 5<sup>th</sup> and 9<sup>th</sup> consecutive days of absence during the duration of the school year and request a parent-administrator conference.

### **INTERSESSION/RECESS**

Intersession weeks are for students who are recommended to attend. Typically, this week is for students who have low grades and are provided the opportunity for academic tutoring. Contact the schools for additional information.

#### **Fall Intersession 2018**

October 1 - October 5, 2018

WRHI is open for students  
recommended to attend Intersession

Fall Break

October 8 - October 12, 2018

WRHI is closed

#### **Winter Break 2018**

December 24 - January 4, 2019

WRHI is closed  
WRHI opens Jan 6, 2019 @ 2:00 PM

#### **Spring Break 2018**

March 11 - 15, 2019

WRHI is closed  
WRHI will open March 17, 2019 @ 2 PM

In the event your child is recommended to attend intersession week, parents/guardian are encouraged to make arrangements with WRHI. There are no bus runs during intersession week; WRHI opens Monday mornings at **7:00 AM** and will close on Fridays at **2:00 PM**. **Parent/Guardian are responsible for checking in and checking out their child at the times listed.**

Student Athletes who are NOT recommended to attend intersession are not allowed to reside at WRHI during intersession week. Parent/Guardian is responsible for providing transportation for their child during the intersession and breaks.

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## CONFIDENTIALITY OF STUDENT RECORDS

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### **General Policy**

It is the policy of WRHI and therefore, the duty of all employees, agents, representatives and students of WRHI, to respect and protect the privacy of all students and student records to the fullest extent possible required by the law and to the degree possible given the informational needs of WRHI's mission. Violations of these policies are grounds for disciplinary action.

### **Confidentiality**

Disclosure of student education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232(g) and corresponding Federal Rules and Regulations set forth in 34 CFR 99, as well as the requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400 et seq. and corresponding Federal Rules and Regulations set forth in (34 CFR 300.500). The making, maintenance and keeping of student records shall comply with 25 CFR 43 as applicable.

If a parent/guardian or an eligible student has reason to believe that a violation of FERPA has occurred, that person should immediately contact the WRHI Homeliving Supervisor. Any alleged violation will be immediately investigated by WRHI and corrective measures will be taken as necessary. The person also has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, and Washington D.C., 20202-4605. Copies of these policies and procedures will be available to a parent or eligible student at the office.

### **Definitions**

Dependent Student. Any student who is less than eighteen (18) years of age.

Education Record. All records which are directly related to the student and which are maintained by WRHI or an employee on behalf of WRHI. The following are not education records:

Records by instructional, supervisory and administrative personnel which are kept in the sole possession of these individuals and are not revealed to any other person except a temporary substitute for the maker of the record.

Records of the law enforcement unit of WRHI.

Records made and maintained in the regular course of business and relating to the employment of a student who is employed by WRHI and whose employment is unrelated to the individual's status as a student.

Records of a student eighteen (18) years or older or who is attending a post-secondary institution when those records are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional in connection with treatment of the student and are disclosed only to individuals providing such treatment. This does not include remedial educational activities or activities that are part of the educational program of WRHI.

Records containing information about an individual after he is no longer a student at WRHI.

Eligible student. A student who has reached eighteen (18) years of age or is attending a post-secondary school.

Parent: A natural parent of a student, regardless of whether that parent has custodial rights to the child, unless WRHI has been provided with evidence of a court order, statute or other legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights; a guardian or an individual acting as a parent in the absence of a parent.

Personally Identifiable Information: This includes, but is not limited to, the following:

The student's name;

The name of the student's parent or other family member;

The address of the student or student's family;

A personal identifier, such as the student's Social Security number or student number;

A list of personal characteristics or other Information that that would make the student's identity easily traceable.

Student: Any individual who is or has been in attendance at WRHI and regarding whom WRHI maintains education records.

### **Rights of Parents or Eligible Students**

Parents, their designated representative, or eligible students have the right to be provided with an opportunity to inspect and review educational records within forty-five (45) days of the date such review is requested. In the case of a special education student, WRHI shall comply with the request without unnecessary delay and before any meeting regarding an IEP or any hearing relating to the identification, evaluation or educational placement or the provision of FAPE with respect to this student. If the requesting party is prevented by circumstances to review the record, WRHI will either provide a copy of the records or make other arrangements which will allow for an opportunity to inspect the records.

Parents or eligible students have the right to correct or amend the record if they believe that information contained in the record is inaccurate, misleading or in violation of FERPA. WRHI will decide within two (2) weeks whether or not the records should be amended. If WRHI determines that no amendment is appropriate, the parents are entitled to a hearing to challenge WRHI's decision. Any hearing pursuant to this Section will be held within forty-five (45) days after the request has been made. Parents or eligible students will receive notice at least twenty (20) days prior to the hearing. Service of the notice shall be by personal delivery or certified mail, return receipt requested. The hearing will be conducted by a hearing officer who has no direct interest in the outcome of the hearing. Parents have the right to be represented by an attorney or other individuals at the parents' expense. The parents may present evidence and argument on all issues involved and have the right to cross-examine the witnesses. The hearing officer may make evidentiary rulings. Formal rules of evidence, such as are required in a judicial proceeding, need not be followed. The hearing will be confidential. The hearing officer's decision will be based solely on the evidence and will be issued within twenty (20) days after the conclusion of the hearing. WRHI will take appropriate action based on the recommendation of the hearing officer.

Parents or eligible students have a right to be notified of their right under FERPA and of the procedures there under. WRHI will provide a Notice to Parents and Eligible Students within the first two (2) weeks of each school year and to the parents of each newly enrolled student or eligible student thereafter. A copy of the Notice which is to be sent is attached here to and made a part here of as Appendix A to this Section. In the event that the home

language of the parent or eligible student is not English, WRHI will either provide a written notice in the home language of the parent or eligible student or will communicate the information orally by means of an interpreter.

When a record contains information about students' other than a parent's child or the eligible student, personally identifiable information regarding other students must be excised or blocked out. The parent or eligible student may not inspect and review the records of the other students.

### **Directory Information**

Winslow Residential Hall, Inc., will disclose directory information about a student without prior consent of the parent or eligible student. "Directory information" is such personally identifiable information contained in the record which WRHI does not consider harmful or an invasion of privacy if disclosed. Winslow Residential Hall, Inc., hereby designates the following information as directory information:

The student's name.

The names of the student's parents.

The student's address.

The student's date of birth.

The student's grade level.

The student's extracurricular participation.

The student's achievement awards or honors.

The student's weight and height if a member of an athletic team.

The student's photograph.

Residential Facility or school district the student attended before enrollment in WRHI.

Other information listed in Appendix B, hereto.

The designation of directory information and WRHI's policy on disclosure of directory information will be provided to the parent or eligible student in the Notice to Parents or Eligible Students at the beginning of the WRHI year or upon enrollment, if enrollment occurs during the WRHI year. The Notice to be provided is attached hereto and made a part hereof as Appendix B to this Section.

Upon receiving the Notice, the parent or eligible student will have a period of two (2) weeks to object to the disclosure of all or part of the directory information. Any objection must be in writing. If no written objection is received during the specified time period, WRHI will assume that the parent or eligible student has consented to the disclosure of the directory information. The custodian of records shall indicate in each student's educational record whether or not the disclosure of directory information is permissible under this Section.

### **Access to Student Records by Persons Other than Parents or Eligible Students Only By Consent**

Except as specifically set forth herein, WRHI will release student education records only with a parent's or eligible student's prior written consent or as required by law. A copy of the Consent form is attached hereto and made a part hereof as Appendix C to this Section. At a minimum, the consent must include a description of the specific records to be released, the purpose or reasons for the disclosure, the person or organization to which the records

shall be released, the signature of the parent or eligible student, the date the consent is signed and the period of time for which the consent is valid.

#### **Release of Records Where No Consent is Required**

**The Homeliving Supervisor or a person authorized in writing by the Homeliving Supervisor may release student education records without consent by the parent or eligible student under the following circumstances:**

- To School officials with a legitimate educational interest.

A “legitimate educational interest” is a person’s need to know in order to properly perform a necessary administrative task or to perform a necessary task directly related to the student’s education or to perform a service or benefit for the student or the student’s family.

- To another school where student intends to enroll.
- To organizations conducting studies to develop, validate or administer predictive tests, improve instruction and administer student aid programs as long as:
  - the study does not disclose personal identification of parents and student, and
  - Information is destroyed after conducting the study.
- To applicable entities and local officials, pursuant to applicable law, if the allowed reporting or disclosure concerns the juvenile justice system and the system’s ability to effectively serve the student whose records are released.
- To accrediting organizations to carry out their accreditation functions.
- To parents of a dependent student as defined by section 152 of the Internal Revenue Code.
- Pursuant to a judicial order or subpoena provided that WRHI has made a reasonable effort to notify parents/eligible student so that they may seek protective order, unless disclosure is in compliance with:
  - A federal grand jury subpoena and the court has ordered that the information furnished in response to the subpoena not be disclosed, or
  - Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the information furnished in response to the subpoena not be disclosed.
- Health/Safety Emergency:

Winslow Residential Hall, Inc., may disclose personally identifiable information to appropriate parties in connection with an emergency if the information is necessary to protect the health or safety of the student or other individuals. WRHI will determine the existence of such an emergency by considering the following criteria: Whether the person to whom the information is to be disclosed is qualified and able to deal with the emergency; whether the information is necessary for a prompt resolution of the emergency; whether the seriousness of the threat to health and safety of students or other individuals warrants the disclosure of the information.

Winslow Residential Hall, Inc., may include in a student's educational records disciplinary actions taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of WRHI community.

Winslow Residential Hall, Inc., may disclose such information to teachers and school officials who have a legitimate educational interest in the student's behavior.

Winslow Residential Hall, Inc., may disclose such information to teachers and school officials in other schools if they have a legitimate educational interest in the student's behavior.

- The disclosure is to the parent of a student or to the eligible student.
- The disclosure is information which has been designated by WRHI as "directory information" and the procedures regarding disclosure of directory information have been followed.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA) in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied for which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

### **Conditions Relative to Special Education Student Records Only**

Records of students in special education programs will be kept by specifically designated employees who will receive training in the confidentiality policies and procedures required in the collection, storage, disclosure and destruction of student records. WRHI shall maintain, for public inspection, a current listing of the names and titles of all employees who have access to personally identifiable information.

Parental consent must be obtained (1) before personally identifiable information is disclosed for any purpose other than meeting a requirement under this section (i.e., legitimate educational interest) or (2) if the information is to be disclosed to anyone other than officials of participating agencies who collect or use the information under IDEA or (3) whenever disclosure with parental consent is required under FERPA. WRHI shall inform the parents when personally identifiable information is no longer needed to provide educational services to the child. If the parent so requests, the information will be destroyed. However, basic identifying data, attendance data and academic data may be retained by WRHI.

### **Records of Access Requests**

Winslow Residential Hall, Inc., will keep a log of all access requests with each student record. The log will include the name of the individual or organization making the request; the purpose or reasons for request; the date of the request, and whether or not the request was granted. The log will be maintained as long as the student's education record is maintained by WRHI.



If WRHI releases information to third parties, with the understanding that the requesting party will disclose the information to additional parties, then the log must also include the names of the additional parties and the legitimate interests which each of these additional parties has in obtaining that information.

No record will be kept if the request was made by:

The parent or eligible student,

An authorized WRHI official with a legitimate educational interest,

A party who has the written consent of the parent or eligible student,

A party seeking directory information, or

A party seeking the records pursuant to a Federal grand jury or other law enforcement subpoena and the Court has ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

### **Destruction of Student Records**

Records other than those containing basic identifying data, attendance data, and academic data will not be destroyed. After five (5) years of being inactive, student records will be archived at the Office of Trust Records/Indian Affairs Records Management.

### **Notice to be Placed on Records Released**

All records released to any party outside of WRHI shall have attached to every page, or placed upon every page, a notice stating:

*"This student record is released to you on the specific condition that you will not permit any other party to have access to the information contained herein without the specific written consent of WRHI."*

Winslow Residential Hall, Inc., shall not consent to such secondary access unless and until the eligible student or the parent of the dependent student shall have executed consent to such secondary access in writing.

### **Standards for Creation of Student Records**

Student records shall contain only information concerning a student which is relevant and necessary to the accomplishment of the educational and personal welfare of the student and is authorized by law.

Student records which are used to make any determination concerning a student shall be maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the student.

Information which is or may be used in determining a student's rights, benefits or privileges under any program, grant or contract, shall be collected directly from the student or his or her parent, to the greatest extent possible.

### **Secure Maintenance of Records**

All student records shall be maintained with appropriate administrative, physical or technical safeguards to ensure the security and confidentiality of records and to protect against anticipated threats or hazards to their security or

integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any student on whom such information is maintained.

All permanent student records shall be kept and maintained in a locked container under the direct and immediate supervision and control of the Homeliving Supervisor or designee.

Temporary student records and copies of permanent student records shall be kept and maintained by the Homeliving Supervisor or designee.

All student records which are physically maintained in written form shall be so maintained subject to the following safeguards:

All areas in which the student records are maintained or regularly used shall be posted with a warning set forth in Appendix D to this Section.

During working hours, the area in which the student records are maintained or used shall be occupied by authorized personnel, or access to the student records shall be restricted by their storage in locked metal file cabinets or a locked room.

During non-working hours, access to the student records shall be secured and restricted by their storage in locked metal file cabinets or a securely locked room to which keys are only available to authorized personnel.

All student records which are electronically stored in a computer system shall be maintained in a manner by which access shall be restricted by physical lockout of the computer or by access which is limited to a password known or available only to authorized personnel. All student records, so kept or maintained in a computer system, shall be recorded daily on a computer storage device, which shall be maintained with the same security required for physical records. All authorized personnel shall be, not less than annually, provided with a review of the security requirements contained herein by the Homeliving Supervisor or his or her designee.

## APPENDIX A

### Notice to Parents and Eligible Students

Dear Parent/Guardian/Eligible Student:

If you need to have this letter translated, please contact the Homeliving Supervisor.

The WRHI Board of Directors has established a written policy governing confidentiality of student records, pursuant to the Family Education Rights and Privacy Act, 20 U.S.C. §1232(g) and 34 CFR. Part 99 and the Individuals with Disabilities in Education Act, 20 U.S.C. §1400 *et seq.* 34 CFR. §300.500 *et seq.* Copies of the relevant policies are provided to the student. Additionally, copies are available in the administrative office.

The student records maintained by WRHI include identifying data, attendance data, and academic data as well as health data, incident reports and psychological evaluations and reports. These records are located at the administration office under the supervision of a designated WRHI employee. Generally, these records are available to teachers and staff members working with a particular student and assist the teacher and staff member in providing appropriate educational services to the student. You have the right to inspect and review any and all educational records maintained by WRHI and pertaining to your child. If you would like to inspect and review your child's record or, in the case of an eligible student, (except for medical and mental health records), you must submit a written request to WRHI administrative office. Winslow Residential Hall, Inc., will comply with your request within a reasonable time but, in any event, within forty-five (45) days of the date of the request.

Winslow Residential Hall, Inc., is not required to give an eligible student access to his/her mental health or medical records. However, the eligible student may have the records reviewed by a physician or other professional of the student's choice, with the written consent of the student.

If you believe that information contained in the records is inaccurate or misleading, you may request that the records be amended. Your request must be in writing, contain the specific information which you believe to be inaccurate or misleading and must contain the reasons why you believe the information is inaccurate or misleading. If, after a review of the records, WRHI does not agree with your conclusion that the record should be amended, you have the right to request a hearing on that issue. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing.

Winslow Residential Hall, Inc., has designated the following information as "directory information": student's name, address, telephone listing, date and place of birth, the names of the student's parents, the student's grade, the student's extracurricular participation, the student's achievement awards and honors, the student's weight and height, if a member of an athletic team, the student's photograph, WRHI or school the student attended before enrollment at WRHI.

You have the right to refuse permission for WRHI to use the above-designated "directory information", or parts of it, with respect to your child. In that case, you must notify WRHI of your refusal, in writing, within two (2) weeks from the beginning of WRHI year, or if your child enrolls after the beginning of WRHI year, within two (2) weeks from the date of enrollment. NOTE: If WRHI does not receive written notification from

you within this two (2) week period, WRHI will assume that it has your permission to use the above- designated information.

If you believe that WRHI is violating records policies and procedures, you should immediately contact a WRHI official. Winslow Residential Hall, Inc., will promptly investigate your complaint and take corrective action, if necessary. You also have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, DC.

If your child is receiving special education and services, WRHI will inform you when personally identifiable information is no longer needed by WRHI to provide services to your child. This information will be retained by WRHI for a period of two (2) years after the date your child was last enrolled in WRHI.

NOTE: Although destruction of this information is the best protection against unauthorized and improper disclosure, these records may be needed in the future for social security or other benefits.

#### FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your student records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your student records without your consent to any third party designated by a Federal or State Authority to evaluate a federal - or state supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your student records without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your student records, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent information from your student records, and they may track your participation in education and other programs by linking such information to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## **APENDIX B**

### **Notice of Directory Information**

Winslow Residential Hall, Inc., may publish directory information on students. As an eligible student or parent/guardian of a dependent student, you are entitled to notice of this intended publication and of the categories of information about you or your child that may be published as a part of that directory information.

It is not necessary that you provide your consent to the publication of this information. However, if you object to this information being included as it relates to you or your child, you may notify the Homeliving Supervisor and that information will be excluded from publication. Below are the categories of information about you or your child that may be published.

- |                         |                           |
|-------------------------|---------------------------|
| ➤ Name                  | ➤ Address                 |
| ➤ Telephone listing     | ➤ Date and place of birth |
| ➤ Major field of study  | ➤ Activities and sports   |
| ➤ Date(s) of attendance | ➤ Awards received         |
| ➤ Tribal affiliation    | ➤ Area affiliation        |
| ➤ Agency affiliation    | ➤ Chapter affiliation     |
| ➤ Name of parent(s)     | ➤ Sex                     |
| ➤ Grade classification  |                           |

If you have any questions, please give the Homeliving Supervisor an opportunity to speak with you. You are welcome to call or visit at any time during regular business hours.

## APPENDIX C

### CONSENT TO RELEASE OF INFORMATION

I hereby authorize Winslow Residential Hall, Inc., and consent to the release of the information specified below from the student records of:

Student Name: \_\_\_\_\_

I understand that the record(s) of the above-named student to be released are as follows:

I understand that the reason(s) for the release of this information are as follows:

I understand that this information/record will be released to the following party and to no other parties without my further express consent and authorization:

\_\_\_\_\_  
Signature of parent/guardian of eligible student

\_\_\_\_\_  
Date of consent

## **APPENDIX D**

### **Posted Area Notice**

THIS IS AN AREA IN WHICH STUDENT RECORDS ARE MAINTAINED AND REGULARLY USED. ACCESS TO THOSE RECORDS IS LIMITED TO AUTHORIZED PERSONNEL.

1. Personnel authorized to handle student records shall, at all times, take care to protect the integrity, security and confidentiality of student records.
2. No authorized personnel may disclose the contents of student records unless such disclosure is authorized by the Student Records Policy and Procedure Manual.
3. No authorized personnel may alter or destroy a student record unless:
  - a. Alteration or destruction is required by an authorized administrative decision by the Homeliving Supervisor.
  - b. Alteration or destruction is required by the order of a court of competent jurisdiction.
4. Any person may be subject to a criminal penalty imposed by law for the unauthorized disclosure of student records.

Unauthorized disclosure, alteration or destruction of a student record may also be the subject of disciplinary action pursuant to WRHI's Policy and Procedure Manual.

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## STUDENT RIGHTS AND RESPONSIBILITIES, GRADES, AND DRESS CODE

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All students are to comply with all applicable laws, including, but not limited to, the laws of the Navajo Nation, City, State, and the Federal Governments. Student rights and responsibilities at WRHI are listed as follows.

Students are allowed and expected to:

- Make good decisions that will benefit the student, but not hinder anyone else or harm their decision-making abilities;
  - Express his/her personal identity as long as the student follows WRHI rules and regulations;
  - Practice his/her choice of religion, as long as it does not fall into the prohibitions and guidelines regarding drug paraphernalia, disrupt the student's ability to attend school, prohibit his/her responsibility to follow WRHI rules, or disturb or harm other students and staff. We ask that all students respect others' religious beliefs;
  - Participate in WRHI scheduled activities, unless the student has been suspended, released, or withdrawn, checked-out, or grounded by Residential Staff due to student infractions;
  - Assemble and meet in a peaceable manner. Students are not to disrupt other functions or engage in any rude, inappropriate behavior, or indecent actions or language;
  - Address legitimate grievances; and
  - Stay in a safe and secure environment within the limits of WRHI and the view of the Residential Staff.
- Students are to contribute to a positive environment.

Students have a right to due process in instances of disciplinary actions. (25 CFR § 42.2)

### **GRADES**

**Students are encouraged to maintain a 2.0 or above cumulative grade point average (GPA).** All students' transcripts will be subject to academic review by the Homeliving Supervisor, Homeliving Manager, Academic Tutor and Counselor.

Mandatory Study Hall (MSH) is required. Winslow Residential Hall, Inc., reserves the right to contact parents regarding a student's grades. Students who do not attend MSH as scheduled, are subject to disciplinary action(s). Refer to page 47-48 for disciplinary actions and range of consequences.

### **STUDENT ATHLETES**

The student athletes who reside at the WRHI have positions of leadership and influence in their school and in the community. Students represent WRHI, home, the community and themselves each time they participate in an activity or contest.

Student athletes are held to a high standard. Participation in athletics or extracurricular activities is a privilege, not a right. Winslow Residential Hall, Inc., expects student athletes to be worthy representatives of their fellow residents, teammates, and coaches, reflecting values of commitment and hard work. The student athlete will comply with the residential homeliving program handbook and must accept responsibility for their conduct. Ultimately, parents/guardian must assume the responsibility for the conduct of their children.

**Student athletes must make arrangements to attend study hall and fulfill the required one hour of**



mandatory study time.

## **DRESS CODE**

Students must not wear items that disrupt, distract, or interfere with the residential settings. The following list takes into consideration the educational environment, safety, health, and welfare of self and others and represents clothing regulations at WRHI:

- Slits or holes in clothing will not be permitted.
- Undergarments or clothing intended to be used as undergarments must be concealed.
- Writing, symbols, or materials relating to, but not limited to sex, violence, tobacco, drug paraphernalia, alcohol, or unacceptable language are prohibited.
- Revealing or distracting clothing is prohibited.
- Backless or strapless tops are prohibited. Straps are to be 2 inches wide.
- No midriff exposure.
- Tight pants cannot be smaller than two pant sizes (clothing that is too tight).
- Plunging necklines are not allowed.
- Short shorts and skirts must be at least 2"-4" above the knee when standing.
- T-shirts and other types of clothing that displays gang-style pictures, colors, slogans or symbols (i.e. "ICP", "8-ball", "South Side", "Low Rider") are prohibited and will be confiscated.
- Prison Garb: Shirts and pants that are typically used as prison uniforms usually in solid color are prohibited. This type of clothing contains a cotton-collared shirt with matching pair of pants. The top button on the shirt is usually buttoned. Both shirt and pants are bagging and loose with shirt un-tucked.
- Gothic style, all types of dog collars, gang-related attire, wearing of all-black clothing, and clothing with metal spikes or metal accessories are not allowed. For example, accessories such as dog collars with spikes, wristbands with spikes or chains are not acceptable. No lip or nose piercing.
- Excessive large or baggy clothing is not permissible.
- Sagging is prohibited; sagging is wearing the pants on the hips or below, allowing the underwear to show.
- Trench coats or similar attire are prohibited.
- Footwear is to be worn at all times except during sleeping hours, in which case footwear should be accessible near bed in case of emergencies.
- Roller blades, skateboards, and other similar footwear with wheels are prohibited.
- Sunglasses are not to be worn in the building unless a medical statement is provided.
- Tattoos, jewelry, and other adornments must not be hate-provoking, offensive, or show reference to sex, drug paraphernalia, alcohol, satanic symbols or violence.
- Chains must be smaller than a 1/4 inch wide and no longer than 12 inches.
- Bandanas or scarves used for gang identification, of any size, color, or shape, will not be carried, worn or displayed on campus. This may also include anything that may represent a display of "colors".

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## PARENT RIGHTS AND RESPONSIBILITIES

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Parents are encouraged to become involved in their child's educational and recreational activities.

### **Parents have the following rights:**

- Right to receive a copy of the WRHI Parent and Student Handbook
- Right to expect quality services for their child while residing at WRHI.
- Right to expect a safe, healthy, and positive environment for their child.
- Right to expect an atmosphere of positive cooperation from the administrative and residential staff.
- Right to become involved in the decision making process and planning of matters that have a direct impact on their child.
- Right to become involved in WRHI sponsored trainings/workshops, contingent upon availability of funds.
- Right to be informed in a timely manner should their child become ill, injured or require medical care of any form.
- Right to address charges imposed on their child in disciplinary matters.
- Right to obtain copies of discipline documents (letter of suspension, etc.).
- Right to be informed in a timely manner when their child is reported missing or AWOL from campus.

### **Parents have the following responsibilities:**

- Become familiar with the WRHI Parent and Student handbook.
- Read and sign a copy of the Student Handbook Agreement.
- Inform the residential staff of any special information regarding their child (e.g. changes in family status, guardianship, legal responsibilities, medical situations, etc.).
- Update the Emergency Contact information every nine (9) weeks to inform WRHI of any changes to parent/guardian contact information, telephone and cell phone numbers, legal guardianship, and Check-Out Authorization.
- Become involved in the child's educational progress by participating in school and WRHI orientated activities and events.
- Tend to their child's medical needs before returning their child to WRHI and inform the residential staff of medications, if any.
- Provide transportation from and to the WRHI (and/or WRHI DESIGNATED BUS STOPS) and pick up their child in a timely manner on weekends (Fridays) and holidays.
- Encourage their child to attend school on a daily basis and complete all course assignments.
- Ensure all required items (personal items, school supplies, personal hygiene, etc.) are obtained for your child prior to weekly check-in.

### **PARENT ENGAGEMENT COMMITTEE POLICY**

The goal of the WRHI Parent Engagement Committee (PEC) is to build and encourage a united parent community and to provide a network of communication between parents, guardians, residential staff, and administration. There shall be one (1) regularly scheduled meeting every first Sunday of each month.

**As a parent or guardian of a WRHI student resident, you are automatically a member of the PEC.** In being a part of this group, you are welcome and encouraged to join in the activities that the PEC sponsors. You can attend Parent Enrichment forums where valuable parenting related topics are presented and discussed. You can serve as a Parent Representative and enhance communication. You can participate in activities celebrating WRHI's diversity and creativity, volunteer your time and talents to social endeavors or support community members in times of need. However you choose to be involved, we hope you will find within the PEC a community that welcomes and supports

you and your family.

### **PARENT ENGAGEMENT COMMITTEE MISSION STATEMENT**

To build and encourage a united, supportive parent community that will encourage our children to become responsible citizens within the WRHI student community and to provide a network of communication support between PEC parents, guardians, WRHI staff and administration. Together, we are committed to supporting Winslow Residential Hall, Inc. mission and vision statement: each student will become a productive, competitive, and contributing member of the diverse society in which they live.

### **PARENT ENGAGEMENT GOALS**

1. The Parent Engagement Committee will develop By-laws to operate effectively.
2. Convene meetings, to which all parents of participating students will be invited, to inform parents of WRHI's participation in federal programs and grants and of the parents' right to be involved.
3. Offer a flexible number of meetings with parents, such as meetings in the morning or evening.
4. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the residential program.
5. Provide parents of participating students:
  - a. Timely information about WRHI programs;
  - b. If the parents desire, opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate in decisions relating to the education of their child;
  - c. Timely response to parents' suggestions.
  - d. A variety of opportunities to participate actively in their child's residential life experience.
  - e. Provide one-on-one parent conferences to discuss student progress and policies.

### **PARENT TEACHER CONFERENCE**

To ensure parental awareness and communication of students' progress, successes and/or concerns, WJHS and WHS set aside evenings throughout the school year for Parent/Teacher conferences. Generally, the conferences are scheduled every quarter allowing parent's adequate time to discuss their child's academic and behavioral performance. Parents are given the opportunity to address any issues that have arisen and their student will receive a grade report. Dates and times of the conferences will be announced, and posted. If you are not able to see all your child's teachers at WJHS or WHS, parents will be encouraged to make an appointment with the teachers. Upon request, WRHI may send a staff member on behalf of the student/parent.

### **REPORTING CHILD ABUSE AND NEGLECT**

Child abuse and neglect, whether physical, emotional or sexual, will be recognized and reported to the proper authorities. It is the duty and responsibility of each and every member of the WRHI staff in contact with students to be aware of the criteria for identifying a student's mood, conduct, physical condition and educational performance as they may suggest the presence of abusive influences and experiences and to report the same to the appropriate authority. This policy is enacted pursuant to the Indian Child Protection and Family Violence Prevention Act, Public Law 101-630, 1990. In addition, Public Law 101-647, *Control Act of 1990, Subchapter IV – Child Abuse Reporting*, requires that any person who, while in a professional capacity or activity on Federal land or in a federally operated (or contracted) facility, learns of facts that give reason to suspect that a child has suffered an incident of child abuse, shall as soon as possible make a report of the suspected abuse to the agency designated to receive the report. Reporting under this policy shall be done in strict compliance with the current SCAN policies, procedures and forms found on the BIE Website.

# 2018-2019 Calendar

## Winslow Residential Hall, Inc.



July 2018							August 2018							September 2018							October 2018							November 2018							December 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7					1	2	3	4						1		1	2	3	4	5	6							1							
8	9	10	11	12	13	14		5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9							
15	16	17	18	19	20	21		12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16							
22	23	24	25	26	27	28		19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23							
29	30	31						26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30								
															30																			30							

January 2019							February 2019							March 2019							April 2019							May 2019							June 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5						1	2						1	2																							
6	7	8	9	10	11	12		3	4	5	6	7	8	9		4	5	6	7	8	9		7	8	9	10	11	12	13		5	6	7	8	9	10	11	12	13	14	15		
13	14	15	16	17	18	19		10	11	12	13	14	15	16		10	11	12	13	14	15	16		14	15	16	17	18	19	20		12	13	14	15	16	17	18	19	20	21	22	
20	21	22	23	24	25	26		17	18	19	20	21	22	23		17	18	19	20	21	22	23		21	22	23	24	25	26	27		19	20	21	22	23	24	25	26	27	28	29	
27	28	29	30	31				24	25	26	27	28			24	25	26	27	28	29	30		28	29	30																		

### Federal Holidays

July 4, 18 - Independence Day  
 Sept. 3, 18 - Labor Day  
 Nov. 12, 18 - Veteran's Day  
 Nov. 22, 18 - Thanksgiving Day  
 Dec. 25, 18 - Christmas Holiday  
 Jan. 1, 19 - New Year's Holiday  
 Jan 21, 19 - Martin Luther King Jr. Day  
 Feb. 18, 19 - Presidents Day  
 April 19, 19 - Good Friday  
 May 27, 19 - Memorial Day

### Contract Dates

July 2, 2018-June 30, 2019 (12 Mnth staff)  
 July 23, 2018-May 24, 2019 (10 Mnth staff)  
 July 16, 2018-May 31, 2019 (Managers)

### Breaks

Oct. 1-5, 2018 - Intersession  
 Oct. 8-12, 2018 - Fall Break  
 Nov. 21-23, 2018 - Thanksgiving Recess  
 Dec. 24, 18-Jan. 4, 19 - Winter Recess  
 Mar. 11-15 - Spring Break

### WUSD Important Dates

Sept. 28, 18 - End of 1st Quarter  
 Dec. 21, 18 - End of 2nd Quarter  
 Mar. 8, '18 - End of 3rd Quarter  
 Mar. 11 -15 - Spring Break  
 April 19, 19 - Snow Day  
 May 10, 19 - Snow Day  
 May 23, 19 - End of 4th Quarter  
 July 30, 18 - School Begins  
 May 23, 19 - School Ends  
 High School Graduation - 05/22/19

### Residential Governing Board Meetings

Governing Board Meetings will be held on the second Fridays of each month.

PEC first Sunday of each Month

Concurred by: Robert J. Butts Date: 6-9-18  
 Director  
 Approved by: Joseph Francis Date: 6-9-18  
 Governing Board President



**DAILY STUDENT SCHEDULES**  
**Sunday and/or Holiday Monday's Check-In Schedule**

TIME	SUNDAY OR HOLIDAY MONDAY DUTIES AND EVENTS
2:00 PM	The residential hall opens.
5:00 – 7:00 PM	Students are allowed to order for pizza delivery (and must pay for own pizza).
3:00 – 8:00 PM	Club meetings, computer lab, laundry, recreational activities, counseling services, study hour etc.
6:30 – 8:00 PM	Study Hour- Homework time in designated areas ( Gymnasium, Cafeteria, and modular <b>Entrance doors to the students wings are locked.</b>
8:30 PM	Recommended end time to check in students
8:00 – 9:30 PM	Personal time (all students must remain in the building; stay in their own wings and get ready for lights out). Lobby, gym, and cafeteria must be clear of students, unless there is a scheduled event.
9:30 PM	Personal time ends - all students to bed. <b>LIGHTS OUT – all electronics items must be turned off (i.e. cell phones, tablets, laptops)</b>

TIME	MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY
5:00 AM	Mandatory early wake-up for all students. Lights on for all students. Clean up personal areas; make beds, put away clothes, store personal items, shower and begin chores.
6:00 AM	Breakfast service begins – All Jr. High and High School Students are required to attend. (Mandatory for all students to meet the ADE requirements. )
6:50 AM	Breakfast service ends
6:45 AM 7:00 AM	1 <sup>st</sup> Bus run (NAVIT students) 2 <sup>nd</sup> Bus run – Jr. High students should only ride the 2 <sup>nd</sup> bus run <b>Junior High students are encourage to ride the bus daily (to &amp; from)</b> <b>Student walkers must leave by 7:10 AM</b>
7:20 AM	3 <sup>rd</sup> Bus run - High school students must depart for school
7:45 AM	1 <sup>st</sup> Period begins at the High School and Jr. High

**\*STUDENTS ARE REQUIRED TO SIGN-OUT WHEN LEAVING CAMPUS FOR SPORTS AND SCHOOL ACTIVITIES THEY MUST SIGN IN WHEN RETURNING TO CAMPUS.**

**Daily Afternoon Schedule**

TIME	DUTIES AND EVENTS
2:40 PM 3:45 PM	6 <sup>th</sup> hour ends at the High School – students return to WRHI
2:30 PM 3:15 PM	Bus leaves WRHI for the High School & Jr. High (Any student on a Behavior contract <b>must ride the bus daily. Junior High students are encouraged to ride the bus daily.</b> Bus completes transport
3:00 PM	Students begin afterschool check-in at the Residential Hall
3:30 PM	All students must be accounted for student check-off; thereafter every hour.
3:30 – 5:00 PM	Recreation time and counseling services.

	counseling services, etc.
5:00 PM	Dinner for all students
5:45 PM	Dinner service ends
6:30 - 7:30 PM	Power Hour study hall (Mandatory for all students to participate)
3:30 - 4:30 PM	Mandatory Study Hall for students that need and must get additional help to maintain grades. Entrance doors to the main building will be locked (Gym and cafeteria will be closed for the remainder of the evening.)
8:30 – 9:30 PM	Personal time (all students must remain in the building; stay in their own Wings and get ready for lights out). Lobby, gym, and cafeteria must be clear of students, unless there is a scheduled event.
9:30 PM	LIGHTS OUT – all students to bed – all electronics items must be turned off. Cell phones, tablets, laptops.

TIME	DELAYED START DAY – WEDNESDAY'S
6:45 AM	1 <sup>st</sup> Bus Run for NAVIT students
9:05 AM	2 <sup>nd</sup> Bus Run – ALL Jr. High Students
9:20 AM	3 <sup>rd</sup> Bus Run – All students must depart for school
9:45 AM	1 <sup>st</sup> Period begins at WHS and WJHS

### **Junior High & High School Modified Afternoon Schedule**

TIME	DUTIES AND EVENTS
12:15 PM	High School release
12:45 PM	Students check-in at WRHI
12:45 – 3:00 PM	Scheduled activities
3:00 PM	Resume afternoon schedule

### **PARENTAL PERMISSION, RELEASE OF LIABILITY AND STUDENT AGREEMENT CONSENT FORM**

Winslow Residential Hall, Inc., strongly encourages students to ride the bus to and from school in order to promote safety, security and good attendance. However, parents and students have expressed an interest in students walking between WRHI and Winslow Unified School District (WJHS & WHS) facilities for purposes of going to and from school and school-related extracurricular activities. WRHI may allow students to walk if the student exhibits proper behavior and conduct and if the student and parent/guardian complete a permission, release and student agreement consent form. The parent/guardian or WRHI may revoke permission to walk at any time.

### **RESIDENTIAL HALL CLOSURE**

Winslow Residential Hall, Inc., is closed during the following holidays: Labor Day, Veteran's Day, Martin Luther King Day, President's Day, and Memorial Day. The Residential Staff will provide parents with further notices of any closures. The Winslow Residential Hall is unable to control emergency situations, but will strive to make arrangements as appropriate.

### **BUS SCHEDULE**

The bus driver provides transportation for the students to junior/high school activities. The residential staff will only transport students if the bus driver is not available and upon the availability of government vehicles. Vehicles are used for multiple reasons such as transporting students to Winslow Indian Health Care Center (WIHCC), home, and other student activities. Winslow Residential Hall, Inc., will strive to support student transportation, whenever possible. **All Junior High students are encouraged to ride the bus to and from school daily.**

## **AFTER SCHOOL BUS SCHEDULE**

Leaves WRHI-----2:25 PM  
Arrives at Winslow High School @ 2:40 PM (on Cherry St. next to the Old Bulldog Gym)  
2<sup>nd</sup> Bus run - Winslow High School (on Cherry St. next to the Old Bulldog Gym) -----3:00 PM  
Returns to WRHI-----3:15 PM  
Bus will be available to transport students with after school activities----- 3:15 - 9:00 PM

**Parents:** Be on time to receive your child and to properly check them out. The bus driver must keep to the schedule for other waiting parents on the route. Parent/Guardian that continuously delay the bus run may be subject to loss of privileges. In the event student(s) are not picked up, the driver is required to return student to WRHI.

### **BUS RULES AND REGULATIONS**

Transportation of students is a privilege extended to students at WRHI. It is the responsibility of the driver, the bus monitor and the student to do everything possible to make it a safe ride. The privilege of a student to ride a school bus is contingent upon the continuous observation of the safety rules and acceptable behavior. **All Student Behavior Contract students are required to ride the bus to and from school daily.** Bus evacuation drills will be conducted semi-annually by the bus drivers.

#### **Safety Regulations:**

1. Follow the Bus Driver's and WRHI staff directions. Be on time.
2. Stay in your seat until the bus comes to a complete stop, face forward, do not become destructive or engage in dangerous behavior. Pushing & chasing at the bus stop is unsafe.

3. Do not eat or drink on the bus. **Fountain drinks are not allowed in the bus.**
4. Keep your body, including your head, hands and feet inside your seat area, not outside the windows or in the aisle.
5. No drugs or tobacco products of any kind are allowed on the bus.
6. Flammable materials, lasers, or weapons are NOT allowed on the bus.
7. When you exit the bus to cross the street, walk 10 feet in front of the bus. Look and listen for oncoming traffic when crossing the street.
8. Defacement of bus such as cutting seats and graffiti is NOT allowed. Students will pay restitution for damages. This includes, but is not limited to damage caused by gum, food, nail polish, sharpies, etc.
9. Be careful in approaching the school bus. Wait in line, parallel to the street until the bus is at a complete stop before approaching.
10. Students are not allowed to get off the bus (Friday's) at unscheduled stops unless prior arrangements have been made with the parent/guardian.

## WRHI BUS SCHEDULE

**FRIDAY BUS RUN** - STUDENTS ARE REMINDED THROUGHOUT THE WEEK TO SIGN UP FOR THE FRIDAY BUS RUN.

Location & Arrival times:	Departure times:
Depart WRHI Campus	3:30- 4:00 PM (MST)
Dilkon Navajo Westerner Store (4:45 PM)	4:50 PM
Teesto Chapter House (5:05 PM)	5:10 PM
Second Mesa Post Office (5:35 PM)	5:40 PM
Polacca Circle M (5:45 PM)	5:50 PM
Burnside Giant Store (6:30 PM)	6:35 PM
Ganado Gas Station (6:45 PM)	6:50 PM
Chambers Baptist Church (7:15 PM)	7:20 PM
Navajo Truck Stop (7:30 PM)	7:35 PM
WRHI (9:00 - 9:15 PM)	

**SUNDAY BUS RUN** - STUDENTS MUST BE AT DESIGNATED BUS STOP BEFORE THE BUS ARRIVES; THE BUS RUNS ON A TIME SCHEDULE AND WILL NOT WAIT FOR STUDENTS WHO ARE NOT AT THE BUS STOP.

Location & Arrival times:	Departure times:
WRHI	11:00 AM (MST)
Sanders Gas Station (1:10 PM)	1:15 PM
St. Michaels Post Office (2:00 PM)	2:10 PM
Ganado Gas Station (2:40 PM)	2:45 PM
Burnside Giant Gas Station (2:55 PM)	3:00 PM
Polacca Circle M (3:45 PM)	4:00 PM
Second Mesa Post Office (4:10 PM)	4:15 PM
Teesto Chapter House (4:40 PM)	4:45 PM
Dilkon Bashas Parking Lot (5:05 PM)	5:15 PM
WRHI (6:00 - 6:15 PM)	

The assigned Bus Monitor will have access to the work phone during the bus runs. Bus Drivers are prohibited from using the cell phones while driving the school bus.

<b>BUS DRIVER</b>	<b>(928) 613-1374</b>
<b>RESIDENTIAL MANAGER</b>	<b>(928) 386-1391</b>
<b>GIRL'S DEPARTMENT</b>	<b>(928) 386-1528</b>
<b>BOY'S DEPARTMENT</b>	<b>(928) 386-5866</b>
<b>WRHI</b>	<b>(928) 289-4488</b>
	<b>(928) 289-2379</b>



11. **For Friday & Sunday bus runs**, students will only be allowed to take **one small travel bag** that will fit under the seat). **Due to safety and lack of space, students will not be allowed to take laundry baskets and oversize items.** Bus drivers and bus monitors will not allow any student to take any oversized duffle bag on the bus.

## CHECK-IN AND CHECK-OUT POLICY

### **CHECK-IN/CHECK-OUT AUTHORIZATION LIST**

The Check-In/Check-Out Authorization List identifies those people who are authorized to check-in and check-out a student. **Only parents/guardians are permitted to add or delete names to the Check-In/Check-Out Authorization List.** The parents/guardians are responsible for providing the List to WRHI at the time of registration. Authorized individuals must be immediate family members and **must be 25 years old or older.** Immediate family member is defined as the student's mother, father, guardian, sister, brother, uncle, aunt, grandparents, and any person listed in a duly-witnessed and proper Special Power of Attorney. The Authorization List cannot be used to deprive a parent or legal guardian from accessing or checking-out a student. Only a valid and current court order (or, in limited cases, the request of law enforcement or social services) can do that (See Policy on Custodial and Non-Custodial Parents). These rules are intended to promote the safety of students. Therefore, there are **NO EXCEPTIONS** to these rules. You can only add up to seven (7) names to the list including parents/guardian.

### **CHECK-IN PROCEDURES**

**It is mandatory that all parents/guardians and students attend the parent orientation during the time of first check-in.** Parent orientation will be scheduled prior to check-in.

Room Inspections must be conducted by the student, and parent or legal guardian, and a member of the residential staff at the time of check-in. Any damages, dirty surfaces, and/or defects will be noted. Parent/Guardian and student will be responsible for damages and/or final cleaning of the room.

**Weekly Check-Ins:** All students must be properly checked in by their parents/ guardians or individuals who are listed on the Check-In/Check-Out Authorization List. **Check-ins must be in person; telephonic or other check-ins will not be accepted.** Students are not permitted to check themselves in, even if they are 18 years of age or older.

### **CHECK-OUT PROCEDURES**

**Weekly Check-Outs:** Students may only be checked out by their parents/guardians or individuals who are listed on the Check-In/Check-Out Authorization List. Check-outs must be in person; **telephonic or other check-outs will not be accepted.** Students are not permitted to check themselves out, even if they are 18 years of age or older.

Winslow Residential Hall, Inc., employees are prohibited from checking-out students while on duty and not allowed to check out students unless they are the student's parent/guardian or appear on the student's Check-In/Check-Out Authorization List. Winslow Residential Hall, Inc., reserves the right to verify an individual's identity and to refuse to allow a student to be checked-out to any person, even those listed on the Check-In/Check-Out Authorization List, if WRHI deems the person to be a threat to your child's well-being.

**If a student is to be checked-out from WHS or WJHS, the student MUST ALSO BE CHECKED-OUT FROM WRHI. Otherwise, WRHI will deem the student to be absent without permission.** The student must be checked out in accordance with WRHI's check-out procedures, including that the check-out must be in person. All students need to be **checked out on the last school day of the week.** **Pre-check outs are not allowed.** The student must be removed from WRHI premises upon check-out.

### **DAILY SIGN-OUT**

**Students must receive prior written approval from a WRHI Residential Advisor before leaving campus.** This is to ensure that WRHI staff can locate students at any and all times, especially if there is an emergency.

As such, students must follow the following daily sign-out procedure prior to leaving campus:

- Step #1:** A student must get permission from the designated residential advisor.
- Step #2:** Each student will sign-out on the sign-out form listing his/her specific destination(s) and time of departure.
- Step #3:** If permission is granted, the Residential Advisor will initial the sign-out and write the time the student is to return to the residential hall. Sign-outs may be for 45 minutes, unless the sign-out is for school purposes or related to school activities that take longer than 45 minutes. **If the student remains at the school for tutoring the student will need to sign out in the morning, before leaving to school.**

If the sign-out is for school purposes or related to school activities, an official note, signed by the student's teacher, advisor, or other school official must be given to the residential staff member on duty. The note will be attached to the sign-out form. Students signing out for drama or other clubs must be listed on an official roster for that club. If the sign-out is related to participation in sports, the student must sign-out prior to the activity (e.g., practice or game). The student must return to campus and sign-in within 45 minutes of the end of the activity (not including "away" games).

- Step #4:** Immediately upon return to the residential hall, the student will check-in with the residential staff member on duty. The staff member will enter the exact time the student returned to the residential hall on the form and will initial the form.

**If a parent/guardian wants to check-out a student who is currently signed-out, the parent/guardian must follow the Check-Out Procedures (see above).**

**The girls are allowed to sign out for 45 minutes before supper on Wednesdays. The boys are allowed to sign out 45 minutes before supper on Thursdays.** Permission to sign-out will depend on daily room ratings, completion of chores, low grade list, and other factors as determined in the discretion of the designated WRHI Residential Advisor. **Students that are on Behavioral Contracts are not allowed to sign-out.**

**THE FOLLOWING AREAS ARE OFF LIMITS TO STUDENTS:** Students are not allowed to loiter at the WHS, WJHS, private homes, and the triangle basketball court. Students in unauthorized areas will be subject to disciplinary action.

**STUDENTS ARE NOT PERMITTED OUT AFTER 6:00 P.M. OR SUNDOWN WHICHEVER IS EARLIER,** unless part of an official school or dormitory activity. Students out after sundown are subject to disciplinary action.

#### **VACATING A ROOM OR WITHDRAWAL FROM WRHI**

When a student vacates a room for any reason (end of the year, approved room change, etc.), the condition of a student's room will be compared with the room inspection form signed by the student, parent/guardian, and residential staff when student checked in. Room occupants will be billed for rooms and/or furnishings that have sustained damages or are excessively dirty. **Not completing the Withdrawal process will result in a forfeiture of the security deposit. The student's parent/guardian must be present to sign all paperwork regarding the check-out or withdrawal.** Proper check-out shall be achieved by:

- The student must empty his or her room of personal belongings;
- The student must return all WRHI property that was issued to the student, including room keys and padlocks (if any);
- The student must clean the entire room by wiping clean the locker, bed frame, and walls, cleaning the trash containers, and sweeping and mopping the floor.
- The student and parent(s) must be present during the inspection of the room.
- If the foregoing are performed and completed satisfactory, the student, parent/guardian, and Residential Advisor will sign

the withdrawal and room inspection forms.

Any deviation from this procedure may result in a fine or loss of deposit, as follows:

- |   |   |
|---|---|
| • Room damage and other property (depending on damage)  | Cost of repair, including parts and labor |
| • WRHI key and/or padlock not returned, lost or damaged | \$15.00 each                              |

**Refunds of the security deposit will be provided 30 business days after proper withdrawal has been made, however if your child is returning, parent/guardian has the option to carry over security deposit.**

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## ROOM ASSIGNMENTS AND ROOM CHANGES

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### **ROOM ASSIGNMENTS**

- The Homeliving Manager and Residential Advisors make room assignments. Room assignments will be two (2) students per room.
- The Homeliving Manager, with reasonable justification, can change room assignments without parent/guardian consent.
- A complete room check-in inspection and inventory will be made prior to students checking-in and checking-out, listing the conditions of the room, at the beginning of the school year and at the end of the school year or at time of withdrawal or reassignments. The students assigned to each room will be responsible for the care of the room and furnishings, including any and all damages incurred and WILL pay restitution to WRHI for any such damage.
- **On a daily basis**, each student will clean their individual rooms. This includes the following: sweeping/mopping floor, dusting desk, picking up items off floor and placing them in their proper places, making individual beds, turning off electrical items, emptying trash, and lining receptacles. Students are requested to take their blankets home at least 3 weeks to wash. Bed linen must be changed and laundered weekly.
- Staff members will inspect individual rooms daily and report findings to students. If there has been damage to WRHI property, it will be documented.
- Room inspection may be conducted without notice.
- No posters, cloth or decorations may be placed on ceilings, near heating and cooling vents, sprinkler systems or lights. Due to security, students will not cover the door or windows with any obstruction. Rearrangement of furniture will not be allowed due to Fire Code Compliance and potential damage to furniture and the room.

### **ROOM CHANGES**

A student may request to move to another room with reasonable justification once per semester and with prior approval of the Homeliving Manager. A Room Change request form will be completed by parent/guardian. Any damages to the student's room may be charged to the student and his or her parent/guardian. The Residential Staff will conduct a room inspection with the concurrence of the parent. Room changes will not be considered until after the first month of school.

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## PROHIBITED ITEMS

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**The following items are not permitted. Possession or use of these items will result in seizure of the item and possible disciplinary action(s).**

Full length mirrors – will allow mirrors 6 inches x 6 inches in size	Electric blankets
Large stereo systems & sound bars	Hair Dye
Televisions/flat screens, etc.	Bicycles/skate boards/roller blades/scooters
Video game consoles	Permanent Markers (Sharpies)/Glow paint/Fabric paint
Lamp and lamp tables	Lighters, matches, incense
Iron and ironing boards	Movies or Games Rated R and M or above
Walkie-talkies	Energy drinks
Ornamental lights	Mouthwash with alcohol
Power strips and/or extension cords	Shaving razors
Portable heaters	Aerosol cans: hairspray, body spray, cologne, perfume, etc.
Electric fans	Air freshener, wall plugs, candles, etc. <b>(sprinklers in rooms are very sensitive &amp; will set off fire alarm)</b>
Pull up bars, boxing gloves, UFC attire	Silly string, confetti, water guns, and water balloons
Weight lifting equipment	Cameras, camcorders and other recording devices – privacy issues
Bleach	Knives, spikes, chains, nails, tacks, and pushpins

For safety and to conserve energy, all electrical appliances must be turned off before leaving the room. Students who neglect their responsibilities and/or create safety hazards will lose the privileges of bringing personal electrical items on campus.

**Do not hang clothes (with or without hangers) from the sprinklers in rooms or light fixtures. These are fire hazards and student will be held liable for damage.**

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## DEPOSITS, CAMPUS AND ROOM DAMAGE, KEYS AND NOISE POLICY

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### **DEPOSITS, CAMPUS AND ROOM DAMAGE**

Winslow Residential Hall, Inc., requires a \$50.00 (per child) deposit by money order payable to: **Winslow Residential Hall, Inc.** Please include your child's name on the money order.

In an effort to keep costs of common area (lounge, lobby, dining hall, gym, and modular classrooms) damage to a minimum, every student is required to take responsibility in keeping the common areas clean and comfortable and preventing vandalism. Students are required to report vandalism to the Homeliving Manager and/or staff. If common area damage occurs, each parent/guardian and student involved will be charged in equal proportion to pay for the repairs.

**If a student causes any vandalism on campus, they are liable for all repair and costs. Furthermore, if a student damages their room or any other equipment owned by WRHI, they will be charged the fair market value for the replacement and/or repair of the objects or items damaged. Any such damage shall be paid within sixty (60) days of notice by the parent/guardian. If payment is not received, it will be sent to a collection agency.**

### **DISASSEMBLING/MOVING FURNITURE**

Students are **not allowed** to move, rearrange, modify, disassemble or remove furniture. **This includes adjusting the height of the bed**, moving foot lockers and stacking them, moving tall lockers, and moving desks. Disassembling furniture can be **dangerous** to students and can damage the furniture. Students will be required to pay for damage or loss of, repair, and/or replacement of property even when such damage or loss is the result of an accident.

### **NOISE POLICY**

Students will be allowed to play musical instruments and electric devices as long as the playing does not cause a distraction or interruption. When there is a complaint of loud noise, the residential staff will verbally warn the student. If the loud noise continues, the residential staff has the right to confiscate the equipment and return such item to the parents or guardian. The student will not be allowed to bring that item back for the remainder of the school year.

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## **CAMPUS AND ROOM REGULATIONS**

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Winslow Residential Hall, Inc., has established the following regulations to help provide a safe and beneficial environment for the students. Failure to abide by these regulations may result in disciplinary and corrective actions, up to and including removal from WRHI:

### **Mandatory Power Hour is at 6:30 - 7:30 PM and Mandatory Study Hall is at 3:30 – 4:30 PM**

- During this time students are required to do homework or silently read in their designated area. Cell phones must be kept in student rooms. **No cell phones are allowed during MPH and MSH.** Cell phones are distracting and should not interfere with student studying time. If a student fails to follow this rule, disciplinary actions will be taken, including confiscation of the cell phone
- Quiet personal time is from 8:00 PM – 9:30 PM. During this time radios need to be at an acceptable level and students must prepare for the next school day. The lobby, cafeteria, and gym need to be cleared unless there is a WRHI function.
- Student rooms shall remain unlocked when students are in the rooms to allow for consistent supervision by the residential staff. There are adequate provisions for student privacy in the residential hall, and items that require secure storage should be placed in the individual's secure storage space provided in each room. Doors are equipped with locks that may be unlocked at any time by the residential staff.
- Illegal substances or related items such as alcoholic beverages, tobacco, drugs, and drug paraphernalia are not tolerated on campus. Similarly, prescription medicine shall not be used for any purpose other than that for which it is prescribed. Sale, possession, and/or use of prescription medicine without a prescription are prohibited. WRHI reserves the right to randomly request the local law enforcement to conduct searches for illegal substances.
- Vandalism or any criminal activity of any kind will not be tolerated on or off campus. The students involved will be responsible for all costs to repair the damages. **No exceptions.** The student will be held accountable and may be subject to criminal prosecution, as well as discipline by WRHI.
- The rooms where students reside are the property of Winslow Residential Hall, Inc. Although students are entitled to personal spaces for storing their own personal effects (including at least one lockable closet, dresser drawer, or storage space), all spaces and property (including lockable spaces) are the property of WRHI and are subject to searches. (25 CFR § 36.110) Neither students nor parents have an expectation of privacy anywhere in WRHI, including rooms, desks, lockers, hallways, common areas, and grounds for purposes of searches and seizures. Staff, and their designees, reserve the right to enter and search any room under the following circumstances:
  - Daily and periodic room inspections and inventories
  - Room health/safety inspections and inspection for damages
  - Pest control spraying

- At the beginning of a break or holiday
- When there is a disturbance in the room
- Emergencies such as fire, injury, or illness of a student;
- When there is reasonable suspicion that a student is in possession of illegal or prohibited substances
- When it is necessary to further investigate any other violations of WRHI policies
- On a random basis

Visitors and students who are not officially checked-in are not allowed in the students' rooms. All visitors must sign-in and obtain a Visitor's Pass at the front office. **Visitors age of 18 over who are dating a WRHI student will not be allowed to visit.** WRHI reserves the right to check IDs for verification of all visitors. Visitation will be limited to the front lobby only. Rooms are private areas used for study time, quiet time, personal time, and sleep only. Visitors must leave campus by 6:00 PM. Visitors that violate campus rules may be banned from campus. WRHI reserves the right to deny visitation if deemed to be in the best interest of WRHI and/or the student(s).

- Students are also responsible for contributing to the cleanliness of the hallways, restrooms, and common areas. Daily chores will be assigned and the students are responsible for completing them.
- Students are not permitted to share beds with anyone, for their health and safety.
- Roommates are encouraged to coordinate room personalization to the satisfaction of the other roommate.
- Students are expected to show respect, courtesy, and consideration using K'e to the Residential Staff, visitors, presenters, and their peers. Any verbal abuse against another student or staff will not be tolerated.
- Items such as shaving creams and bottled water may not be used to vandalize the buildings or harm other students. Such items will be confiscated if used inappropriately.
- Students **shall not** participate in any romantic attachment or any other sexual or affectionate conduct while residing in WRHI. This refers to both opposite and same sex relationships. If any students are suspected of such conduct, they will be referred to the Residential Counselor and the student's parents will be notified at a first offense. If behavior continues, further disciplinary actions will be assigned.
- Hickeys are not permitted.
- Students are responsible for their own property and money. If lost or stolen, WRHI is not responsible and will not replace it.

Each department lounge is equipped with a refrigerator and storage cabinets. Students may **bring nutritious snacks** and water bottles. Please do not bring soda or sugary drinks. Food and drinks must be stored properly at all times for sanitary reasons, as it attracts insects, rodents, etc. We respectfully ask parent/guardian to provide nutritious snacks and refrain from foods that do not provide nutritional value (e.g. potato chips, tortilla chips, Hot Cheetos, Hot Fries, Ramen Noodles, etc.) WRHI has a Wellness Policy in place. (Page 62 - 65)

**Students are not allowed to bring fountain drinks and energy drinks on campus.** Students shall snack in student lounges and are responsible for cleaning up after each use. Outside food and drinks are not allowed in the cafeteria. Students are allowed to order take-out on Sundays and Thursdays after 5:00 PM and no later than 7:00 PM. Parents/Guardians are allowed to drop off food after 5:00 PM. All outside food deliveries shall end at 8:15 PM

### **PRESENTATIONS & ASSEMBLY ETIQUETTE**

Students are expected to show respect, courtesy, and consideration to residential staff, visitors, presenters, and their peers. This applies to presentations provided for students' cultural and social education. Students will be asked to turn off electronic devices, and keep quiet unless asked to provide comments or questions, remain alert and actively listen. Most importantly, students are required to stay to the end of the presentation. Inappropriate behavior such as whistling, yelling or public display of affection (PDA) will not be tolerated. All students and on-duty staff are required to attend all assembly programs.

## **UNAUTHORIZED VEHICLES**

Students are not permitted to sit in, ride in or operate any vehicle unless accompanied by parents or checked- out of WRHI. Students shall NOT bring personal vehicles on campus. No students shall be allowed to ride home or sit in a vehicle with student/individuals bringing a privately owned vehicle to the residential hall due to safety and liability. Students are not allowed to drive private vehicles while checked in at WRHI.

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## **STUDENT DISCIPLINE**

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Appropriate behavior is a necessary prerequisite to learning and living at WRHI. Therefore, each student must conduct himself/herself properly and in accordance with the Student Handbook. Each employee is responsible for helping to enforce proper student conduct.

Cooperation between parents, legal guardians and WRHI is essential to positively affect student discipline. To facilitate and further this cooperation, WRHI will:

- Strive to inform parents of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute to parents clearly-stated discipline policies, rules and regulations.

Students must accept the responsibility for their conduct. WRHI will assist parents/guardians whenever possible by recommending services sponsored by WRHI, outside services, and agencies that may be of assistance in correcting unacceptable student behavior. However, parents/guardians must ultimately assume the responsibility for the conduct of their child.

## **PERMISSIBLE PENALTIES**

The range of penalties that may be imposed for violations of student conduct rules include, but are not limited to the following:

- Verbal Warning
- Written Warning and notification to parents/guardians
- Mandatory Counseling
- Behavioral Contracts
- Loss of Privileges
- Out of WRHI suspension (short term, not to exceed 10 days)
- Out of WRHI suspension (long term, over 10 days)
- Long-term suspension by the WRHI Board of Directors.
- Emergency Suspension
- Removed

In addressing alleged violations of WRHI policies, WRHI will consider, to the extent appropriate, the reintegration of the student into the WRHI community. (25 CFR § 42.3)

Loss of privileges will accompany written warnings/notifications and higher penalties. Privileges that may be revoked include without limitation student trips, sports activities, extracurricular activities, and walking to school, and sign-outs.

Depending upon the nature of the violation, student discipline may be (but is not required to be) progressive. For example, a student's first violation could merit a lighter penalty than subsequent violations. Relevant factors will be considered in

determining an appropriate penalty, including, but not limited to, the following: the seriousness of the offense, the number of violations, the repetitiousness of the violations, and whether there are any aggravating or mitigating circumstances surrounding the violations. Penalties may be imposed either alone or in combination. All disciplinary actions shall be documented, including verbal warnings.

The Homeliving Manager or his/her designee may remove a student from WRHI at any time if they pose a threat to themselves, their peers, or to the Residential Staff, after notification to the student's parents and with proper documentation. In the case of any removal, the student will be afforded all due process procedures set forth in the Student Handbook. No student will be excluded permanently from WRHI until all due process procedures have been completed. For more information on due process, please refer to the due process section of this Handbook.

## **INCIDENT REPORT PROCEDURES**

### **Discipline Report Procedures**

- A. It is the obligation of WRHI staff to know the contents of this Handbook.
- B. Incident report process (Written Notice of Alleged Violations.)
  - a. Incident reports are completed by the person who witnessed and/or reported the violation(s).
  - b. A staff member, preferably the member who witnessed the violation, is to inform the student of his/her misconduct and let the student know what rule is being violated.
  - c. All of the information required by the incident report form will be completed to the extent possible.
  - d. A staff member will ask the student to sign the report. The student will be advised that signing of the incident report by the student is an acknowledgement of receipt of the report by the student and is not an admission of guilt.
  - e. If the student refuses to sign, the staff member will make a notation that the student refused to sign.
  - f. A copy of the incident report will be given to the student. A staff member must witness the fact that the student received the report (or refused to take the report). The staff member completing the student report will do a courtesy call to the parent on student's incident. The original report will be given to the Homeliving Manager.
  - g. It is recommended that statements be obtained from witnesses, including students, and from the student charged, and especially in serious situations such as fighting.
  - h. If the student wishes to contest the facts on an incident report, the student needs to appeal the incident report to the Homeliving Manager in writing.
  - i. It is the responsibility of the Homeliving Manager or designee to review and evaluate the incident report and determine if the incident report will be changed or stand as written. If the incident report stands, it will be processed. If the incident report is modified, the modified incident report will be processed and reviewed by the Homeliving Manager. The decision of the Homeliving Manager or designee is final.
  - j. A copy of the incident report will be distributed as follows:
    - i. Student File
    - ii. Homeliving Manager
    - iii. Homeliving Supervisor
    - iv. Residential Counselor
    - v. Parent/Student
    - vi. NASIS
  - k. Duplication of incident reports for the same violation is not permitted and will be screened by the Homeliving Manager before filing in student folder.
  - l. The Homeliving Manager or designee reserves the right to determine the validity of improperly filled-out incident reports and will make that decision before filing in student folder.

## **DUE PROCESS**

Every student is entitled to due process in every instance of disciplinary action (25 CFR § 42.2(c)). The type of due process afforded depends on the severity of the proposed disciplinary action. A formal hearing is required before a suspension in excess



of 10 days or expulsion/removed is imposed.

### **MINOR DISCIPLINARY ACTION DUE PROCESS**

Minor disciplinary actions include without limitation verbal warnings, written warnings, and counseling, behavioral contracts, loss of privileges, and suspensions of 10 days or less. In such cases, the student will be provided with an oral or written explanation of the charges against him or her and the opportunity to present his or her side of the story to an impartial third party, which will be either the Homeliving Manager or a Residential Advisor. This presentation will not be made to the Residential Staff recommending the disciplinary action. The Homeliving Manager or Residential Advisor will make a final decision on disciplinary action, only after hearing the student's version of events, if the student provides one. The discipline shall be recorded in the student's file student's file. The final decision may not be appealed.

### **MAJOR DISCIPLINARY ACTION DUE PROCESS**

Major disciplinary actions include without limitation suspensions, exceeding 10 days and removed. If the student is a minor, the student's parents/guardians will be notified before the student is removed from campus. In no case will a minor be removed from campus without notification to the parents/guardian, and before arrangements are made for the student's placement, unless a student poses a threat to themselves, his or her peers, the Residential Staff, in which case the student will be referred to Winslow Police Department. A written record will be retained in the student's file reflecting the charges, the student's response, and the penalty imposed. A phone call, and an official letter will be sent to the student's parent/guardian (if the student is a minor) setting forth this information. For students over 18 years of age who pose a threat to themselves, his or her peers, or Residential Staff, such students will be isolated from all staff and students. The Winslow Police Department will be notified.

Whenever a student is recommended for major disciplinary action, the student (and his or her parent/guardian if the student is a minor) shall be provided with:

1. A courtesy phone call to pick up his or her child. A copy of the Incident Report and penalty imposed (decision) will be made available to the parent when the child is picked up.
2. A written Notice of Charges (25 CFR § 42.7(a)) will be mailed to the student's parents of the allegations and/ or decisions of their wrongdoing within 24 hours of WRHI's decision to impose the disciplinary action, unless the parent/guardian picks up the student, in which case, the Notice of Charges will be provided to the parent at such time. If the parental designee picks up the student, the Notice of Charges will be provided and mailed to the parent/guardian. Parent/guardian will be notified about student hearing. A reasonable effort shall be made to present the parent/guardian and the student with the Notice of Charges within 72 hours of the incident.
3. The Notice of Charges shall include the following:
  - I. Reference to the rule or regulation violates; a copy of the rule or regulation violated, and a copy of the Incident Report if any.
  - II. A summary of the facts alleged that constitute the rule/regulation infraction.
  - III. Information about any statements that WRHI received relating to the charges and instructions on how to obtain copies of those statements.
  - IV. A reference to those parts of student's records which will be considered when rendering a disciplinary decision.
  - V. Notice of the date, time, and location of the disciplinary hearing.
  - VI. The student may waive his or her right to a hearing by providing written notice of waiver to the Homeliving Supervisor. If the student is a minor, this waiver must be signed by the student's parent/guardian. A waiver will constitute an admission of the charges and an agreement to the penalty imposed and will relinquish the student's right to any further review.

4. The student shall be given ten (10) calendar days' notice of the hearing, during which time the student may prepare a defense to the charges. If a student believes that more time is needed to prepare a defense, a request for an extension must be made **in writing** to the Homeliving Supervisor, or designee. The request will be forwarded to the Homeliving Supervisor for a decision. The Homeliving Supervisor may grant a continuance. A written decision must be made by the Homeliving Supervisor within two working days after the request is received.
5. A fair and impartial hearing will be conducted before discipline is imposed unless there is a statutory basis for immediate removal (such as in the case of students who bring firearms to WRHI), there is an emergency situation that seriously and immediately endangers the health or safety of the student or others, or if the student (or the student's parent/guardian if the student is less than 18 years old) waive the hearing. (25 CFR § 42.7(b)) In emergency situations that seriously and immediately endanger the health or safety of the student or others WRHI may temporarily remove the student. In which case, it must immediately document the facts giving rise to the emergency, and must afford the student a hearing within ten days. (25 CFR § 42.7(c))
6. The hearing will be conducted as follows:
  - I. Homeliving Manager or Residential Counselor will represent the interests of WRHI. WRHI may also be represented by counsel.
  - II. The Homeliving Supervisor will serve as the hearing officer, unless the Homeliving Supervisor has a conflict of interest or was directly involved in the disciplinary recommendation, in which case the Board of Directors may appoint a hearing officer in lieu of the Homeliving Supervisor
  - III. The hearing will take place at the date, time and location set forth in the Notice of Hearing.
  - IV. If the student fails to appear at the hearing on the appointed date and time, the hearing may proceed and the charges, facts, and evidence may be presented to the Homeliving Supervisor, who may issue a decision in Default.
  - V. It is the responsibility of the Homeliving Supervisor to ensure that the hearing is fair and impartial. As such, the Homeliving Supervisor may adopt additional rules and procedures that promote fairness and impartiality; such rules will be provided to the student.
  - VI. The hearing will be held in closed session, unless the parent/guardian or student requests, in writing, that the Hearing be held in open session.
  - VII. The student has the right to have present at the hearing the student's parents/guardians (or their designee). (25 CFR § 42.8(a))
  - VIII. The student has the right to be represented by counsel at his/her own expense. (25 CFR § 42.8(b))
  - IX. The student has the right to produce and have witnesses produced on the student's behalf and to confront and examine all witnesses. (25 CFR § 42.8(c))
  - X. The student has the right to the record of the disciplinary action, including written findings of fact and conclusions. (25 CFR § 42.8(d))
  - XI. The student has the right not to be compelled to testify against him or herself. (25 CFR § 42.8(f))
  - XII. The student has the right to a decision based solely on the evidence presented to the Homeliving Manager/Homeliving Supervisor.
  - XIII. The hearing is not governed by formal rules of evidence.

## **RECOMMENDATION**

Within ten (10) calendar days of the end of the hearing, the Homeliving Supervisor will issue written findings and conclusions and a recommendation, a copy of which will be provided to the Board of Directors, the student, and the student's parent/guardian.

1. Record of the Hearing

- I. Winslow Residential Hall, Inc., administration shall provide an accurate record of proceedings.
- II. Taped proceedings are considered acceptable. Written findings of fact and conclusions in all cases involving disciplinary action shall be made and kept for the record.
- III. The student, upon written request, shall be given a record of the hearing including the record of findings. (25 CFR § 42.8(d))
- IV. Hearing records shall be maintained for at least one (1) school year and will be archived in student record(s).

## 2. Administrative Review and Appeal

- I. A student may appeal the recommendation of the Homeliving Supervisor to the Board of Directors. (25 CFR § 42.8(e)) The appeal must be made within ten (10) calendar days of the date of the receipt of the recommendation.
- II. The appeal must be made by filing a written Notice of Appeal with the Homeliving Supervisor of WRHI. The Notice of Appeal shall set forth the reasons the student believes the recommendation was in error.
- III. Once the Board has received the recommendation and/or request for an appeal, the Board may do the following:
  - i. Review the recommendation based upon the record presented and written documents presented at the hearing.
  - ii. Hold a new hearing on the matter.
  - iii. After reviewing the record or after holding a new hearing, the Board has a right to do the following:
    - The Board can affirm the recommendation.
    - The Board can reject the recommendation.
    - The Board can modify the recommendation and impose a lesser discipline on the student.

## 3 Expunging of Charges:

- I. A student who has been found "not guilty" of the charges has the right to have all allegations of misconduct and the related information concerning the case presented against him/her expunged from the Student Record File. (25 CFR § 42.8(g)) **STUDENT BEHAVIORAL CONTRACTS**

**Students who have been suspended will automatically be put on a Behavioral Contract.** Students must complete this Contract by the end of the School Year in order to re-enroll at WRHI. Students will be referred to the Residential Counselor for academic/personal counseling.

## PROGRESSIVE STUDENT DISCIPLINE – RANGE OF CONSEQUENCES

Winslow Residential Hall, Inc., reserves the right to implement creative alternative resolutions that may best benefit the individual student.

	CONSEQUENCES		
Offense	First Offense	Second Offense	Third Offense
<b>Level One</b> Includes: Dishonesty/Forgery Violation of Internet Policy (minor) Ditching school or Study Hall Academic Contract Violation	Parent notification Grounded to hall (1 week) Activity Restriction/Refer to Counselor	Parent Notification Parent Meeting (SBC) 2 weeks Refer to counselor	Parent Notification Parent meeting Short-term suspension 1 – 3 days (SBC) 4 weeks
<b>Level Two</b> Includes: Insubordination Health & Safety Violation (horseplay) Theft (less than \$100) Violation of Internet Policy (major)	Parent notification Grounded to the hall (1 week) Activity Restriction/Refer to Counselor	Parent Notification Parent Meeting Refer to counselor Short-term suspension 3 – 5 days (SBC) 2 weeks Meeting with Homeliving Supervisor	Parent Notification Suspension 5 – 10 days (SBC) 4 weeks
<b>Level Three A</b> Includes: Public Display of Affections (PDA) Vandalism/Graffiti (less than \$100) Fighting/Acts of aggression	Parent Notification (SBC) 2 weeks Short-term Suspension 3 – 5 days Refer to Counselor	Parent Notification Parent Meeting Recommendation for Long-term Suspension 7 – 10 days (SBC) 5 weeks	Parent Notification Recommendation for school year suspension
		Meeting with Homeliving Supervisor	

<b>Level Three B</b> Includes: Absence Without Leave (AWOL) Bullying/Cyber Bullying/Hazing Unauthorized Visitation Theft (More than \$100) Major Forgery Violation of a Student Behavior Contract	Parent Notification Meeting with Homeliving Manager Short-term suspension 3 – 5 days (SBC) 3 weeks/Refer to counselor	Parent Notification Recommendation for Suspension 7 – 10 days (SBC) 5 – 6 weeks Meeting with Homeliving Supervisor	
<b>Level Four A</b> Includes: Weapons False Fire Alarm Assault (Physical/Sexual/Verbal) Gross Insubordination Gross Violation of Student Behavior Contract	Recommendation for school year suspension Refer to Counselor Law Enforcement Notification for Assault violations or Fire Alarm		
<b>Level Four B</b> Includes: Substance abuse/possession/under the influence Alcohol possession/usage/under the influence	<b>Zero Tolerance</b> Recommendation for school year suspension Refer to Counselor Law Enforcement Notification for possession		

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## **SEARCHES OF STUDENTS AND THEIR PROPERTY: SEIZURE OF ILLEGAL AND PROHIBITED MATERIALS**

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### **POLICY STATEMENT**

Winslow Residential Hall, Inc., strives to maintain an environment that is conducive to learning and is protective of the safety and welfare of students, staff and the community. To help achieve this goal, it may be necessary for WRHI personnel to search students and property, including purses, backpacks and parcels, as well as WRHI-owned property such as rooms, lockers and desks. It may also be necessary for WRHI to seize contraband and other substances and materials deemed injurious or detrimental to the safety and welfare of the students, staff and community.

Although students are entitled to private personal spaces for storing their own personal effects, including at least one lockable closet, dresser drawer, or storage space, all such spaces are the property of WRHI and are subject to searches in accordance with this policy.

### **CONSEQUENCES FOR VIOLATIONS**

A student's refusal to permit searches and seizures as provided in this policy are grounds for disciplinary action, up to and including school year suspension from WRHI.

### **DEFINITIONS**

Contraband includes all substances and materials that are (a) prohibited or unauthorized by law or WRHI policy, including but not limited to alcohol, illegal or prohibited drugs and controlled substances, guns, knives, other weapons, and flammable devices and/or (b) deemed by WRHI to be injurious or detrimental to the safety and welfare of the students, staff and community.

"Reasonable grounds" is a justification based on facts provided by a reliable informant or personal observations which cause WRHI personnel to believe, based on personal experience that a search of a particular person, place or thing would lead to the discovery of contraband or evidence of a violation of law or WRHI policy. Reasonable suspicion is more than a mere hunch.

### **COOPERATION WITH LAW ENFORCEMENT**

Winslow Residential Hall, Inc., shall cooperate with law enforcement authorities when investigations, searches or seizures relate to or involve suspected criminal offenses. Winslow Residential Hall, Inc., Homeliving Supervisor may request that a search or seizure be conducted by law enforcement officers. When law enforcement officers conduct a search, WRHI employees shall not assist or participate in the search unless under the direct order and supervision of the law enforcement officer.

### **SEARCHES OF STUDENTS AND THEIR PROPERTY**

Winslow Residential Hall, Inc., may conduct a search only if WRHI has reasonable grounds for suspecting that the search will reveal evidence that a student has violated WRHI policy or the law. Under such circumstances, WRHI may search a student and/or the student's personal effects (including but not limited to purses, backpacks and parcels) while on or near WRHI premises; while in, entering or exiting a vehicle while on or near WRHI premises; or during a WRHI activity.

Any search conducted by WRHI shall be no more intrusive or broader in scope than is necessary to effectuate the purpose of the search. That is, the techniques and measures used to conduct the search must be related to the purpose of the search and must not be excessively intrusive in light of the student's age and sex and the nature of the suspected infraction.

When practicable, searches should: Be performed by an WRHI administrator (if a non-administrative staff member has reason to believe that a search should be conducted, the staff member should report the matter to an

administrator immediately, unless emergency circumstances exist):

- Be conducted by a person of the same sex as the student being searched;
- Be limited to the student's pockets.
- Be conducted outside the presence of other students and as privately as possible; and
- Be witnessed by a least one but no more than three members of the WRHI staff.

**Strip searches shall not be conducted by WRHI personnel.** If WRHI personnel believe that a strip search is necessary, he or she will contact law enforcement officials.

The student's parent or guardian shall be notified of the search as soon as practicable, but not necessarily before the search is conducted.

### **SEARCHES OF WRHI PROPERTY**

All rooms, lockers, desks, storage areas used by students, computers, computer files and other WRHI property is owned by WRHI and provided for the temporary use of students. All WRHI-owned property (including lockable student spaces) is subject to searches, inspections, clean-outs and access for maintenance purposes. Students have no expectation of privacy in WRHI-owned property. (25 CFR § 36.110)

Winslow Residential Hall, Inc., may search rooms, lockers, desks and any other school-owned property with or without reason, with or without notice and with or without consent.

### **SEIZURES OF MATERIALS**

At any time, including during the course of a search authorized by this policy, WRHI personnel may seize any contraband. Winslow Residential Hall, Inc., personnel shall make an inventory of all contraband found and seized. If the student responsible for the contraband is present at the time of the seizure, the student shall be asked to review and sign the inventory. If the student is not present, notice of the seizure and a copy of the inventory shall be delivered to the student as soon as practicable.

All seized materials shall be placed in a secure location as soon as practicable. If any materials are illegal or pose an inherent or imminent danger, WRHI shall report the matter to law enforcement officials. Items that are confiscated that are not illegal will be return to parents at the end of the school year, if requested.

### **USE OF DRUG-DETECTING DOGS**

Winslow Residential Hall, Inc., may request that law enforcement officials or other appropriate agencies conduct random visits by drug- detecting canine units (K9). Generally, the canine units will be used to sniff property and objects (such as backpacks, purses and packages), and spaces (such as student rooms and common areas), rather than persons. In such cases, students will be asked to remain in a present location with their personal belongings until officials are ready to commence with the canine units. When the officials are ready, the students will be asked to exit their locations, leaving their belongings behind, and to gather at a safe, secure location on campus or stand outside their assigned room. Once the students have exited, the canine units will enter and begin their search. A canine alert provides reasonable grounds to conduct a search of a student and/or the student's property, and such search may then be conducted by a canine unit.

### **SECURITY CAMERAS**

Winslow Residential Hall, Inc., uses security cameras to protect both the facilities and the students. These cameras and recordings are used to observe WRHI campus, buildings and property. Winslow Residential Hall, Inc., reserves the right to utilize security cameras and tape recordings for safety purposes.

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## SEXUAL HARASSMENT AND DISCRIMINATION, VIOLENCE/BULLYING, AND HAZING

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### **SEXUAL HARASSMENT AND DISCRIMINATION POLICY**

Winslow Residential Hall, Inc., is committed to maintaining a living environment that is free of harassment and discrimination, including harassment and discrimination based on pregnancy (hereafter collectively referred to as "harassment" and "sexual harassment"). Any student or employee who engages in the sexual harassment of any other student, staff member, or other person at WRHI shall be subject to disciplinary action, which may include suspension and/or school year suspension.

Students who observe, know about, or are the victims of sexual harassment must immediately report the incident to the residential hall staff. The residential hall staff shall report any such incidents to the Homeliving Manager (or, if the Homeliving Manager is the alleged harasser, then to the Homeliving Supervisor), even if the harassed student has not complained. Any student, or parent on behalf of the student, who feels that he/she is being sexually harassed may pursue the complaint with WRHI. The Homeliving Manager and Homeliving Supervisor shall immediately investigate any report of the sexual harassment, protecting the confidentiality of information to the greatest extent possible under the circumstances. However, confidentiality cannot be guaranteed. If a more extensive investigation is necessary, WRHI may utilize an outside investigator who shall serve as a Fact-Finder. All employees and students shall cooperate fully with any investigation. Upon verifying that sexual harassment has occurred, the Homeliving Manager and/or Homeliving Supervisor shall ensure that appropriate action is promptly taken to end the harassment and address its effects on the person subjected to the harassment, and prevent any further instances of harassment. In addition, the student may file a formal complaint with the Homeliving Supervisor in accordance with the Residential Hall procedures.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature by any other person (including students and staff) when:

1. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, residential well-being, or creating an intimidating, hostile or offensive educational or residential environment.
2. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through the residential hall.

Types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtation or propositions.
2. Sexual slurs, leering, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, notes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movement.
8. Displaying sexually suggestive objects in the educational or homeliving environment.  
Any acts of retaliation against an individual who reports a violation of the residential sexual harassment policy or who participates in the investigation of a sexual harassment.
9. Being excluded from WRHI or the services, programs, or activities provided by WRHI because of a student's sex or a student's pregnancy. Nonetheless, WRHI may require a pregnant student to provide a note from a certified medical provider indicating that the student is able to participate in certain services, programs or activities, but only to the same extent that WRHI would require such certification from any other student who has a similar medical condition or is under a doctor's care. Also, WRHI may require a



pregnant student and/or the parent/guardian of a minor pregnant student to provide a signed waiver/release of liability to participate in certain services, programs or activities, but only to the same extent that WRHI would require such waiver/release from any other student with a similar medical condition or who is under a doctor's care.

Each residential staff member has the responsibility of maintaining a living environment free of sexual harassment. This responsibility includes discussing the residential hall sexual harassment policy with his/her students and assuring them (1) that they are not required to endure sexually insulting, degrading or exploitive treatment or any other form of sexual harassment and (2) they may report incidents without fear of retaliation.

Good faith complaints of harassment may be brought forward without fear of reprisals or retaliation. If a student believes that he or she is being retaliated against for bringing a complaint of harassment, he or she should report such conduct immediately to the residential staff (or, if the Homeliving Manager is the alleged harasser, then to the Homeliving Supervisor).

## **VIOLENCE/BULLYING AND HAZING POLICY**

### **PROHIBITION OF BULLYING, CYBER BULLYING, INTIMIDATION, HARASSMENT AND HAZING**

Winslow Residential Hall, Inc., prohibits any acts of violence, bullying, cyber bullying, intimidation or harassment. All students have the right to learn and reside in a safe, supportive residential environment that is free from bullying, intimidation and harassment. Bullying, intimidation, or harassment disrupts a student's ability to live and learn, and WRHI's ability to provide students with a safe living environment.

### **DEFINITION**

Violence, bullying, cyber bullying, intimidation and harassment include any gestures, written, verbal, or physical acts by an individual student or group of students that inflicts physical, verbal, emotional or mental suffering on another student or group of students. They are any behaviors that intimidate, threaten, distress or hurt others. These include any behaviors that take place on WRHI property, at WRHI-sponsored functions, and on WRHI buses and other WRHI-related vehicles. Characteristics of bullying, intimidation and harassment include the following:

1. Such acts are motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability; or by any other distinguishing characteristic.
2. A reasonable person should know, under the circumstances, that the act will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear or harm to his/her property.
3. Such acts are sufficiently severe, persist or pervasive, that it creates an intimidating, threatening and or abusive environment for a student.
4. Such acts have the effect of insulting or demeaning any students in a way as to cause substantial disruption in, or substantial interference with the orderly operation of WRHI.
5. Acts of bullying, cyber bullying, intimidation or harassment may also be committed by a student exercising power and control over another student, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behaviors.
6. Any such acts committed over internet or text messaging, such as making fun of, harassing, threatening, or posting upsetting messages.

### **REPORTING**

1. All WRHI employees and students are required to report alleged violations of this policy to the Homeliving

Manager or designee. All other members of the residential community including parents or legal guardians, volunteers and visitors are encouraged to report any act that may be a violation of this policy. While submission of an Incident Report Form to the Homeliving Manager or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Homeliving Manager office. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### **INVESTIGATION/CONSEQUENCES**

1. The Homeliving Manager or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy. The Homeliving Manager or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Homeliving Manager or his/her designee will maintain a record of each investigation regarding allegations of bullying, cyber bullying, intimidation and harassment;
2. Acts of bullying, cyber bullying, intimidation or harassment may be isolated incidents requiring WRHI to respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of bullying, intimidation or harassment to require a response either at WRHI or by law enforcement officials.
3. Consequences and appropriate remedial actions for students who commit an act of bullying, cyber bullying, intimidation or harassment range from positive behavioral interventions to suspension or expulsion from WRHI.
4. The administrators will consider the nature and circumstances, past or continuing pattern of the act, the level of harm, the nature of behavior, past incidences, past or continuing pattern of behavior, and the context in which the alleged incident(s) occurred.

Any incident of bullying, cyber bullying, intimidation or harassment which includes possible child abuse or violations of law shall be treated and reported in accordance with the law.

### **REPRISAL OR RETALIATION IS PROHIBITED**

Winslow Residential Hall, Inc., prohibits reprisal or retaliation against a victim, witness reporting party or anyone with reliable information about an act of bullying, cyber bullying, intimidation or harassment. The Homeliving Manager or his/her designee shall determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature and circumstance of the act.

### **CONSEQUENCES FOR FALSE ACCUSATIONS**

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying, cyber bullying, intimidation or harassment range from positive behavioral interventions up to and including suspension or expulsion.

Consequences and appropriate remedial action for a residential employee found to have falsely accused another, as a means of bullying, cyber bullying, intimidation or harassment shall be discipline up to and including termination of employment accordance with the residential policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of bullying, cyber bullying, intimidation or harassment shall be determined by the Homeliving Manager or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### **HAZING POLICY**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing or

any person enrolled, accepted for enrollment or intending to enroll in WRHI within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a student until graduation, transfer, promotion or withdrawal from the residential program.

## **DEFINITIONS**

- A. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with another person, against another student and in which both of the following apply:
- a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational or residential institute.
  - b. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- B. "Organization" includes but is not limited to an athletic team, association, order, society, corps, cooperative, club or similar group that is affiliated with an educational or residential institution and whose membership, formal or informal, consists primarily of students.

## **PREVENTION/REPORTING/COMPLAINT PROCEDURE**

All students and employees shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others must report hazing to any professional staff member. Professional staff members must report the incident to the Homeliving Manager or next higher administrative supervisor, in writing, with such details as may have been provided. The failure of a staff member to timely inform the Homeliving Manager or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may result in disciplinary action up to and including termination of employment. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing and should contain the identifying information on the complainant and of names, places and times as to permit an investigation.

The Homeliving Manager or a supervising administrator will investigate the report/complaint. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when WRHI is in session or within fifteen (15) days when not in session. Extension of the timeline may only be by necessity as determined by the Homeliving Supervisor.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report to the greatest extent possible under the circumstances.
- The investigator shall prepare a written report of the findings and the report shall be provided to the Homeliving Supervisor.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in residential policies related to the conduct and discipline of the students and others.

It is no defense to a violation of this policy if the victim consented or acquiesced to the hazing or misconduct. Any incident of hazing which includes possible child abuse or violations of law shall be treated and reported in accordance with the law.

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## **RESIDENTIAL PROGRAM/SERVICES**

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Winslow Residential Hall, Inc., provides a number of programs and services to help students achieve academic success and personal growth. Those programs and services include the following:

### **RESIDENTIAL COUNSELING SERVICES**

The Residential Counselor will provide services to enhance student growth in the following areas: academics and career guidance, proper social standards, and personal guidance to help students become responsible and productive citizens.

### **ACADEMIC COUNSELING**

All students are required to attend classes on a full-time basis at Winslow Junior and Senior High Schools. The Residential Counselor and Tutors will meet with each student to review their academic progress and to check daily attendance for absences, tardiness and trancies. Academic proficiencies and deficiencies will also be checked on a regular basis. Residential staff will also be informed of students who might need extra guidance and support.

The Residential Counselor and Tutors will meet with the Winslow High School Counselors to review the graduation status of all students, their unofficial transcripts, AZ MERIT and ACT test scores, and other important data to ensure that they are on track for graduation. In cases where students are significantly behind in their classes, the Residential Counselor will schedule a meeting with tutors, parents, and the student to discuss positive ways to support the student.

The Residential Counselor will work closely with the tutorial department to ensure that students are attending mandatory study hall, completing their homework assignments, and tracking their academic progress. This monitoring and tracking will be accomplished by using Power School, teacher referrals and other sources of grade reports, including referrals from the high school Athletic Departments. This monitoring will be continuous throughout the school year.

A list of Students on the Winslow High School and Junior High school Honor Roll and Perfect Attendance will be posted at the end of every quarter. These students will be recognized for their academic achievements and rewarded with an incentive.

### **CAREER GUIDANCE**

All students will receive career guidance and assessment which will help to measure and assess their values, career interests, skills and aptitude. The Residential Counselor will develop and implement a career plan for each student.

Various career professionals, college and vocational recruiters, career advisors, and military personnel will be invited to motivate and enhance student awareness of educational opportunities and options beyond high school. The students will also be given an opportunity to tour colleges and/or vocational schools to experience the atmosphere of a college campus and to learn of the opportunities and resources available.

### **PERSONAL COUNSELING**

The Residential Counselor will be available to help students in most areas of social, mental, emotional and physical well-being. Most issues that are resolvable through one-on-one counseling, problem solving, prevention, and through group sessions, will be handled by the Residential Counselor. If a situation requires more comprehensive and in-depth counseling and attention, the Residential Counselor will refer the student to the Winslow Indian Health Care

Center's (WIHCC) Behavioral Health Program for further evaluations and assessments. The WIHCC Behavioral Health Program will offer services such as: screening, assessment, diagnosis, evaluation, and provide treatment and placement plans, as needed. A record of services, in accordance with 25 CFR 36.91 will also be provided.

If an emergency behavioral health care issue arises, the Residential Counselor will provide immediate intervention and follow appropriate guidelines to ensure the safety of the students at all times. Responses to the emergency will vary depending on the circumstances and severity of the situation but may include immediate intervention, removal from current surroundings, transportation to WIHCC, and/or contacting emergency services. (25 CFR §36.91(b))

Students will receive preventive counseling and presentations on topics such as abuse prevention, mental health issues, teen dating, violence prevention, anti-bullying, personal hygiene, and sexually transmitted diseases and suicide. This is to create an awareness of these issues as preventive measures. These presentations will be given by experts in these fields using current and updated information and data. Parents may provide written permission for a student to opt out of these presentations.

The Residential Counselor will provide counseling sessions for students who are referred by written referrals by residential staff for various conduct infractions and other incidents. These sessions will be held on a weekly basis with follow-up, as needed.

The Residential Counselor will also oversee the Life Skills Programs concentrating on prevention and behavioral interventions throughout the school year. These programs will involve facilitating and scheduling activities whereby students will either receive individual, small, and large group instructions. The classes will be scheduled on a weekly basis on topics covering career guidance, social skills, cultural history and traditions, academic improvement, and ways to build self-confidence. Participants will be referred by staff members, parents or students themselves. A progress meeting will be held on a quarterly basis to evaluate the progress of each student. At the end of the year, an exit meeting will be held to evaluate the effectiveness of the program, and to identify students who have successfully completed a specific program.

Parents/Guardians may opt out of any non-emergency behavioral health service by submitting a written request. (25 CFR §36.91(c))

Parents/Guardians must be consulted before a child is prescribed behavioral health services. (25 CFR §36.91(d))

### **NATIVE LANGUAGE/CULTURE PROGRAM**

Winslow Residential Hall, Inc., Native Language Culture/Tradition staff promotes constructive instruction to our students, and serves as a strong, positive role model for our students, parents, school district, community and tribal members. Winslow Residential Hall, Inc., Native Language Culture/Tradition department provides and enriches students' physical, social and spiritual health through WRHI curriculum. We also sponsor various native activities such as: sweat lodge, dancing, singing, drama, games, and other tribal events. One of our primary goals is to work closely with the Winslow Unified School District Navajo Language program by reinforcing their syllabus throughout the school year.

Winslow Residential Hall, Inc., sponsors cultural activities, inviting knowledgeable community members and elders to tell stories, reinforce Navajo language and demonstrate games and activities. Winslow Residential Hall, Inc., also schedules field trips to Navajo, Hopi, Apache, and other native communities to learn about geographical history, sites, events, and identify their native names. Students may have the opportunity to collect various species of native plants that are food, shelter and medicine and the seasonal harvest. Students will learn to recognize and identify important dignitaries and leaders in the community. Winslow Residential Hall, Inc., also aims to merge cultural activities with daily routines and scheduled activities, encouraging WRHI staff to participate. One of the most important teaching in

Navajo culture is gaining knowledge in K'é for self- identity.

### **NAVAJO NATION OFFICE OF DINE EDUCATION (DODE) OFFICE OF DUE LANGUAGE ASSESSMENT (ODLA)**

Our program works closely with the NNDODE/ ODLA. With their assistance, we track and maintain an accurate, confidential record of each student's ODLA assessments.

### **LEADERSHIP AND GOVERNMENT**

Winslow Residential Hall, Inc., educates students about community leadership by inviting a range of community leaders to express their experience as leaders. In time, WRHI will schedule a visit to the Navajo Nation capital, cultural centers and other tribal museums to familiarize students with Navajo history and government.

### **NAVAJO DRAMA, DANCING/SINGING CLUB**

Communicating through songs, dancing and acting is another enhanced way for students to express their identity as a Native American person and connect with their tribal culture. Winslow Residential Hall, Inc., will organize an Indian club; consisting of drama, Pow-Wow dancers, singers, and other tribal dance/singing groups to perform at various gatherings and conferences to illustrate their pride.

### **SWEAT LODGES**

A Sweat Lodge is utilized by different native tribes to cleanse the body, mind, soul, and promote the importance of keeping purified socially, physically, mentally and spiritually. It is used to teach and learn songs and prayers, and as a counseling session to discipline students and teach proper behavior. Two types of lodges are utilized: "Navajo Sweat House and Intertribal Sweat Lodge" one of each for female and male. The lodge/houses perimeters are enclosed with vertical blinds for privacy. Of course, the lodge participation is not suitable for everyone, and will be done only with parental permission.

### **REWARDS**

The primary goal of the WRHI is to assist students to succeed in their education. As part of our encouragement to pursue excellence, WRHI has established the Rewards Program. Students who have made the official Honor Roll at their schools and who have not committed any major violations at WRHI (such as substance abuse, fighting, or being absent without excuse) will be rewarded. Our rewards program will be provided by our student council.

Students who have succeeded in various programs such as one or more of the following programs may be recognized for their achievements:

- Successful enrollment in Advanced Placement classes.
- Extracurricular Activities (possibly while maintaining a specified GPA).
- Incentives for 3.5 GPA students.
- Positive Role Models (i.e., Big Brothers, Big Sisters program).
- Local, State, and National Awards based on scholastic achievement, sports' honors, and programs that encourage higher learning.
- Recognition of Achievement or Outstanding Work (publishing work, winning art show, or recognition for outstanding citizenship).
- Other Academic Successes such as perfect attendance, not being on the MSH, and student of the week/month.

### **YEARLY AWARDS**

Yearly awards will be determined and announced at the end of each academic year. Staff and the student council will participate in recommending students for Yearly Awards.

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## RESIDENTIAL CONVENIENCES

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The WRHI provides the following items for students to access and use:

### **BULLETIN BOARDS**

Bulletin boards are provided for both girls'/boys' departments in the front office and kitchen department at WRHI. This is to provide students and parents with information about activities occurring within and around campus. Students are encouraged to read these bulletin boards frequently in order to keep informed about WRHI activities and changes. These bulletin boards are not public open forums. Winslow Residential Hall, Inc., reserves the right to control postings and content on the bulletin boards.

### **LEARNING CENTER**

Winslow Residential Hall, Inc., provides all residential students with study areas. The study areas may be equipped with computers, printers, photocopiers, encyclopedias, thesaurus, atlases, dictionaries, classroom books, calculators, and other research materials. The students are allowed to use the above items, if signed out properly and supervised, if needed. Tutors are available to assist the students with their studies Sunday through Friday.

**All students are required to participate in at least one hour per day of scheduled, structured study four days per week.** Additional time will be scheduled for students who need further academic instruction. Tutors will be available during this structured study time. (25 CPR §36.92(b)) Power Hour study time is designated from 6:30 PM to 7:30 PM, Monday to Thursday. Mandatory Study Hall is from 3:30 PM to 4:30 PM. The Learning Centers will remain open for students Sunday to Thursday from 3:00 PM to 8:30 PM to allow for proper study time.

Rules for the Learning Center are as follows:

- Study quietly.
- Respect the rights of others and their belongings.
- Keep your study areas clean and clean-up after yourselves.
- **Food or drinks are not allowed near computers.**
- No talking or texting on Cell phones while in study hall. Cell phones must be turned off during Study Time. (cell phone privileges may be taken away if it becomes a problem)
- Students are to sign-out materials and return them in good condition.
- Running and/or horseplay is not allowed.
- Face book, Social Networking, and You Tube sites are not allowed during study hall. Learning Center is for learning only.
- Music may be played at a low level with the use of headphones.

### **Mandatory Study Hall Rules:**

- Students with grades below a 70% will be placed on Mandatory Study Hall.
- Students who fall below a 2.0 GPA will be placed on an Academic Contract.
- Student athletes may sign out to practice if they have a grade above or at 70%. Students will have one week to raise the grade to a 70% to sign out again.
- Students are required to sign-in and bring their homework with them. Learning Center hours are from 3:00 – 8:30 PM. All changes in times will be posted or announced.
- Students are responsible to be in Mandatory Study Hall at the scheduled times.

- Mandatory Study Hall and Power Hour are priorities over any activity, including but not limited to laundry, games, and sign-outs.
- Study hall is co-ed.
- **A student in Mandatory Study Hall who is consistently being checked-out during Mandatory Study Hall hours will have a conference with the Academic Tutor and Parent/Guardian.**
- If a student is in Mandatory Study Hall and is not studying, tutors will provide the student with academic resources.
- Computers and other resources are for research and educational purposes only.

Students not complying with the Learning Center rules will be subject to disciplinary action.

### **COMPUTERS & TABLETS**

Computers and Tablets are provided by WRHI for students to utilize in their research, Power School, and homework assignments. Students are to properly sign-in at the Learning Center. Students using the computer repeatedly for over 1/2 an hour total, must give preference to other students who have yet to use the computer. Computers are to **only** be used for educational purposes.

Student Tablets will be distributed to students during the student orientation. All students will review and sign the Student Tablet Agreement Form. Students will be allowed to check out a tablet on Monday and return it Thursday night. Students involved with disciplinary actions will lose privilege to checking out a tablet.

Materials and uses pertaining to chat rooms, pornographic and sexual materials, dating, social networking, racist or violent content, threats or bullying, content related to drugs, alcohol and tobacco, and activities that infringe on copyrights are strictly prohibited. Such activities will be deemed major incidents and will subject the student to disciplinary action. In addition, a student who improperly uses a WRHI computer will lose his/her privileges for the rest of the year, except for strictly educational purposes (homework, research). Each student and his or her parents will be required to sign *Internet Use Agreements* prior to receiving a username and password. A copy of the *Internet Use Agreement* has been supplied in the student handbook for reference.

**Students have printing and photocopying privileges, but are limited to school work only. Any non-academic prints will need WRHI staff permission.**

### **TUTORING/PARENT CONFERENCE HOURS**

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
2 - 7 PM	1 – 6 PM	1 – 6 PM	1 – 6 PM	1 – 6 PM	10 am – 3 PM

Parents are encouraged and welcome to make an appointment to discuss any educational concerns with one of the Tutors during WRHI hours of operation.

### **LAUNDRY**

Winslow Residential Hall, Inc., is equipped with two washers and two dryers on each level. Concerns regarding the operation of these machines should be directed to the Residential Staff for work orders or assistance in operations.

Part of the experience of living in a residential hall is doing one's own laundry. Each floor has washers and dryers



available for students to use free of charge. Please remember the following:

- Monitor your clothes – never leave your clothes unattended. Students must provide their own laundry supplies.
- Do not remove other student's clothing from the machines. Inform a staff member if clothes need to be removed.
- Keep the laundry room clean.
- **Bleach is strictly prohibited.**
- WRHI is not responsible for any lost, damaged or stolen items.

The students are responsible for taking care of these machines and personal laundry. If they are abused, the privilege of using the washer/dryer may be suspended or revoked. Laundry rooms will open after school and will be closed during Power Hour and at 8:00 PM.

### **ISOLATION/SICK BAY**

Isolation may occur when a student is placed in an enclosed space from which the student is not permitted to leave due to sickness that involves contagious conditions or behavior that is a threat to self or others. (25 CFR § 36.98) (25 CFR § 36.101)

- a. The isolation room is appropriately lighted, ventilated, heated and cooled.
- b. The student is reasonably monitored while in isolation.
- c. The isolation room is free of objects that unreasonably expose the student or others to harm.
- d. Winslow Residential Hall, Inc., will maintain a record of the date, time of day, location, duration and descriptions of the incident leading to use of the isolations room and interventions used.
- e. Boys and girls may have separate rooms.
- f. The student's parent/guardian and the WRHI Homeliving Supervisor must be contacted regarding the incident.
- g. Students in isolation are supervised frequently and as closely as the circumstances and protocols require. Students in isolation for sickness will be supervised at least every 30 minutes. Students in isolation for behavioral reasons will not be left unsupervised for any period until such factors as the student's health based on a medical assessment, the safety of the student and any other applicable guidance for dealing with behavior or health emergencies are considered. (25 CFR § 36.98; 25 CFR § 36.101)

Winslow Residential Hall, Inc., shall maintain a factual record of incidents reported in the log book and in the student cumulative file.

### **TELEPHONES**

Office phones are for WRHI use only. The only exception to use an office phone would be in cases of emergency, with permission from the staff with a two-minute limit. If a parent needs to call after 9:30 pm, they must call in on the regular lines 928.289.4488 or 928.289.2379 for long distance.

**Cell phones are allowed with the stipulation that students do not use them after lights out, and do not use them in any way that violates the rules and regulations of WRHI.**

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## **ACTIVITIES, CLUBS AND ORGANIZATIONS, AND REWARDS**

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### **ACTIVITIES**

Becoming a well-rounded individual involves exploring new areas of interest, meeting and learning to work cooperatively with other people and finding new ways to better the campus. In order to be involved in WRHI-sponsored activities, students must have permission from the Residential Staff.

### **CLUBS AND ORGANIZATIONS**

An activity plan for approval and bylaws must be in place before any club, organization or group activities are planned. After an activity plan has been developed, the student group will be allowed to fundraise and participate in approved activities; ten percent of all profits are to be turned into the Student Activity Fund.

### **STUDENT COUNCIL**

The purpose of the WRHI Student Council is to provide student leadership and to act as the voice of the students residing in WRHI. Student Council is responsible for approving requests for activity expenditures that promote social activities and fundraising. Student Council also represents the students on various committees at WRHI.

Student Council consists of representatives elected from each grade level. There is an Executive Committee comprised of the following Student Council Officers: President, Vice-President, Treasurer, Secretary, and Class Representatives. Student Council elections are scheduled to take place in August of each school year.

### **SENIOR CLASS**

The Senior Class is an organization that is for the students enrolled in 12th grade at WHS and WRHI. Members are those students who expect to be graduating in the spring. If members of the senior class do not qualify to graduate in May, they may not be allowed to attend the Senior Banquet and receive honors or participate in the Senior Class Trip.

### **BANKING PROCEDURES**

Students should have experience in the managing and accounting of funds for student activities and/or clubs. Students will learn how to use student-banking services for their personal and group purposes.

#### **BANK GENERAL POLICIES**

- Each authorized student club/organization shall be assigned an account in the WRHI bank. All student clubs/organizations shall have their plan of operation approved by the Student Council and Homeliving Supervisor before the club can raise and/or expend funds.
- Every account must be solvent at all times. No account overdrafts will be allowed.
- Non-student funds shall not be kept in the student activity accounts.
- All student funds shall be secured in a locked security system.
- It is imperative that the safe combination/keys be secured from unauthorized use.
- The Business Office shall appoint the banker.

### **ACCOUNTING**

The following regulations and procedures shall be observed in connection with each bank account:

- Basic journal. The assigned banker shall maintain a basic journal for all transactions.
- The banker shall maintain a ledger for all student accounts.
- All deposit forms shall be pre-numbered and are to be accounted for. Money raised from activities by student clubs must be deposited in the student activity account within one (1) working day of the

fundraising activity.

- Each club shall fill out the appropriate requisition form for payment or withdrawal of money before payment can be made. Requests for payment/withdrawal of money shall be submitted no later than five (5) working days before the funds are needed. Meeting minutes from the club and student council authorizing the expenditure/activity shall accompany the request for payment/withdrawal of money.
- **Bank reconciliation.** Promptly upon receipt of a monthly statement from the bank, the statement will be reconciled to the journal.
- **Statement to Depositors.** Monthly statements of club account balances shall be prepared by the Banker and given to depositors to inform depositors of transactions affecting their accounts. Monthly statements of club accounts balance shall be submitted to the Homeliving Supervisor's office. The statement to depositors will provide the depositors with an opportunity to reconcile their records to the student activity records.
- **Receipts.** Receipts for all student activity expenditures must be returned to the student activity fund within three (3) working days. The receipts must be original and have the printed name of the vendor on the receipt. Unused funds must be returned with the receipts. The receipts, plus unused cash, must equal the total of the receipts.
- **Closing Club Accounts.** Club accounts which do not reflect any activity for a period of one (1) year may be transferred upon the approval of the Homeliving Supervisor to the student activity general account unless the approved plan of operation of such organizations made contrary provisions.

**Student activity operations must comply with the following:**

- Cash income must be secured by use of a cash box while the activity is in progress.
- The Class Sponsor and a student shall maintain the cash box at all times during the activity.
- The Class Sponsor and a student shall count the income at the end of the activity and verify the cash income by signatures.
- A deposit slip should be prepared and verified.
- Funds shall be deposited in the student activity account or otherwise secured until they can be deposited in the Student Activity account in accordance with the bank deposit guidelines.
- Sponsors of activities must make arrangements to secure the income of their activities in advance.

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## **FOOD SERVICES**

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Students who eat a healthy meal tend to perform better academically.

Winslow Residential Hall, Inc., cafeteria provides two (2) well balanced meals per day for students including breakfast and dinner. All students are required to attend breakfast and dinner. Meals are served in the Dining Hall according to posted schedules. If there are class or activity conflicts with meal hours, please consult the Food Service Head Cook or Homeliving Manager. Conflicts with any activities must be reported to the Kitchen Service Head Cook or Homeliving Manager.

A physician's written statement will be needed for any student on a special diet or who is allergic to certain foods. The statement will be kept on file in the student's folder in the food service department.

### **CAFETERIA RULES AND REGULATIONS**

All students must adhere to the Food Service Department and Dining Hall regulations as follows:

- Running, shoving, cutting lines and shouting are not allowed. Students caught doing this will be called to the end of the line.
- **Students are not allowed to sit on tables.**

- Hats and beanies shall be removed when in the dining hall during meal times.
- All trash must be dispensed in proper receptacles. Do not put gum on trays or stick gum under the tables and chairs.
- Students shall clean their areas before leaving the dining hall.
- Food will not be taken out of the dining hall or eating areas during meal times, except during special events.
- Throwing food in the dining hall is prohibited and will not be tolerated.
- **Students are discouraged from bringing sodas and other fast food items into the building in accordance with the Local Wellness Policy. (i.e. sodas, fast foods, etc.).**
- All students **are required to eat** breakfast and supper on a daily basis.
- Shoes and appropriate clothing shall be worn in the dining hall; students will refrain from wearing pajamas and bed shoes into the dining hall and will adhere to dress code.
- Students are encouraged to use proper table manners and proper conduct is expected to ensure a safe and orderly food service program.
- Students are not allowed in the dining hall before breakfast time.

### **SPECIAL DIETS**

Students with food allergies and/or intolerances: A physician's written statement is needed for any student on a special diet or who is allergic to certain foods. The statement will be kept on file in the student's folder in the food service department.

### **FREE/REDUCED MEAL APPLICATION**

The Free/Reduced meal application is part of the enrollment packet. The information provided by the meal application helps the Food Service Department determine eligibility. Parents/Guardians will fill out a meal application for their child to participate in the National School Lunch/Breakfast Program.

### **SACK LUNCHES & SICK TRAY REQUEST**

Sack lunches are a substitute meal issued when a student cannot eat or return to WRHI during any of the meal services due to scheduled field trips, out of town athletic events, and in school suspension if requested by the school. Sack lunches will be requested 12 hours in advance through the Residential Staff and forwarded to the Food Service Department. Sack lunches are provided as a courtesy on Sundays and Fridays; except during holiday weekends and/or Mondays. If a student is sick, a sick tray is requested for the student by the Residential Advisor. The sick tray will consist of a light soup, crackers, gelatin, ice cream, fruit juice, and water. Substitutes are available if the foods listed are not available.



### **ENERGY DRINKS**

***BASED ON THE FOLLOWING INFORMATION, WE ARE BANNING ENERGY DRINKS FROM WRHI.*** Energy drinks such as *Red Bull, Rock Star, Full Throttle, NOS, Amp, Xyience Xenergy, Venom, VPX, Redline, Arizona Energy, Monster* and *any energy shot brands* are popular among young adults. We are concerned for the mere fact that these drinks contain significant amounts of caffeine and sugar. Energy drinks contain a warning that children should not consume them. In addition to the warning, many scientific resources have recommended that young adults under the age of 16 should refrain from consuming these types of drinks. When students are active in sports and other school activities these drinks may cause dehydration, headaches, and insomnia. Use of such drinks are strictly prohibited for all students. **This rule also applies to all WRHI staff.**

## **LOCAL WELLNESS POLICY**

### **OVERVIEW**

Winslow Residential Hall, Inc., is committed to creating a healthy residential environment that enhances the

development of lifelong wellness practices to promote healthy eating and physical activities that support student wellness and achievement. Our goal is to have 95% of our students involved in Health Initiative activities.

### **ELEMENTS OF THE LOCAL SCHOOL WELLNESS POLICY**

Nutrition education, a component of comprehensive health education, shall be offered every year to all students of WRHI. Winslow Residential Hall, Inc., may offer age-appropriate nutrition education classes. In addition, nutrition education topics shall be integrated into the Residential Programs Nutrition Education.

- Provides students with the knowledge and skills needed to engage in sound nutritious behavior.
- Builds students' esteem, confidence and competence in making healthy nutritional choices.
- Engages students in learning that prepares them to choose a healthy diet.
- Provides adequate recreational and instructional time to build students' confidence and competence in health-enhancing skills.
- Introduces cultural wellness, menu choices and dietary information.

### **STAKEHOLDER INVOLVEMENT**

All WRHI employees are stakeholders within the residential program and are provided opportunities to receive training in physical activities and food nutrition throughout the school year. The Winslow Indian Health Care Center, Inc. (WIHCC) Health Promotions department provides WRHI with nutritious traditional food preparation, and demonstration. The following employees implement, coordinate, and oversee activities:

Homeliving Supervisor	Academic Tutors
Homeliving Manager	Residential Advisors
Recreation Coordinator	Kitchen Staff
Native Culture & Language Instructor	

The Foods service department shall offer school meal programs with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA) and the Arizona Department of Education (ADE). The WRHI staff shall encourage students to make food choices based on the most current dietary Guidelines for Americans. Fast foods and unhealthy beverages that do not comply with WRHI's policy of promoting a healthy Residential Hall environment shall be discouraged.

Winslow Residential Hall, Inc., shall offer and promote the following food and beverages in all venues outside federally regulated child nutrition programs.

- Whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes consistent with the current USDA and ADE standards.
- Fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques, and 100 percent fruit or vegetable juice in 12- ounce servings or less.
- Nonfat, low-fat, plain and/or flavored milk and yogurt, nonfat and/or low-fat, real cheese, rather than imitation cheese will be served to students and staff. Offer the following serving sizes: yogurt in eight ounce (two-ounce, if processed cheese) servings or less.
- Nuts, nut butters, seeds, trail mix, and/or soybean snacks in one-ounce
- Portions or less; portions of three ounces or less of cooked lean meat, poultry, or fish using healthy food preparation techniques.
- Condiments (sauces, dressing, and dips), if offered, in one-ounce servings or less.

The Food Service department will offer gluten free and organic foods to students; this will eliminate unhealthy oils and carbohydrates in processed foods. With the right combination and proportion of food, we can offer students a well-balanced diet that contains essential protein, carbohydrates, more fruits, vegetables, and fat. The Food Service department will establish a

salad bar to promote healthy eating, to encourage students to make healthy food choices, and increase daily intake of fruits and vegetables.

As stakeholders within the residential program, physical fitness plays very important roles in the lives of people who are both physically and mentally fit are less prone to medical conditions as well. The staff will offer weekly physical activities such as walking, swimming, and organized sports such as volleyball, dodge ball, basketball, and softball. Activities will be creative to avoid boredom and can be something that students will enjoy to increase the overall happiness as well as relieve symptoms of stress, depression, and anxiety. Exercise is a fun and enjoyable activity that will continue on a regular basis throughout the school year.

### **STAKEHOLDER PARTICIPATION**

The stakeholders plan, coordinate, and conduct physical activities and food nutrition. The WRHI staff monitor student food intake through nutrition guidelines provided by ADE. The stakeholders will offer weekly activity and lesson plans to include the areas of academics, Native culture, physical activity, and wellness. Monthly reports and an annual meeting will review the Local Wellness policies for WRHI Board revision and approval. WRHI will offer developmentally appropriate physical, recreations and activities every week to all students and staff of the WRHI. In addition, physical activity and wellness and topics shall be integrated into the entire Residential department.

Winslow Residential Hall, Inc., shall implement quality wellness and recreation programs that address the following:

### **FITNESS:**

- Implement physical activity programs into daily student activities and educate parent/guardian(s) on student health.
- Implement physical activity sessions for all students in grades 7-12 equaling a total duration time of at least 150 minutes per week/1 hour per day.
- Implement at least three times a week, SPARK curriculum for all students and staff.
- Host 5K/10K fun run/walk for students, staff, parents and community.
- Align activities and fitness.
- Build students esteem, confidence, agility and endurance in physical abilities.
- Engage students' choices that prepare them for a wide variety of lifetime activities.
- Keep all students involved in purposeful and healthy activities.
- Have functional equipment for each student to actively participate.
- Include student of all abilities taught by a Recreation Coordinator trained in best practice physical activity methods, with assistance from residential staff members.

### **LOCAL DISCRETION**

The Local Wellness Policy ("LWP") Committee will conduct meetings to discuss future planning of student activities and events that will include food and drinks to accompany event. The LWP committee will ensure the foods provided are nutritious snacks that will not replace the menu.

The LWP committee shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes, or sugary beverages. Winslow Residential Hall, Inc., will limit the sales of candy items: candy bars, sugar coated chocolate snacks, or the grade-level fundraising project should be replaced with non-food items such as notebooks, pencils, paper, and wrapping paper, etc.

### **PUBLIC NOTIFICATION**

Nutritional education shall be made available to parents/guardians and the community. This nutrition education may be provided in the form of handouts, wall or bulletins, posters or banners, postings on the WRHI newsletter, website, community and student-oriented presentations or other communications focused on promoting proper nutrition and

healthy lifestyle. The WRHI shall encourage serving healthy food at Residential parties and functions. Notices shall be sent to parents/guardians either separately or as part of the school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats such as, school supplies, rewards and parties.

### **MEASURING IMPLEMENTATION**

The Local Wellness Policy Committee provides information in the WRHI Student Handbook (copy is provided to each student and parent) and on the WRHI website (<http://www.wrhinc.org>). The Food Service department is provided monthly menus by Shamrock food distributors. Monthly menus are provided to students, staff, and parents. The menus are analyzed by Shamrock food distributors for nutrition content and portion controlled for grades 7 -12.

### **LOCAL DESIGNATION**

The Food Service designates the Head Cook to oversee, plan, and approve foods ordered, menu planning, and food preparation. The Head Cook is assisted by three cooks who prepare and serve meals to students. The Local Wellness Policy Committee is comprised of four staff members and meets on a scheduled basis to discuss and plan student activities at WRHI.

### **RECREATION & PHYSICAL ACTIVITY OPPORTUNITIES**

Developmentally appropriate physical recreational activities shall be offered to all students. In addition, physical activity and wellness topics shall be integrated into the entire residential department. Students shall receive the opportunity to participate in at least 1 hour per day of scheduled, structured physical activity Monday through Thursday. (25 CFR §36.92(a))

Winslow Residential Hall, Inc., shall implement a quality education program that addresses the following:

#### **INSTRUCTION AND ASSESSMENT:**

- Aligns activity and assessment.
- Builds student self-esteem, confidence, agility and endurance in physical abilities.
- Engages student choices that prepare them for a wide variety of lifetime activities.
- Includes students of all abilities.
- Taught by a recreation coordinator trained in best practice physical activity methods.
- Keep all students involved in purposeful and healthy activities.

#### **OPPORTUNITY TO LEARN:**

- Builds students' confidence and competence in physical abilities.
- Has functional equipment for each student to actively participate.

Physical education shall equip students with:

- Food services.
- Health education.
- Health services.
- Recreation.

Students should receive consistent messages and support for:

- |                                 |                      |
|---------------------------------|----------------------|
| ➤ Self-respect                  | ➤ Wellness           |
| ➤ Respect for other individuals | ➤ Fitness            |
| ➤ Healthy eating                | ➤ Diabetes awareness |
| ➤ Physical Activity             | ➤ Citizenship        |

These policies are subject to ongoing administrative review and modification as necessary to help assure compliance with the purpose and intent of WRHI's Local Wellness Policy. Students, staff, and community will be informed about the Local Wellness Policy annually. Any WRHI stakeholder wishing to express a viewpoint, opinion, or complaint regarding these policies should contact:

Winslow Residential Hall Inc.  
600 N. Alfred Ave.  
Winslow, Arizona 86047  
Phone: 928-289-4488 or 289-2379  
Fax: 928-289-2821 or 289-2258  
<http://www.wrhinc.org>

### **IMPLEMENTATION AND MEASUREMENT**

All employees WRHI are encouraged to be positive healthy lifestyle role models for students. Students can learn healthy lifestyle habits by observing the food and physical activity patterns of personnel and other adults who serve as role models in their lives. In order to send consistent messages to students, all adults at WRHI are encouraged to make healthy food choices and engage in physical activity. Employees and students will be encouraged to participate in 1 hour per day of physical activity daily.

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## **FACILITY ACCOMODATIONS & REPAIR**

### **REQUESTS FACILITY ACCOMMODATIONS**

Winslow Residential Hall, Inc., is built to accommodate disabled individuals. If further accommodations are desired, please contact the Facilities Department immediately.

### **REPAIR REQUESTS**

Students who need repairs/maintenance done to their rooms should notify Residential Staff. Repair requests will be submitted and shall be completed per safety and health priority. In the event that a request is not completed, the students or Residential Advisor will contact the Homeliving Manager on duty about the concern to ensure that the problem is repaired. WHRI is not responsible for loss or damages to students' personal property caused by neglect, carelessness or natural disaster.

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## **SAFETY AND EMERGENCIES**

### **SAFETY**

Possession of firearms, knives, air/gas guns, weapons, archery equipment, flammables and fireworks of any kind are forbidden on the WRHI campus and can result in suspensions, school year suspension, or removal and/or to law enforcement reports. Winslow Residential Hall, Inc., reserves the right to search for and confiscate firearms, fireworks, and other items prohibited by law or policy.

Students are required to help protect WRHI equipment, including telephones, telephone lines, cable TV lines, fire alarms, detection systems, security alarms systems, and all recreation equipment. Tampering with damaging or improper use of such equipment is strictly prohibited and could result in disciplinary action up to and including expulsion.

### **HEALTH SERVICES**



Basic medical, vision and other necessary health services for students will be made available. 25 CFR § 36.97. Health providers will be the Winslow Indian Health Care Center (WIHCC) and/or The Little Colorado Medical Center emergency room. Students sustaining emergency health care issues and severe injuries will be provided medical attention from the local emergency medical units and transferred to a health provider facility. During this process, the residential staff will notify parents/guardians immediately. When students become ill at school, the school nurse may provide minor medical attention; if the student's condition becomes serious, the nurse should notify the residential hall staff and the student will be referred back to the residential hall. Parents/Guardians will be notified by phone and will need to make arrangements to pick up their child immediately. WRHI will act *in loco parentis* if the child's parent/guardian cannot be found. 25 CFR §36.97(d))

Parents/guardians may opt out of any non-emergency services by submitting a written request. 25 CFR § 36.97))

If a student appears to be under the influence of any drug, chemical, alcohol or any other intoxicating substance, WRHI will immediately contact law enforcement, EMS, and the parent/guardian. WRHI is a Drug-Alcohol-Tobacco Free Campus and has adopted a Zero Tolerance policy.

If a residential staff believes, or a student reports to a residential staff that a student is or may be depressed or may do harm or has threatened to do harm to himself/herself, the residential staff member shall, as soon as possible, contact the Winslow Indian Health Care Center at 928-289-4646 and/or the Little Colorado Medical Center at 928-289-4691 and then the Homeliving Supervisor.

### **APPOINTMENTS**

**It is the responsibility of the parent/guardian to take their child to all medical, dental, orthodontic, vision, and behavioral appointments. WRHI staff is limited, therefore staff cannot adequately monitor students for and during such appointments.**

When a student complains of a toothache, the parent/guardian will be notified to pick up their child unless it is an emergency. Dental clinics only allow the parent(s) or legal guardian(s) to authorize treatment for children.

Students must be immunized in accordance with ARS 36-672 and implementing regulations before being admitted to WRHI. (25 CFR § 36.99) Flu shots are encouraged. Students who are notified of inadequate immunizations during the school year will have two weeks to complete the required immunization before suspension will occur. Under certain circumstances students will be allowed additional time to obtain immunization records.

### **OVER-THE-COUNTER MEDICATION**

The Residential staff will administer over-the-counter medication if the parent/guardian provides the Administering Medication from physician. When it is necessary for a student to receive a medicine that does not require a prescription (over-the-counter medication) the following procedure has been established to ensure the protection of the student.

1. Parents must provide a physician permission that allows the residential staff to administer the specific over-the-counter medication in specific doses. Appropriate consent forms must be on file before medication is provided.
2. Parents may bring their own over-the-counter medication to the residential hall, however, all medication must be held by the residential staff in a secure cabinet. Staff must administer and document use in the student's file. All medications must be kept in the original container and placed in a locked medicine cabinet. Keys to the medicine cabinet will be maintained by the residential staff.
3. Each administration of medication must be documented and recorded in the Medication Form.

4. Students are not allowed to possess or administer their own medication. Any medication may be disallowed or strictly limited if WRHI determines that it is posing a risk or threat of abuse or misuse to the student or others.

### **PRESCRIPTION MEDICATION**

When it is necessary for a student to receive a prescription drug while the student is at WRHI, the following procedure has been established to ensure the protection of the student:

1. **Parents must notify the physician to complete the Bureau of Indian Education Authorization to Administer Prescribed Medication Form (pg. 66) before WRHI will accept the child's prescribed medication (s). This form must be completed by the physician for each prescribed medication for the child. This form will be given to the Residential staff and filed in the student's folder.**
2. Parents must provide written permission that allows the residential hall to administer the medication. Such permission must include dosages and time for administration. WRHI reserves the right to require additional information as it deems appropriate. Parental Consent Form to Administer Medicine must be on file before WRHI will administer or allow administration of the medication.
3. The parent/guardian may be required to provide proof that the medication was prescribed by a licensed physician and that the instructions for administration of the medication are consistent with the physician's instructions.
4. All medications must be kept in the original container and placed in a locked medicine cabinet. Keys to the medicine cabinet will be maintained by the residential staff. The container must state student's name, name of medicine, dosage, time prescription is to be administered, and doctor's written directions.
5. Each administration of medication must be documented and recorded in the Medication Form.

Any medication may be disallowed or strictly limited if WRHI determines that it is posing a risk or threat of abuse or misuse to the student or others.

### **PEDICULOSIS (LICE INFESTATION)**

Students with pediculosis shall be excluded from WRHI & school until treatment specific for pediculosis has been initiated and the student is symptom free and has been cleared by the Homeliving Manager or RA for return to the residential hall.

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

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

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

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

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

PLEASE USE A SEPARATE FORM FOR EACH MEDICATION	
Name of Medication: _____	Diagnosis: _____
Dosage: _____ Time(s)/Frequency to be given: _____	
Route of Administration: _____ PRN (as needed) ____ Yes ____ No If PRN, (signs/symptoms): _____	
Side Effects: _____	
Begin Medication: _____ Date	Stop Medication: _____ Date
Special Instructions: Refrigeration required? ____ Yes ____ No Is medicine a controlled substance? ____ Yes ____ No Is this an emergency self carry/self administration medication? ____ Yes ____ No Has student been instructed in the proper self administration of medicine? ____ Yes ____ No	
Prescriber's authorization for self carry/self-administration of emergency medication: _____ <div style="text-align: right;">Signature _____ Date _____</div>	
Prescriber's Name/Title: _____ (Type or Print) _____ Phone _____	
Address: _____ Fax _____	
Prescriber's signature: _____ Date _____	

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

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

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

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

## **FIRE EVACUATIONS**

Fire drills are required under State and Federal Government regulations and will be planned by the administration and local security/facility departments. They are an important safety precaution and it is essential that when a signal to evacuate the building is given, everyone must exit by the prescribed route as quickly as possible. All students must be knowledgeable about how and where to exit in case of a fire or fire drill, by following the posted fire evacuation plans posted in each room. During an actual fire alarm, staff and students will adhere to the following:

### Student Responsibilities:

1. All students must proceed to the nearest fire exit calmly and quickly (no running or pushing; exit in an orderly manner).
2. Lights need to be turned off if time permits.
3. All doors must be closed, but not locked, when the room is exited.
4. **REPORTING AREAS:** (according to where you are located during an evacuation drill.)
  - a. East exit to front of Facility building.
  - b. West exit to front of Facility building

In case of a gas leak it should be determined which way the wind is blowing and everyone should congregate upwind of the gas leak at least two blocks away.

1. Students are to remain at least 100 feet away from the building until the signal is given to return to the building.
2. Students eating in the dining room will leave trays on tables and exit under supervision of food service staff.

### Staff responsibilities:

1. At evacuation areas: Residential staff will immediately take attendance of all students and account for missing students. Two-way radios will be utilized to determine the whereabouts of missing student(s).
2. Assure that all students have evacuated building.
3. Upon the "all clear" signal, students will return to the building through the east front door. Residential advisors will take roll call to assure that all students are accounted for.

The following procedures are also required during night fire drills:

1. All students are to have shoes on their feet and a blanket to cover them.
2. All students should keep their spaces orderly, especially at night, so they can find their shoes and a blanket and be able to exit the building without delay.

If the weather is bad and students cannot go back into the residential hall for an extended period of time, all students shall be sheltered in the Facility Management building until the residential hall can be safely occupied again.

Personnel must be observant in not parking in the residential hall fire lanes (red marked curbs, or in front of or near fire hydrants).

**NOTE:** Fire drills are for safety practices. **In case of an actual fire, it is the responsibility of all staff on duty to get all students out of the building and to a safe area.**

\*\*\*Please refer to the last page of the handbook for evacuation routes\*\*\*

## **LOCK DOWN PROCEDURES**

If an individual or a group is inside the building or outer perimeter in possession of firearms or other weapons or otherwise posing a threat, students and employees should be summoned immediately into a Lock Down. A Lock Down serves many functions during the emergency situation.

- When a Lock Down is initiated, the students and staff members will move to a safe location.
- The dangerous situation will be isolated.
- Students will be accounted for.
- If necessary, an organized evacuation can take place from the dangerous area.

The Homeliving Supervisor or Security personnel will announce, "Lock Down" over the P.A. system or two-way radio and will notify the appropriate authorities, including law enforcement (928) 289-2431 and/or 911. Employees and students will wait for instructions either to remain in Lock Down and or evacuate the building. **If the threat is outside the building, exterior doors will be locked.** For the safety of all employees and students, all exterior doors of residential buildings and the gym will be locked during daytime hours, except the main east entrance. At night all doors will be locked and secured.

## **VEHICLE AND PEDESTRIAN ACCIDENTS INVOLVING STUDENTS**

WRHI strives to prevent accidents involving students and to take appropriate action when accidents occur. To this end, employees should correct and report any unsafe conditions that they observe, operate vehicles in a safe and defensive manner, act with care and be attentive to students at all times.

### **PROMPT ACTION**

When an accident occurs on WRHI premises, during WRHI-sponsored activities, involving WHRI-owned or controlled vehicles, or involving a WRHI student, prompt and thorough action is required. Actions shall be based on the following principles:

- The student's health and safety are the primary consideration.
- Any employee who is present during an accident (or comes upon an injured student) is required to render assistance within the employee's training, knowledge and abilities.
- If a nurse or nurse aide is not available, the employee must immediately contact an emergency medical provider that is appropriate for the student's condition. This may include an ambulance or other emergency medical transportation service. 911 and local law enforcement must be contacted.
- Employees must fully cooperate with all medical providers, medical transportation service providers and law enforcement officers.
- Employees shall not transport injured students except in the rare case of emergencies and where family transportation and ambulance transportation is not available in a reasonable time frame.
- The student's parent, guardian or other responsible individual(s) identified in the student's enrollment documents shall be contacted as soon as practicable.
- The Winslow Indian Health Care Center (WIHCC) shall be the preferred medical provider unless the student's parent, guardian, other authorized decision maker, medical provider or medical transportation service provide specifies otherwise or unless emergency conditions make it impracticable to obtain services from WIHCC. Directions to WIHCC from Interstate 40: From 1-40, take the Hipkoe Drive exit. Turn south and go about 0.1 miles. Drive east on old Route 66 (West Third Street) for about ½ mile.
- Contact information for WIHCC is as follows:

Winslow Indian Health Care Center  
500 North Indiana Avenue Winslow,  
Arizona 86047  
**Telephone: (928) 289-4646/2379/4483**

**OTHER EMERGENCIES:** Emergency situations will be treated with great care and with the primary goal of protecting the student's safety and health. Guidelines will be followed in accordance with the Emergency Procedures Guide, on file at all staff workstations.

#### **EMERGENCY PHONE NUMBERS**

Child Protective Service, Winslow	(928) 289-3312
Child Protective Service Arizona	(888) 767-2445
Dilkon Social Services	(928) 657-8030
Domestic Violence (Alice's Place, Winslow)	(928) 289-3003
Hopi Police (Keams Canyon)	(928) 738-2233
Hopi Tribal Offices	(928) 734-2441
Little Colorado Medical Center	(928) 289-4691
National 24 hours Domestic Violence Hotline	(800) 799-7233
National Suicide Prevention Lifeline	(800) 273-8255
Navajo County Sheriff	(928) 289-4601
Navajo Nation Police Dept. (Dilkon)	(928) 657-3276
Parents Anonymous National Hotline	(855)427-2726
Poison Control Arizona	(800) 222-1222
Winslow High School	(928) 288-8100
Winslow Indian Health Care Center, Inc.	(928) 289-4646
Winslow Junior High	(928) 288-8300
Winslow Police Department	(928) 289-2431

The following definitions may be used to assist those reading the WRHI Student Handbook to better understand the rules and regulations. It is the responsibility of the student, parents, guardians, and staff to become acquainted with these terms.

<b>Term</b>	<b>Definition</b>
Absence Without Leave (AWOL)/Truancy	The act of being absent from Winslow Residential Hall campus or other assigned places without permission
Alcohol	This includes any and all intoxicating beverages
Arson	To intentionally or negligently damage, or attempt to damage, any school or personal property by fire or incendiary device.
Assault	Threats of bodily harm or the willful attempt with force or violence to hurt another person physically, verbally, or emotionally
Bullying	Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.
Burglary	Breaking into any building, vehicle or other secured place with the intent to commit a crime
Check-In	A parent physically checking-in their child.
Check-Out	A parent physically checking their child out, at which point WRHI no longer holds responsibility for the student
Counseling	The referral of a student to a staff member, parent, or professional counselor for the purpose of receiving guidance, advice or therapy
Cyber bullying	The use of cell phones, instant messaging, e-mail, chat rooms or social media (i.e., Face book, Twitter, etc.) to harass, threaten or intimidate another person. Will include such acts as making threats, sending provocative insults or racial or ethnic slurs, gay bashing, attempting to infect the victim's devices with a virus, and flooding the device with messages.
Dishonesty	Falsification of written and oral statements.
Disorderly conduct	Conduct that disturbs the peace or endangers the morals, health, or safety of a community.
Drug Abuse	The usage of drugs illegally to produce a state of chronic or periodic intoxication
School year suspension	The removal of a student from residence at WRHI for the remaining school year
Fighting	The act of physical or mental aggression against another person
Forgery	The action of producing a copy of a document, signature, banknote, or work of art
Guardian	A person lawfully invested with the power, and charged with the duty, of taking care of a child and a child's property. When used in this Student Handbook, the terms "parent" and "guardian" are interchangeable.
Hazing	Torturing or punishing another to do an unreasonable task
Horseplay	Rough or boisterous play

Insubordination	Willful disregard to authority, talking back, showing disrespect for rules and regulations, and/or the refusal to follow WRHI procedures
In Loco Parentis	Latin for “in place of a parent”, this phrase identifies a residential/home living program is taking care of a minor which includes protecting students’ rights. When parents or legal guardian place their child in the residential hall for their education; the residential staff and administrators stand <i>in loco parentis</i> over the children entrusted to them.
Intimidation	Unlawful coercion, extortion, duress, or putting another person in fear
Intoxication	Being under the influence of a drug, alcohol or controlled substance. This can also include the effect of inhaling paint, gas or other substances
Letters to parents	A written notice to a parent or guardian informing the person about a particular situation concerning their child. This is mandatory in major offenses
Major Offense	A very serious policy violation, often posing a danger to self or others. Examples include: contributing to the delinquency of a minor, assault and battery, theft, vandalism, drinking, substance abuse, arson
Minor Offense	A less serious policy violation. Examples include: AWOL, truancy, insubordination
Minor	Any person under the age of 18. A person that reaches their age of Majority (18) is no longer considered a minor.
Non-compliance	An unwillingness to follow through with a directive given by staff.
Power Hour	One hour of structural study four days of the week per federal regulation (25 CFR Part 36 Subpart G, §36.92).
Reprove	A kinder word for reprimand; to correct a student who disobey or refuse to follow directives. To criticize or correct, especially gently.
Sign-In	The act of recording a student’s return to the WRHI. Where required, a failure to sign-in constitutes AWOL.
Sign-Out	The act of recording a student’s departure from WRHI.
Suspension	Disciplinary removal from WRH for a specified length of time
Vandalism	The willful or malicious destruction of property
Violation	Infraction of any rule or regulation or law
Withdrawal	A parent/guardian’s decision to remove their child from residency in WRHI.



## **WINSLOW RESIDENTIAL HALL, INC. INTERNET USE AND AGREEMENT POLICY**

Before a student, parent and/or employee may access the Winslow Residential Hall, Inc's (WRHI) technology resources, the individual must have a signed and dated user agreement on file. The user agreement of a student ***who is a minor*** must also have the signature of a parent or guardian who has read and will uphold this agreement.

### **PURPOSE:**

Winslow Residential Hall, Inc. is pleased to continue offering access to the internet to their students, employees, and parents. The internet is provided to support access to global information to increase career development, research, homework assistance, and communication.

The WRHI has the right to set reasonable restrictions on any material a student can access or post. This policy is set forth to protect the students, parents, and staff of WRHI. Inappropriate use can increase the risks of virus attacks, endangers the network systems and service, legal copyright violation, student privacy and unacceptable risks to students.

### **SCOPE:**

This policy will be relevant and applied to all the students, parents, and employees using the Information Technology (IT) system at WRHI. This policy also applies to all equipment owned or leased by WRHI and all related equipment. The internet users accept the responsibilities of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

### **TERMS OF USE:**

Only the authorized users who have signed the user agreement shall have computer access, the agreement shall remain in effect for the remainder of the school year.

### **TERMS AND CONDITIONS:**

1. All internet, tablet, or computer equipment use shall be consistent with the purpose, goals, policies and rules of the WRHI. It is imperative that users of the IT system conduct themselves in a responsible, ethical, moral, and polite manner, as well as following all rules for behavior and communications.
2. The users agree to abide by the general accepted rules of the WRHI Student Handbook as approved by the Governing Board. Furthermore, WRHI is governed by the BIE policies located at [http://enan.bia.edu/site\\_res\\_view\\_folder.aspx?id=71dd2af0-a19a-4ceb-a11d-e2dad6ceace2](http://enan.bia.edu/site_res_view_folder.aspx?id=71dd2af0-a19a-4ceb-a11d-e2dad6ceace2)
3. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, threatening, disrespectful, or otherwise inappropriate images or information is strictly prohibited.
4. Any attempt to bypass school internet security (e.g. bypassing proxies or "hacking" servers or work stations), and/or installing of any type of software is forbidden.
5. Any destruction, defacement, theft, unauthorized altering of WRHI's computer system, attempting illegal access to or from WRHI computer systems, and intentional spreading of a computer virus or similar programs is unacceptable, and will not be tolerated.
6. The users agree to abide by all patent, trademark, trade name, and copyright laws. Plagiarism in any form will not be tolerated. All sources must be cited.
7. ***The users will not access any chat rooms, instant messaging, and websites such as: Facebook, You Tube, Twitter, and/or any other similar websites, as these sites have inappropriate content that violates this policy. In addition, users are prohibited from downloading music to their IPOD or to any other devices.***

8. Users are prohibited from providing information about themselves or others over the internet including social security number, credit card information, passwords, usernames, and/or other personal information.
9. All users agree NOT to use any computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.

### **PRIVILEGE:**

The use of the IT system within the WRHI is a ***privilege, not a right***. The information produced from internet access, tablet, or computer use shall be deemed the property of WRHI. All users agree and consent to allow WRHI staff to review any and all files, data and messages to ensure that users are using the system responsibly at any time with or without notice.

### **SECURITY:**

Internet users may encounter materials that are controversial or inappropriate or offensive. WRHI has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet to control access to all data which a user may discover. It is the user's responsibility not to initiate access to such material, and any site or material that is deemed controversial. These activities shall be reported immediately to the appropriate administrator. WRHI expressly disclaims any obligation to discover all violations of inappropriate Internet access.

### **PENALTIES FOR IMPROPER USE:**

1. Unacceptable use or violations of this policy may result in restricting Internet use or use of any or all computers. WRHI administrators may refuse to reinstate privileges to use the IT system for the remainder of the student's enrollment at WRHI.
2. The WRHI may also take other disciplinary actions in certain circumstances. In some instances inappropriate computer and internet use violates state and/or federal laws and may result in criminal prosecution or juvenile court action.

### **DISCLAIMER OF ALL WARRANTIES:**

WRHI makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the internet or computer equipment. WRHI will not assume the responsibility or liability for any loss of data resulting from delays, non-deliveries or service interruptions caused by negligence or errors indirectly or directly. WRHI specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**WINSLOW RESIDENTIAL HALL, INC.  
INTERNET USE AGREEMENT**

I have read, understand and will abide by WRHI Internet Use and Agreement Policy. I understand that any violations of the Policy may result in disciplinary actions and the revocation of my use of the IT system at WRHI.

**NAME (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: This agreement applies to students, parents, and employees.**

The user agreement of a **student who is a minor** must also have the signature of a parent or guardian who had read and will uphold this agreement.

**Personal responsibility:** *I will report any misuse of the IT system to the WRHI administration staff immediately, and I will not demonstrate the problem to others. Furthermore, I understand and agree that I will not use someone else's password or trespass in another's files.*

.....  
**Parent or Legal Guardian Consent**

As the parent or legal guardian of the above named student, I have read the WRHI Internet Use and Agreement Policy and understand it. I understand that it is impossible for WRHI to restrict access to all controversial materials, and I will not hold WRHI responsible for materials acquired by use of the IT system. I also agree to report any misuse of the IT system to a WRHI administrator.

I accept full responsibility and hereby give my permission to have my child use the Winslow Residential Hall Inc. IT system.

**Parent or Legal Guardian Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR WRHI USE ONLY**

Assigned User Name: \_\_\_\_\_ PW: \_\_\_\_\_

Needs Email?    Yes      No

Account Created on: \_\_\_\_/\_\_\_\_/\_\_\_\_

WRH Staff: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

## **Sexual Harassment and Discrimination, Violence/Bullying, Cyber Bullying and Hazing Student Acknowledgement**

This is to acknowledgement receipt of the Winslow Residential Hall, Inc. Student-Parent Handbook policy concerning Sexual Harassment and Discrimination, Violence/Bullying, Cyber Bullying, and Hazing. I have carefully read and understand the policy and procedures concerning Sexual Harassment, Violence/Bullying, Cyber Bullying, and Hazing. I acknowledge that it applies to me while I am residing at Winslow Residential Hall, Inc.

I will comply with the policy and procedures as set forth in the policy concerning Sexual Harassment, Violence/Bullying, Cyber Bullying, and Hazing. I understand that I should immediately report any violates a staff member. If I fail to do so it may result in discipline.

I understand this will be filed in my student files.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeliving Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeliving Supervisor

\_\_\_\_\_  
Date

NOTE: Signed Acknowledgement Form is placed in Student Files.

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## STUDENT FEES AND FINANCIAL RESPONSIBILITY ACKNOWLEDGEMENT

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I have read and understand that I am responsible for all fees and restitution provided for in the Student Handbook. I understand further that I am responsible for paying for any and all damage to WRHI property and the property of others that I caused.

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Student Signature

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Date

---

Parent Signature

---

Date

---

## STUDENT HANDBOOK ACKNOWLEDGMENT

I have received a copy of the Winslow Residential Hall, Inc., Student Handbook for School Year 2018 -2019. I understand that I am responsible for reading and understanding the Student Handbook, and that I am responsible for asking any questions that I might have about the content of the Student Handbook. I understand and agree that I will follow all the rules and regulations set forth in the Student Handbook or I will be subject to disciplinary action.

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Student Signature

---

Date

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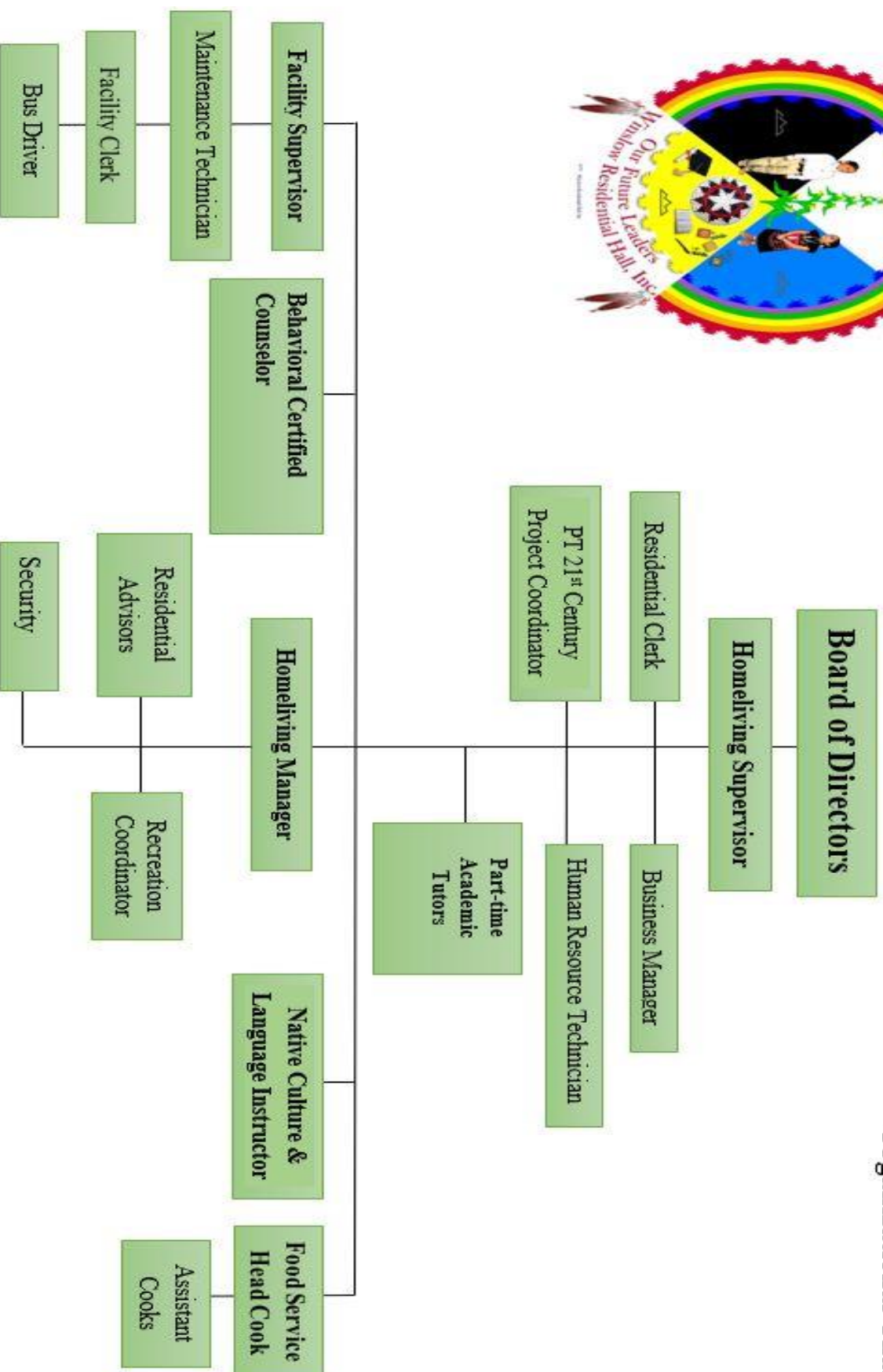
Parent/Guardian Signature

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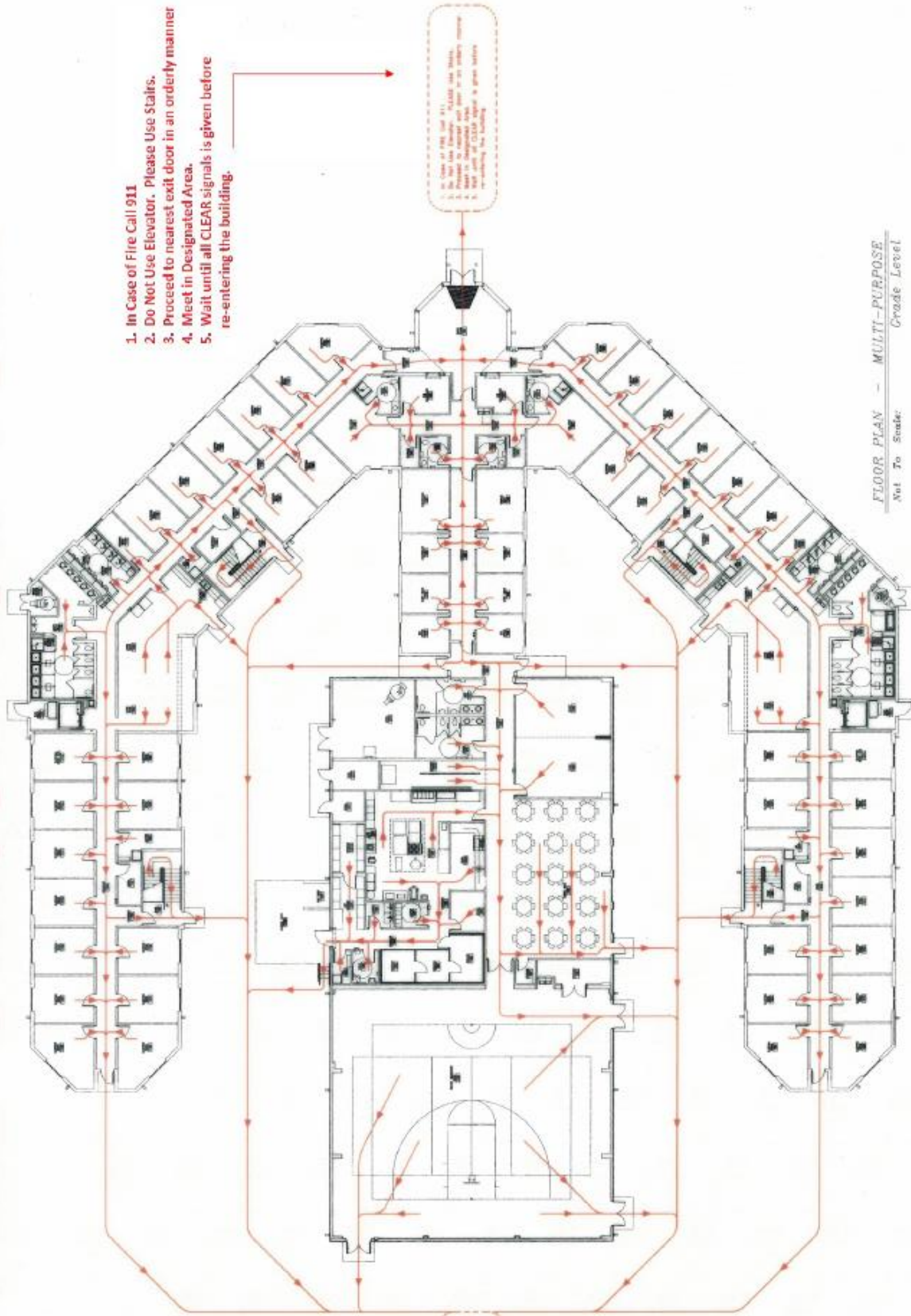
Date



# **Winslow Residential Hall, Inc. Organizational Chart**



# FIRE EVACUATION PLAN

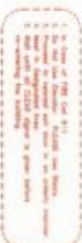


FLOOR PLAN - MULTI-PURPOSE  
 Not To Scale  
 Grade Level

DEPARTMENT OF INTERIOR BUREAU OF INDIAN AFFAIRS OPM - NAVAJO REGION	BRANCH OF FACILITIES MANAGEMENT GALLUP, NM	PROJECT NAME WINSLOW RESIDENTIAL HALL MULTIPURPOSE BLDG BLDG # 1683	DRAWN BY DATE	CHECKED BY DATE	PROJECT NUMBER 1-9-2
			TITLE FIRE EVACUATION PLAN	SCALE NOT TO SCALE	REVISIONS 1. 10/1/83



1. In Case of Fire Call 911
2. Do Not Use Elevator. Please Use Stairs.
3. Proceed to nearest exit door in an orderly manner
4. Meet in Designated Area.
5. Wait until all CLEAR signals is given before re-entering the building.



FLOOR PLAN - MULTI-PURPOSE  
Not To Scale: Second Floor

DEPARTMENT OF INTERIOR  
BUREAU OF INDIAN AFFAIRS  
OFMC - NAVAJO REGION

BRANCH OF FACILITIES MANAGEMENT  
CALLUP, NM

UTULS/NTS/DOK/MFEN/CT/182/DW/C

WINSLOW RESIDENTIAL HALL  
MULTIPURPOSE BLDG  
BLDG # 1633 Second Floor

[illegible]