



BIE Navajo District Residential Handbook

SCHOOL YEAR 2026-2027



“A Guide for Students, Parents, Community Members and Staff”



**Wingate High School
1737 Shush Drive
Ft. Wingate, N.M. 87316
Phone: 505.488.6400 Fax: 505.488.6444
Website: www.whs.bie.edu**

Bureau of Indian Education

U.S. Department of the Interior

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LETTER FROM THE ASSOCIATE DEPUTY DIRECTOR

CULTURE. KNOWLEDGE. LEADERSHIP.



UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Indian Education
P.O. Box 1449
Window Rock, AZ 86515-0707
Telephone: 928-871-5932 Fax: 928-871-5945

Yá'át'ééh and Greetings Students, Parents and Guardians.

It is with great pleasure, I welcome our students to a new school year, we are proud to partner with you in the education of your children. You are an essential part of your child's education, and we are all vested in the learning and guidance of our students as they begin their journey of adventure, discovery, and learning along with experiencing cultural opportunities to enhance their growth and development this academic year. We firmly believe it is important that we build a strong and rich relationship between students, their school and the home to best serve their educational needs.

As partners in educating your child(ren), it is important that you are well informed of our policies, procedures, expectations, and requirements which you will find outlined in this year's Student/Parent Handbook.

Our goal is to develop skills in all academic areas, while establishing a safe learning environment for all students attending our schools. Please take time to become familiar with the information and keep this handbook available for your use; it is a valuable reference to refer to during this 2025-2026 school year.

If you have any questions regarding or concerning any portion of this handbook, please contact the school principal or leader. Let's all continue to work together to make this a great and successful year for the students of BIE Navajo!

Respectfully,

Emily K. Arviso

Emily K. Arviso
Associate Deputy Director, Navajo Schools

www.bie.edu

Bureau of Indian Education

P.O. Box # 1449

Old Club Road

BIA Building 3

Window Rock, Arizona 86515

(928) 871-5932

(928) 871-5945 (fax)

Emily Arviso, Associate Deputy Director, BIE-Navajo District

LETTER FROM SCHOOL PRINCIPAL

CULTURE. KNOWLEDGE. LEADERSHIP.



UNITED STATES DEPARTMENT OF THE INTERIOR

Bureau of Indian Education
Wingate High School
1737 Shush Drive / PO Box 2
Fort Wingate, NM 87316

IN REPLY REFER TO:

June 30, 2026

Dear Students/Parents/Guardians:

Welcome to Wingate High School. We are pleased to begin this academic year with a commitment to fostering a strong partnership between home and school to ensure each student reaches their highest potential. We recognize that student success relies on support from both families and educators, and we take seriously our shared responsibility for their achievements.

The staff of Wingate High School is dedicated to upholding our mission: "Wingate High School is a Native American institution that nurtures the whole person in self-identity, education, leadership, and wisdom." Our team consistently strives to build an exceptional educational environment and prepares students to be college and career ready. Our initiative for this year is to further engage students in meaningful and rigorous learning experiences, complemented by special events, performing arts, and athletic activities. We encourage our Bears to remain actively involved and aligned with our school's objectives.

We are firmly committed to providing a safe and secure environment, eliminating barriers to student learning and achievement. The policies and procedures for ensuring safety at our school are detailed in the SY 26-27 Wingate High School Student/Parent Handbook, Residential Handbook, Athletic Handbook and our Emergency Management and Continuity of Operational Plan (COOP).

Parents are strongly encouraged to participate in the Parent Involvement Committee (PIC), which convenes on the last Wednesday of each month at 5 pm, both virtually and in person. This committee offers an excellent opportunity to connect with teachers, staff, and learn about the educational programs available to our students.

Should you have any questions or concerns during the school year, please do not hesitate to contact or visit us. Open communication between parents, guardians, and staff is vital to a successful academic experience for our students. Collaboration will help ensure success for every student at Wingate High School.

Thank you for your partnership and support of our educational mission.

Sincerely,

Gloria Arviso

Gloria Arviso, Principal
Wingate High School

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www.bie.edu

Approved School Calendar

1737 Shush Drive/PO Box 2
Fort Wingate, NM 87316



WINGATE HIGH SCHOOL
CALENDAR
2026-2027



Phone: 505-488-6400
www.whs.bie.edu

AUGUST '26

July 27: Contract Begins
27-31: Admin Days-WHS
Aug 3: 1st day of School
Aug 26: PIC Mtg
School Board Mtgs-TBD

S	M	T	W	Th	F	S
26	27	28	29	30	31	1
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23	24	25	26	27	28	29
30	31					

JANUARY '27

Jan 1: New Years-Holiday
Jan 4: Admin Day-WHS
Jan 5: School Resumes
Jan 18: MLK Day-Holiday
Jan 27: PIC Mtg.
School Board Mtgs-TBD

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31						

SEPTEMBER '26

Sept 7: Labor Day-Holiday
Sept 4: Progress Q1 12-4pm
Sept 16: PTC 12-4pm
Sept 23: PIC Mtg.
School Board Mtgs-TBD

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FEBRUARY '27

Feb 5: Progress Q3 12-4pm
Feb 10: PTC 12-4pm
Feb 15: Presidents Day-Holiday
Feb 24: PIC Mtg.
Feb 26: Admin Day-District
School Board Mtgs-TBD

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21	22	23	24	25	26	27
28						

OCTOBER '26

Oct 9: End Q1 12-4pm
Oct 12: Indigenous Day-Holiday
Oct 19 Admin Day-District
Oct 28: PIC Mtg.
School Board Mtgs-TBD

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MARCH '27

Mar 12: End Q3 12-4pm
Mar 15-19: Spring Break (SV)
Mar 24: PIC Mtg.
School Board Mtgs-TBD

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NOVEMBER '26

Nov 6: Progress Q2 12-4pm
Nov 11: Veterans Day-Holiday
Nov 18: PTC 12-4pm
Nov 23-27 Fall Break (SV)
Nov 26: Thanksgiving-Holiday
School Board Mtgs-TBD

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29	30					

APRIL '27

Apr 16: Progress Q4 12-4pm
Apr 21: PTC 12-4pm
Apr 28: PIC Mtg.
School Board Mtgs-TBD

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DECEMBER '26

Dec 18: End Q2-S1 12-4pm
Dec 21-31 Winter Break (SV)
Dec 25: Christmas-Holiday
School Board Mtgs-TBD

S	M	T	W	Th	F	S
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MAY '27

May 14: Graduation
May 14: Admin Day-WHS
May 20: End Q4-S2 12-4pm
May 21: Admin Day-WHS
May 31: Memorial Day-Holiday
School Board Mtgs-TBD

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Administration and Counseling Staff:

John McIntosh, Education Program Administrator	(928) 871-5965
Administration Main Office	(505) 488-6400
Gloria Arviso, Principal	(505) 488-6401
Margaret Taylor, Head Teacher	(505) 488-6417
Acting Head Teacher	(505) 488-6425
Grace Benally, Educational Support Services Supervisor	(505) 488-6456
Nadine Peterson, School Cook Supervisor	(505) 488-6442
Designated staff, Security Lead	(505) 488-6409
Louis Gaddy, Custodial Lead	(505) 488-6400
Margie Long, 11-12 Academic Counselor	(505) 488-6415
Marjean Benally, 9-10 Academic Counselor	(505) 488-6416
Darlene Delgarito, School Registrar	(505) 488-6407
Stanley Henderson, Acting NMNS Facility Manager	(505) 488-6423
Felicia Chischilly, (Acting)IT Manager/IT Specialist	(505) 488-6459
Athletic Director, Dr. Aaron Billie	(505) 488-6425
Alta Mitchell, Substance Abuse Specialist	(505) 488-6411
Eric Chischilly, Home Living Specialist Supervisor	(505) 488-6487
Paulette Begay, Residential Manager (Girls Dorm)	(505) 488-6493
Designated staff, Home Living Specialist (Acting)	(505) 488-6490

School Board Members:

Gertie White, School Board President	(505)488-6400
Margaret Yazzie, School Board Vice-President	(505)488-6400
Caitlin Tom, School Board Secretary	(505)488-6400
Carol Mariano, School Board Member	(505)488-6400
Evelyn John, School Board Member	(505)488-6400
Sarah Jackson, School Board Member	(505)488-6400

WHS Residential Team

School Year 2026-2027

Residential Department

CHISCHILLY, Eric	Home Living Specialist Supervisor	(505) 397-3608
HOLYAN-BEGAY Lavaye	Home Living Specialist (Boys')	(505) 488-6490
BEGAY, Paulette	Residential Manager (Girls')	(505) 488-6493
YAZZIE, Nettie	Residential Clerk	(505) 488-6405
BEGAY, Troy	Recreation Technician	(505) 488-6494

Residential Counseling Department

MITCHELL, Alta	Substance Abuse Specialist	(505) 488-6411/6433
CHESCHILLY, Venissa	Counselor Technician	(505) 488-6497

DORMITORY – BOYS' (Dorm 18)

BADONIE, Billy	Home Living Assistant
BADONIE, Victoria	Home Living Assistant
COMBS, Marcella	Home Living Assistant
HENRY, Regina	Home Living Assistant
JONES, Leon	Home Living Assistant
SUTHERLAND, Henry	Home Living Assistant
WILLIE, Sandy	Home Living Assistant
CLYDE, Donnavan	Home Living Assistant

DORMITORY-GIRLS' (Dorm 19)

BADONIE, Cheryl	Home Living Assistant
SMITH, Brooke	Home Living Assistant
CHATO, Laura	Home Living Assistant
EMERSON, Cora	Home Living Assistant
GOULD, Rose	Home Living Assistant
JONES, Lucinda	Home Living Assistant
MARIANO, Jennifer	Home Living Assistant

INTRODUCTION

This manual provides information for parents, students, community members, and staff about what is expected and offered at the Wingate High School Residential Hall. This Handbook is promulgated in accordance with 25 C.F.R. Part 36.

BUREAU OF INDIAN EDUCATION (BIE)

I. VISION STATEMENT

“Uniting to promote healthy communities through lifelong learning.”

II. MISSION STATEMENT (25 C.F.R. 32.3):

To provide quality education opportunities from early childhood through life in accordance with the Tribes’ needs for cultural and economic well-being and in keeping with the wide diversity of Indian Tribes and Alaska Native villages as distinct cultural and governmental entities. The Bureau shall manifest consideration of the whole person, taking into account the spiritual, mental, physical, and cultural aspects of the person within family and Tribal or Alaskan Native village contexts.

III. PROGRAM GOALS

- All students will meet or exceed academic proficiency levels in reading and/or language arts, science, and mathematics
- All schools will provide a safe and secure environment by decreasing incidents of violence and substance abuse by a minimum of 2% annually
- Student attendance will meet or exceed the United States rural attendance rate
- All schools will enhance the professionalism of all staff to improve education programs for student success through:
 1. requirements for staff to have appropriate certification.
 2. comprehensive systemic and on-going professional development.
 3. recruitment and retention of highly qualified educators; and
 4. development of leadership using best practices
- High school graduation rates will be 95% or higher
- Each school will provide curriculum and instruction in Tribal languages and/or cultures as approved by the local school boards

BUREAU OF INDIAN EDUCATION NAVAJO DISTRICT

I. BIE Navajo District - Description

BIE Navajo operates under one Associate Deputy Director. There are five Education Resource Centers (Crownpoint, Shiprock, Window Rock, Chinle, and Tuba City) that provide support for the 66 BIE-operated and grant schools on the Navajo Nation within the states of Arizona, New Mexico, and Utah. These schools provide primary as well as secondary education, and nineteen of the BIE schools in the Navajo District have residential programs.

II. BIE Navajo Plan and the Bureau of Indian Education's Strategic Direction

Initially, the Navajo District developed a guideline/plan to support all 66 Bureau-funded schools prior to the development of the BIE's Strategic Direction (<https://www.bie.edu/sites/default/files/documents/idc2-086443.pdf>.) Nevertheless, the BIE Navajo Plan, which originated in 2012, lent itself to the "Commitment to the Navajo Learner" within the BIE's Strategic Direction planning.

- I. **Pillar I: Continuous Improvement Using Data** - use data from standards-based assessments and benchmarks to improve effective instruction, student learning, and achievement

Pillar II: Leadership and Decision-Making for Change - build leadership's capacity to implement innovative changes to foster student achievement

Pillar III: Curriculum and Instruction - develop a strong curriculum using College and Career Readiness Standards, and build teacher capacity to deliver effective instruction resulting in increased student achievement

Pillar IV: School, Parent, and Community - implement innovative strategies developed through the collaborative efforts of the school, parents, and community to support each child's educational experience

- II. **Goal 1: High Quality, Early Childhood Education** - All students will enter kindergarten academically, socially, and emotionally prepared to succeed in school.

Goal 2: Wellness, Behavioral Health, and Safety - All students will develop the knowledge, skills, and behaviors necessary for physical, mental, and emotional wellbeing in a positive, safe, and culturally relevant learning environment.

Goal 3: K-12 Instruction and High Academic Standards - All students will develop the knowledge, skills, and behaviors necessary to progress successfully through school and be prepared for postsecondary education and/or career opportunities.

Goal 4: Post-Secondary and Career Readiness - All students will graduate high school ready to think globally and succeed in postsecondary study and careers.

Goal 5: Self-Determination – All students will develop the knowledge skills and behaviors needed to lead their sovereign nations to a thriving future through self-determination.

Goal 6: Performance Management – All students will benefit from an education system that is effective, efficient, transparent, and accountable.

III. District Priorities

In addition to the pillars and the Strategic Direction the Navajo District has identified four priorities for all Navajo District BIE funded and operated schools. The priorities are:

- College and Career Readiness Standards
- Professional Learning Communities
- Navajo Language & Culture
- Increased Stakeholder Engagement
- Fiscal Efficacy

IV. Performance Standards for Quality Schools:

Cognia (<https://www.cognia.org/services/accreditation-certification/>) is an accreditation non-profit, non-partisan organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. Cognia provides tools and resources to schools and school systems to support an ongoing comprehensive analysis to drive continuous improvement now and into the future.

Leadership Capacity Domain
Learning Capacity Domain
Resource Capacity Domain

MESSAGE ON SCHOOL BOARDS

The school boards and Navajo district schools strive to ensure that every student graduates fully prepared for college, or career readiness. Each school board acts in accordance with the policies outlined in 25 CFR and 62 BIAM to effectively support students, families, and community.

MESSAGE ON WELLNESS

We encourage students and their families to practice traditional concepts of Hozho, and take measures to address their physical, mental, and spiritual well-being. In addition to academic instruction, the schools will take measures to provide nutritious food and provide students with structured physical activities for a minimum of one hour every weekday, and two hours on Saturday and Sunday. Further, the residential program will provide native language and cultural activities. We encourage students and their families to eat healthy, exercise, and maintain their mental health so that students can reach their full academic potential.

MESSAGE ON CHILD ABUSE AND NEGLECT

All suspected cases of child abuse and neglect will be reported in accordance with the BIE's Suspected Child Abuse/Neglect (SCAN) Reporting Protocols. For access or further information on the protocol, contact the Residential Supervisor, or visit the Bureau of Indian Education website at: <http://www.bie.edu/Programs/SSS/index.htm>. The website will explain the Suspected Child Abuse/Neglect Reporting Protocols. Additional information about SCAN will be attached as *Appendix A*.

COMPLIANCE WITH ANTI-DISCRIMINATION LAWS

The Residential Hall will comply with the requirements of Title IX of United States Education Amendments of 1972, Section 504 of the Rehabilitation Act, 29 U.S.C. § 794, and 20 U.S.C. §§ 1681–1688, Pub L. No. 92-318, and its implementing regulations (34 C.F.R. part 106). Further, no individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity (Executive Order 13160).

CONFIDENTIALITY

The Bureau of Indian Education protects the confidentiality of personally identifiable information regarding students in accordance with tribal, state and federal laws dealing with regular and special education students' rights and privacy. The foundation of the rights and laws comes from federal legislation titled, Family Educational Rights and Privacy Act of 1974. All students are covered by the regulations contained in Chapter 12 known as Students' Rights and Responsibilities. It is the intent of this policy to inform both parents/guardians and eligible children (e.g., students eighteen and older) of their rights in the collection, maintenance, release, and destruction of records.

SCHOOL VISION, MISSION AND PHILOSOPHY STATEMENT

WHS Mission

Wingate High School is a Native American School that Nurtures the Whole Person in Self-Identity, Education, Leadership, and Wisdom.

WHS Vision

“Bee nishłínígíí, k’ad be’deeshłííł.”
“Nurture Your Talent.”

VISION STATEMENT

“Uniting to promote healthy communities through lifelong learning.”

I. MISSION STATEMENT (25 C.F.R. 32.3):

To provide quality education opportunities from early childhood through life in accordance with a tribes’ needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. The Bureau shall manifest consideration of the whole person, taking into account the spiritual, mental, physical, and cultural aspects of the person within family and tribal or Alaskan Native village contexts.

RESIDENTIAL PROGRAM **PROGRAM GOALS**

- All students will meet or exceed academic proficiency levels in reading and/or language arts, science, and mathematics
- All schools will provide a safe and secure environment by decreasing incidents of violence and substance abuse by a minimum of 2% annually
- Student attendance will meet or exceed the United States rural attendance rate
- All schools will enhance the professionalism of all staff to improve education programs for student success through:
 1. requirements for staff to have appropriate certification.
 2. comprehensive systemic and on-going professional development.
 3. recruitment and retention of highly qualified educators and
 4. development of leadership using best practices
- High school graduation rates will be 95% or higher
- Each school will provide curriculum and instruction in Tribal languages and/or cultures as approved by the local school board

RESIDENTIAL DAILY OPERATION

The residential program operates 24 hours per day and 7 days a week with the following professional and paraprofessional staff members: home living specialists, recreation technician, a certified substance abuse counselors, counselor technicians, clerk, and home living assistants. The home living specialists work the evening hours to accommodate the students and parents coming in for conferences and counseling sessions. The residential staff work schedules are staggered to keep the residential halls open during the weekend.

Monday - Friday

MORNING SCHEDULE

6:00 am to 7:15am	Students prepare for the school day and clean their rooms.
7:15 am to 7:30 am	Students leave the residential halls for the academic building.
7:30 am to 7:55 am	Breakfast at the cafeteria
8:00 am	Classes begin

AFTERNOON SCHEDULE

12:30 pm to 3:25 pm	All classes are in session. Classes dismiss at 2:00 pm each Friday. Students check in at the residential halls. Time is provided for after school programs, leisure time, laundry, and details.
3:25 pm to 5:00 pm	Supper at the Cafeteria
4:30 pm to 6:00 pm	Evening curfew and all students check into their residential halls.
6:00 pm	Boys' study hour at this time. Girls' recreation and residential program time.
6:00 pm to 7:00 pm	Girls' study hour at this time. Boy's recreation and residential program time.
7:30 pm to 8:30 pm	Residential program time, laundry and leisure. Clean assigned areas including individual rooms and take care of personal hygiene.
8:30 pm to 10:00 pm	Lights out. All students must be in their own rooms.
10:00 pm	

Weekend Schedule

Students are required to check in with the residential staff every two hours. Curfew is at 6:00 p.m. at which time students should be in the residential halls. Students who wish to leave their residential hall prior to curfew time must indicate their destination on the sign-out sheet. Students are not allowed to leave the campus unless parents or guardians check them out properly.

Meals are provided for students during the weekends. Schedules of these meals will be posted on the bulletin boards in each of the residential halls. Staff will encourage students who stay for the weekend to eat breakfast or brunch.

ACADEMIC SCHOOL SCHEDULE

WHS BELL SCHEDULE 2026-2027



WHS BELL SCHEDULE 2025-26

MONDAY – THURSDAY			FRIDAY ONLY		
PERIOD	BEGIN	END	PERIOD	BEGIN	END
1	8:00 AM	8:50 AM	1	8:00 AM	8:48 AM
2	8:55 AM	9:45 AM	2	8:53 AM	9:35 AM
3	9:50 AM	10:40 AM	3	9:40 AM	10:22 AM
4	10:45 AM	11:35 AM	4	10:27 AM	11:09 AM
Mentoring	11:40 AM	12:10 PM	5	11:14 AM	11:56 AM
Lunch	12:10 Noon	12:40 PM	Lunch	11:56 AM	12:26 PM
5	12:45 PM	1:35 PM	6	12:31 PM	1:13 PM
6	1:40 PM	2:30 PM	7	1:18 PM	2:00 PM
7	2:35 PM	3:25 PM	STAFF PD	2:05 PM	4:00 PM

HALF DAY			LATE START – WEATHER DELAY		
PERIOD	BEGIN	END	PERIOD	BEGIN	END
1	8:00 AM	8:27 AM	Safe Travel	7:30 AM	9:30 AM
2	8:30 AM	8:57 AM	1	10:00 AM	10:40 AM
3	9:00 AM	9:27 AM	2	10:45 AM	11:22 AM
4	9:30 AM	9:57 AM	3	11:27 AM	12:04 PM
5	10:00 AM	10:27 AM	Lunch	12:04 PM	12:34 PM
6	10:30 AM	10:57 AM	4	12:39 PM	1:16 PM
7	11:00 AM	11:27 AM	5	1:21 PM	1:58 PM
Lunch	11:30 AM	12:00	6	2:03 PM	2:40 PM
			7	2:45 PM	3:25 PM

HOMELIVING POLICIES AND PROCEDURES

I. STUDENT CHECK-OUT POLICY

Students may be checked out in accordance with the BIE Student Check-out Procedures attached as *Appendix B*. Below are the requirements for checking out a student:

1. A student wishing to have check-out privileges must have original written permission signed by the parent or legal guardian stating that the school is released of any liability associated with the check-out. The written permission should include, at a minimum, name of the student, name and relationship of individual designated to check out the student, and if there is an alternate authorization by the parent/guardian to check out their child. Written permission must be submitted every academic year.
2. **Check-out request via telephone, telefax, or email will NOT be approved** except in the situation where a family emergency has occurred due to serious illness or there has been a death of an immediate family member. An immediate family member can include mother, father, sister, brother, uncle, aunt, grandmother, grandfather, stepmother, stepfather, foster parent, etc. Such requests will be approved by school personnel on a case-by-case basis. Written documentation will be submitted to the school after the check-out is approved. The ELO will be notified of the emergency check-out.
3. When there is evidence or a reasonable belief that the safety of the student may be at risk (e.g., either responsible party or student under the influence of drugs or other impairment), **school personnel reserve the right to refuse the check-out request**. If necessary, local law enforcement will be contacted.
4. **If a conflict arises concerning the student check-out process, the school administrator, or his/her designee, reserves the right to revoke any student's check-out privileges**. All conflicts will be reported to the ELO.
5. Student(s) must be in good standing and not on restrictions in order to be checked out. However, exceptions will be made if the student requires medical treatment, or in the case of a serious illness or death of an immediate family member. School personnel also have discretion to make exceptions on a case-by-case basis when a student is on check-out restriction. All restrictions will be reinstated when the student returns.
6. All students authorized for check-out are expected to return to the school campus at the specific time of return as stated in their approved check-out request. All student check-outs must be concluded by curfew unless pre-approved by staff in charge at the time of the check-out and noted on the School's Student Check-Out form.
7. Spell out the procedure for tracking and logging the student's departure and return to campus or his/her non-return to campus.

8. If a student has not returned to the school campus by curfew or return time, a phone call will be made to the person responsible for the check-out. If repeated attempts to contact the party responsible fail, parent/guardian will be contacted, and law enforcement may be contacted.
9. **Check-outs during the academic day by school personnel** shall be restricted to sanctioned school activities that are **approved by the school administrator or his/her designee**.
10. **Any student, regardless of age, shall not be authorized to check themselves out. No student check-out will be approved to an adult less than 25 years of age**; however, exceptions will be made on a case-by-case basis that are approved by school personnel when the responsible party for the student's check-out or the student's parent/guardian is under 25 years of age.
11. Parent/legal guardians may designate, in writing, immediate and non-immediate family members who are authorized to check out their child overnight. The written document must indicate the specific family member by name and relationship.
12. **School personnel will be allowed to check a student (s) out overnight with the approval of the school administrator or his/her designee on a case-by-case basis for each occurrence, when a parent/guardian consents.**
13. In the event of local emergencies, i.e., natural disasters, fire, threatening weather conditions, any previously approved check-outs may be canceled without prior notice.
14. Students involved in inappropriate activity while in check-out status may face disciplinary action upon their return to campus. Students may have their check-out privileges revoked and check-out authority of individuals may also be revoked.

A parent/guardian and student agreement signature form will be attached as *Appendix B*. This form will be completed by all parents/guardians and students. The form will be completed during registration at the school.

II. MEDICATION ADMINISTRATION POLICY

Medications will be administered in accordance with the BIE's Medication Administration Policy which is attached as *Appendix C*.

III. VIOLENCE/BULLYING POLICY

A. NO INTIMIDATION/SEXUAL HARASSMENT/ABUSE/THREATS/BULLYING

The following behavior is not permitted and is subject to discipline in accordance with the policy outlined below. Further, violation of these policies will result in parent notification, and may result in notification of local law enforcement.

- **Physical Abuse:** Includes but is not limited to any physical contact not invited by the recipient including hitting/kicking/pinching, spitting on someone, tripping/pushing, taking or breaking someone's things.

- **Sexual Harassment:** Includes but is not limited to, any physical or verbal act of a sexual nature that is unwanted or not invited by the recipient. Sexual harassment can also include body gestures, innuendos, creating a sexually hostile environment through use of sexually explicit materials such as calendars, magazines, or other graphic materials.
- **Verbal Abuse:** Includes but is not limited to, any derogatory speech directed at an individual or spoken in a public setting. This includes vulgarity, cursing, and sexual innuendo (e.g., calling someone a ‘b-word’ or using the “F” word is considered harassment). Verbal abuse also includes teasing, name-calling, taunting, and threatening to cause harm.
- **Nonverbal Abuse:** Includes but is not limited to, rallying other children not to be friends with someone, spreading rumors, or causing someone to be subject to public ridicule.

B. HAZING

The residential program does not tolerate hazing activities, such as initiations, harassment, humiliation, and ridicule will not be tolerated. Hazing includes any intentional or reckless act committed by a student, whether individually or with others, in-person, or in writing, against another student with a substantial risk of potential physical injury, mental harm, or degradation.

C. BULLYING

Bullying, including cyberbullying, is the repeated use by one or more students of a written, verbal, or electronic communication, or a physical act or gesture or any combination thereof, directed at a target.

Bullying results in the outcomes that

- cause physical or emotional harm to the target or damage to their property;
- place the target in reasonable fear of harm or damages their property;
- create a hostile environment at school for the target;
- infringe on the rights of the target at school; or
- materially and substantially disrupt the education process or the orderly operation of a school.

The school prohibits bullying on school property, property immediately adjacent to school grounds, at school-sponsored or school-related events whether on or off school property, at school bus stops, on school buses or other vehicles owned, leased or used by the school, or through the use of technology or an electronic device owned, leased, or used by the school.

The school also prohibits bullying at a location or activity that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school, if the act or acts in question create a hostile environment at school for the target student, infringe on the rights of that student at school, or substantially disrupt the education process or the orderly operation of the school.

Students or parents/guardians of bullied students should immediately report their concerns to the school administrator.

Bullying Prevention and Intervention Procedures

Reporting Obligations

Reporting by Staff

If faculty, staff, independent contractor, or school volunteers learn of any instance of bullying/retaliation or suspect bullying/retaliation, they shall report the incident immediately. They may report any incident to the principal or designee, either orally or in writing.

The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reporting by Students, Parents/Guardians, and Others

The school strongly encourages any student, parent/guardian, or others who become aware of or have a reasonable belief that bullying, or retaliation has occurred or may have occurred to other members of the school community to promptly report the incident(s) to the principal/designee.

Reporting to Local Law Enforcement

In the event of substantiated bullying or retaliation, the principal or designee notifies law enforcement in writing, if he or she suspects that criminal charges may be pursued against the aggressor.

Investigation

The school principal or designee shall promptly investigate a report of bullying or retaliation, considering all circumstances at hand, including the nature of allegations, ages of the students involved, and whether any behaviors are related to an individual's disability, age, sex, race, color, gender, national origin, religion, pregnancy status, and/or sexual orientation.

The school follows the guidelines (see Discipline Ladder) for responding to a report of bullying or retaliation. The school adapts the guidelines as necessary to respond appropriately to the complaint. Upon receiving a complaint, the principal or designee notifies the parents/guardians of all parties (both the target and the aggressor) involved of any incident in a timely fashion, preferably on the same day as the report.

Even before a formal investigation, the principal or designee considers whether they will take immediate steps to support and/or protect the alleged target from further potential incidents. The school considers the rights and safety of the alleged target, alleged aggressor, and any bystanders.

If the principal or designee determines that a bullying or harassment incident placed the target in reasonable fear or harm, or adversely affected their educational environment, they initiate a formal investigation.

IV. DRUGS AND ALCOHOL POLICY

The Residential Hall and School campus are drug free environments. No alcohol, drugs, e-cigarettes, smoking or chewing tobacco, or other controlled substance, or related paraphernalia are allowed in the Residential Hall, on Residential Hall property, including surrounding grounds, in Residential Hall vehicles/buses, or at

Residential Hall sponsored activities. Violation of this policy will be dealt with in accordance with the disciplinary process.

V. COMPUTER/INTERNET USAGE POLICY

The primary purpose of the internet connection is for educational pursuits. In formulating this policy, the School recognizes that students have a constitutional right to freedom of speech. However, that right is not unlimited, and we encourage students to be thoughtful about their words and actions.

- 1) The system administrator and the Residential Supervisor have determined what constitutes inappropriate use of the school's computer system and equipment. Inappropriate use includes but is not limited to the following activities:
 - a. Sending or displaying offensive/ pornographic/threatening/subversive images and messages;
 - b. Accessing, viewing, or transmitting material related to drugs, alcohol, gangs, sexual activity, or hate groups;
 - c. Tampering with or damaging School computer equipment and/or system;
 - d. Violating copyright laws;
 - e. Allowing others access to username and password;
 - f. Using another user's username and password. Trespassing in another user's account, folders, and/or files;
 - g. Intentionally wasting limited resources, such as forwarding chain letters; streaming internet radio or video; downloading music, video, or software;
 - h. Using a proxy server to bypass system network filters and controls;
 - i. Using the Schools BIE internet system for commercial activities, or making personal purchases;
 - j. Participating in chat rooms or other live communication;
 - k. Cyberbullying may include malicious text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
- 2) Violations will result in loss of access, confiscation of equipment, and/or further disciplinary or legal action, and:
 - a. Any cost/expense incurred by the user becomes the liability of the user.
 - b. The user will be billed by the school for loss/damage to the computer system and/or equipment as a result of inappropriate use as listed above.
- 3) All computer network usage is subject to BIE/Federal filtering and monitoring. Therefore, be reminded there is no expectation of privacy.

Students must have a current signed Student Computer/Internet Usage Policy and Agreement on file before they can use the internet on any of the school computers. The School's Wi-Fi network is limited to School-purchased devices.

VI. TRANSPORTATION POLICY

Residential students may occasionally ride the day bus to commute to and from their residences. Please remember that **riding the bus is a privilege** maintained by good behavior. Students are required to follow all School rules and procedures to ensure the safety of all on the bus. Unacceptable behavior, and violation of the bus rules while on the bus, may result in restrictions or suspension of bus privileges. If bus privileges are suspended for more than 5 days, students can appeal the suspension in accordance with the appeal process outlined below. The school provides daily bus service for day students, and will only stop at designated locations.

Bus Change Requests -A student must have a temporary bus pass in order to ride a different bus from the one assigned. To be eligible to receive a temporary bus pass, a parent/guardian must give written notice or call by 11:00 a.m. on the same day. **No calls, text messages, emails or fax requests will be accepted.**

- **Transportation Cancellation due to Inclement Weather:**
- In the event of a school delay or cancellation, *Infinite Campus* generates automated messages. Information is also posted to local TV stations: KOAT, KOB4, and KRQE.
- **Bus Rules "Don't Lose Your Riding Privilege"**
 - Be on time
 - Have respect for others and for the driver
 - Remain in your seat
 - For safety, keep the aisle and exits clear
 - Be courteous. Never use foul language or obscene gestures.
 - Keep all body parts inside the bus
 - Use of vape pens containing Nicotine/Cannabis, alcohol, & drugs is prohibited
 - No food or drinks on the bus
 - Do not damage any part of the bus; you and your parents will be responsible for repairs
 - For your own safety, do not distract the driver
 - Listen to the bus driver

Wingate High School provides transportation for students to return to their homes every Friday except for students who live in areas beyond 2-hour drive. The students who live beyond 2-hour commute will be taken home on most 3-day weekends and school vacations. On Sundays, Wingate High School will provide transportation from Burnside AZ, Burnham Junction, Ramah, Sanders, and Albuquerque NM to Wingate High School (See Bus Schedule for times). For all other destinations, it will be the responsibility of the parents/guardians to bring their children back to school on Sunday evening.

Fridays: The buses will leave at 12:30 p.m. from the residential bus parking lot on ½ days at 2:30 pm on full days. All students will give their bus passes to the bus drivers and will get off only at their designated bus stops. See Appendix D

****Hospital Transportation will be for referrals only. Daily appointments will be the parents' responsibility. It is the parent's responsibility to check out their child from school and transport their child to an appointment (Dental, Behavioral Health, Braces, Physical Therapy, etc.). WHS will not drop off a student for an appointment in Gallup.**

WEEKEND RESIDENTIAL TRANSPORTATION 2026 - 2027

WINGATE HIGH SCHOOL

HOME OF THE BEARS

FRIDAY - RESIDENTIAL RUN & LOCATIONS

Gallup – Ganado Route	Bus Route Locations	DROP OFF TIMES
	Sundance	2:20PM
	JC Penny's	2:45 PM
	Yatahey Dollar Store	3:00PM
	WR AZ – Basha's Store	3:20 PM
	Ganado Jct.	4:00 PM
	Sanders - Bashes	4:30 PM
Pinedale – Crownpoint Route	Bus Route Locations	DROP OF TIMES
	Chaco Wash	4:30 PM
	Crownpoint – Bashes	3:45 PM
Iyanbito – ABQ Route	Bus Route Locations	DROP OFF TIME
	Thoreau - Speedway	3:30 PM
	Prewitt	3:45 PM
	Grants – Walmart	4:00 PM
	Laguna – Dancing Eagle	4:30 PM
	Tohajiilee	4:45 PM
	ABQ – Route 66 Travel Center	5:15 PM
Residential Route – Ramah		
	Ramah Store	4:30 PM
	Vanderwagon-Dollar Store	3:45 PM
	Speedway	3:35 PM
	Gallup: Train St./El Sombrero	3:00 PM



SUNDAY - RESIDENTIAL RUN & LOCATIONS

Ganado Route	Bus Route Locations	PICK UP TIMES
	Sanders – Bashes	12:30PM
	Ganado Jct.	1:15 PM
	WR AZ – Basha's Store	2:00 PM
	Fort Defiance 7 -11 Store	2:15 PM
	Yah ta Hey – Dollar Store	2:35 PM
	JC Penny's	2:45 PM
Grants Route	Bus Route Locations	PICK UP TIMES
	Route 66	12:30 PM
	Tohajiilee	12:45PM
	Dancing Eagle	1:00PM
	Grants – Walmart	1:20PM
	Prewitt - Tomahawk	1:40PM
	Crownpoint – Bashes	2:15PM
	Thoreau – Speedway	2:45PM
	Torreon	1:00PM
	Chaco Wash	2:00PM
	Whitehorse Jct	2:30PM

**DAY STUDENT RUNS
SY 2026 - 2027
TRANSPORTATION
PICK UP & DROP OFF LOCATIONS**

		Monday		Tuesday		Wednesday		Thursday		Friday	
Gallup	Bus Route Locations	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off
	Red Rock Chapter	6:55 AM	4:20 PM	6:55 AM	4:20 PM	6:55 AM	4:20 PM	6:55 AM	4:20 PM	6:55 AM	3:00 PM
	El Sombrero	7:10 AM	4:10 PM	7:10 AM	4:10 PM	7:10 AM	4:10 PM	7:10 AM	4:10 PM	7:10 AM	3:10 PM
	Ace Truck Service	7:15 AM	3:55 PM	7:15 AM	3:55 PM	7:15 AM	3:55 PM	7:15 AM	3:55 PM	7:15 AM	3:20 PM
	JC Penny's	7:25 AM	3:45 PM	7:25 AM	3:45 PM	7:25 AM	3:45 PM	7:25 AM	3:45 PM	7:25 AM	3:30 PM
	East Denny's	7:30AM	3:35 PM	7:30 AM	3:35 PM	7:30 AM	3:35 PM	7:30 AM	3:35 PM	7:30 AM	2:45 PM
Iyanbito	Bus Route Locations	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off
	Thoreau -Chapter House	6:45AM	4:20PM	6:45AM	4:20PM	6:45AM	4:20PM	6:45AM	4:20PM	6:45AM	3:30PM
	Iyanbito Housing	7:15 AM	3:45 PM	7:15 AM	3:45 PM	7:15 AM	3:45 PM	7:15 AM	3:45 PM	7:15 AM	2:25 PM
	Iyanbito chapter House	7:30 AM	3:50 PM	7:30 AM	3:50 PM	7:30 AM	3:50 PM	7:30 AM	3:50 PM	7:30 AM	2:30 PM
	Churchrock Housing	7:00 AM	4:10 PM	7:00 AM	4:10 PM	7:00 AM	4:10 PM	7:00 AM	4:10 PM	7:00 AM	2:50 PM
	Sundance	6:50 AM	4:20 PM	6:50 AM	4:20 PM	6:50 AM	4:20 PM	6:50 AM	4:20 PM	6:50 AM	3:00 PM
Pinedale	Bus Route Locations	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off	Pick Up	Drop Off
	2 nd Canyon	6:30 AM	3:50 PM	6:30 AM	3:50 PM	6:30 AM	3:50 PM	6:30 AM	3:50 PM	6:30 AM	3:00 PM
	Fallen Maple	6:40 AM	4:00 PM	6:40 AM	4:00 PM	6:40 AM	4:00 PM	6:40 AM	4:00 PM	6:40 AM	3:10 PM
	Route 10	6:45 AM	4:05 PM	6:45 AM	4:05 PM	6:45 AM	4:05 PM	6:45 AM	4:05 PM	6:45 AM	3:15 PM
	Mariano Lake Ch. House	7:00 AM	3:55 PM	7:05 AM	3:55 PM	7:05 AM	3:55 PM	7:05 AM	3:55 PM	7:05 AM	3:05 PM
	Pinedale Ch.House	7:20 AM	3:40 PM	7:20 AM	3:40 AM	7:20 AM	3:40 PM	7:20 AM	3:40 PM	7:20 AM	2:35 PM
										Day & Dorm will load Bus for Drop Off	

SCHEDULE SUBJECT TO CHANGE

8/4/26

Bear Pride Transportation
505-488-6488

VII. DRESS CODE POLICY

Students will follow the school's dress code from the time they arrive on school property (including the school bus) until they depart.

- Logos or graphics on clothing and accessories (backpacks, purses, bags, belts, shoes, wristbands, shoelaces, coats, head gear, gloves) must not contain foul language, skulls, sexual innuendo, references to sex, drugs, alcohol, violence, and/or death.
- Bottoms/lower body clothing (pants, shorts, and skirts) must fit at the waistline and may not be more than three inches above the knee.
- Tank/muscle tops and tube/halter tops are not allowed.
- Clothing must cover cleavage, bellies, shoulders, and backsides; undergarments should not be visible.
- Students can wear leggings/jeggings under tunics, skirts, or dresses, but not alone.
- Students should wear proper footwear.
- Gang-related attire, accessories, insignia, and colors are prohibited.

- Chains, spikes, brads, adornment, or any other accessories that may be used as a weapon or damage school property are not allowed.
- Face painting, masks, and excessive makeup that hide one's face are not allowed.
- The use of non-prescription decorative contact lenses (for example, cat eyes, vampire eyes) that causes distraction to the educational process are prohibited. Head gear (hat, hoodie, beanie, and visor) is not to be worn in any building on campus during school hours.
- Personal headphones/ear buds are to be kept out of sight while in any building on campus.

VII. DRESS CODE POLICY

Students are required to conform to the school's dress code from the time they arrive on school property until they depart from school property. This includes the school bus, academic building and dormitory. The following attire and accessories are not allowed on campus at any time.

- Logos/graphics on clothing (tops/bottoms) and accessories (backpacks, purses, bags, belts, shoes, wristbands, shoelaces, coats, head gear, gloves) must NOT contain foul language, skulls, sexual innuendo, references to sex, drugs, alcohol, violence, and/or death
- Pants, short cuts, and skirts must fit at the waistline and shall not be more than 3" above the knee
- Tank/muscle tops and tube/halter tops are not allowed
- Clothing must cover cleavage, bellies, shoulders, backsides, and undergarments should not be visible
- Leggings/jeggings can be worn under a tunic, skirt, or dress but not alone
- Students should wear proper footwear
- Gang-related attire, accessories, insignias, and colors are prohibited
- Chains, spikes, brads, adornment, or any other accessories that may be used as a weapon or damage school property are NOT permitted
- Face painting, masks, and excessive makeup that hide one's face is not allowed
- Hair styles or body modifications that cause distraction to the education process are not permitted
- The use of non-prescription decorative contact lenses (e.g., cat eyes, vampire eyes) that causes distraction to the educational process is prohibited
- Head gear (hat, hoodie, beanie, and visor) is not to be worn in any building on campus.
- Personal headphones/ear buds are to be kept out of sight while in any building on campus

WHS UNIFORM POLICY DURING SCHOOL HOURS

- RESIDENTIAL (after school hours) Students may relax and change into casual clothing after school hours. However, the following rules still apply: No gang related clothing: handkerchiefs "rags", no hairnets, no head spandex, no baggy clothing, no gang colors, or long belts.
- All clothing must meet district code after hours.

The school asks students who violate the dress code to correct the violation without delay. If a student refuses to conform to the dress code, the school may confiscate the offending object or article of clothing, and/or the student may be subject to disciplinary action as deemed appropriate by the administrator.

If a student repeatedly violates the dress code, the school may instruct the student to return home to change and return with a parent/guardian for an administrative conference. Students who do not comply with the dress code may be subject to discipline (See Discipline Ladder). The school's administration is the final authority in determining appropriate school attire and appearance. The school's dress code is subject to change at any time.

VIII. ISOLATION/SEPARATION POLICY

All residential students will be transported by School officials in an approved School vehicle for basic medical, dental, vision and other health services. Parents/Guardians will be notified of any medical appointments or medical issues. External transportation services may be used (e.g. ambulance, fire truck, helicopter, etc.) for emergencies. There are designated isolation rooms for girls and boys. If medical personnel determine that a student should not remain in a dormitory setting, the student's parent/guardian will be contacted to come get the student, or if necessary, a staff member will transport the student home. Students will remain in the isolation room until a parent/guardian can be contacted and arrangements made to transport the student. When a student is placed in the isolation/separation room he/she will be monitored closely. At the minimum, visual checks on the student will be made every ten minutes.

IX. INFECTIOUS DISEASE CONTROL POLICY

Wingate High School, in collaboration with Indian Health Service, has developed the following guidelines to reduce the spread of communicable diseases in school. The school follows these guidelines in any communicable/infectious disease situation.

If a student is believed to have a communicable or infectious disease the residential staff will immediately notify the home living supervisor or designee. The Residential Hall Supervisor or designee in charge then:

1. take the student to the nearest hospital (Indian Health Services or private) for an evaluation;
2. contact the student's parent/guardian;
3. work with Indian Health Service (IHS) or other appropriate medical personnel to determine if isolation/separation of any student is necessary;
4. if necessary, place the student in a designated isolation room in the dormitory and ensure the student is checked every 10 minutes;
5. controls transmission of the communicable disease via quarantine in the school building and dormitory, if the school has a residential program; and
6. if appropriate, notifies the parent/guardian in writing of
 - i. the disease to which the child was exposed, and whether this is one case or part of an outbreak;
 - ii. signs and symptoms of the disease that the parent/guardian should watch for in the child;
 - iii. how the disease is spread;
 - iv. the incubation period of the disease (when they might see symptoms appear);
 - v. how many days or weeks the disease can spread from person to person (period of communicability);

- vi. disease prevention measures recommended by a public health nurse or sanitarian; and
- vii. the control measures the school has implemented as well as the dormitory of the infected student if the school has a residential program.

Readmittance:

If a student has been taken out of the Residence Hall and had a communicable or infectious disease prior to returning to the Residence Hall/School, the student must provide a doctor's statement stating the student is medically cleared to return. In addition, the Residential Hall/School may require a meeting with the student's parent/guardian.

X. VISITOR POLICY

The safety and security of staff and students at Wingate High School is of the utmost importance. A critical part of creating a safe campus environment is for the administration to have advance knowledge of all visitors. School administration must know who is on campus and reserves the right to refuse entry to any visitor. Any visitors (individuals not currently enrolled at or employed by each school) must sign-in at the dormitory security office upon arrival to receive an official authorization. Students and staff are expected to inform the residential staff of the presence of any unregistered visitor on campus.

Parents/Guardians are encouraged to visit their child between the visitation hours of 7:30am-9:00pm. The parents will have to physically walk into the dormitory for all check-outs. Students will not be allowed to meet their parents/guardian in the parking lot. This is to ensure safety and accountability.

During the school year, school sponsored closed events (such as the dances/prom) are only for current enrolled school students and approved guests. Visitors at such events are subject to prior approval by the school principal. Unapproved visitors will be escorted off the premises either by school personnel, or by local law enforcement authorities.

XI. VEHICLE POLICY (H.S. only)

- Students driving vehicles to school must have a signed Use of Student Parking Lot Form as well as; (1) a copy of valid driver's license, (2) current registration, and (3) proof of insurance with student name listed on file in the front Office. Students are permitted to park on school premises as a matter of privilege, not of right.
 - Upon submission of proper documentation, a student may be issued a parking pass.
 - Only students with parking passes may park their vehicles in designated areas on school property.
 - Student vehicles are not to be parked in the housing area or any other area of the campus.
 - Students are not allowed to leave campus in their vehicles during lunch or before the conclusion of the school day without prior written permission from their parents and administrative approval.
 - Students may be asked to open a locked motor vehicle under the student's control or its compartments upon the request of a school official in accordance with the School Searches and Seizure Policy below.
 - Violation of the vehicle policy may result in revocation of student's parking pass, disciplinary action, notification of parents, and referral to law enforcement.
-
- Students driving to the Residence Hall must have a signed **Use of Student Parking Lot Form** as well as (1) a **copy of valid Driver's License**, (2) **current registration**, and (3) **proof of Insurance with**

Student Name listed on file with the Residential Hall Supervisor or designee. Students are permitted to park on Residence Hall premises as a matter of privilege, not of right.

- Upon submission of proper documentation, a student may be issued a parking pass.
- Only students with parking passes may park their vehicles in designated areas on School property.
- **Student vehicles are not to be parked in the housing area or any other area of the campus.** Students are not allowed to leave campus in their vehicles during lunch or before the conclusion of the school day without prior written permission from their parents and administrative approval.
- Students may be asked to open a locked motor vehicle under the student's control or its compartments upon the request of a School Official in accordance with the **School Search and Seizure Policy** below.
- Violation of the vehicle policy may result in revocation of student's parking pass, disciplinary action, notification of parents, and referral to law enforcement.

XII. SCHOOL SEARCH AND SEIZURE POLICY

The Fourth Amendment to the U.S. Constitution protects students from unreasonable searches and seizures by school officials and teachers. However, school officials may search students or their personal property, including personal electronics and vehicles on school property, as well as equipment assigned to students, such as lockers, desks, and technology devices, pursuant to the following procedures.

- If there is reasonable suspicion that students may be in possession of drugs, weapons, alcohol, and other materials (contraband) in violation of school policy or state/federal/tribal law, school authorities may search any student, student locker, or student automobile in accordance with the policy outlined herein, and may seize illegal, unauthorized, or contraband material discovered in the search. A student's failure to cooperate with searches as provided in this policy will be considered grounds for disciplinary action. School authorities may utilize canines and metal detectors to assist in searches.
- To meet the standard of reasonable suspicion, the school official must have specific and articulable facts or inferences, obtained from either personal observation or a reliable informant, that leads them to conclude – based on their experience and in the totality of the circumstances – that the search will lead to a discovery of contraband or evidence of contraband.
- Examples of reasonable suspicion may include, but are not limited to, smelling marijuana or alcohol odors, observing students with drug paraphernalia or alcohol containers, observing behavior consistent with intoxication, or hearing from a credible source that a student possesses contraband on his or her person or elsewhere on school property.

Searches of Individuals

The school may search a student's person and/or personal effects (for example, purse, book bag, backpack and dorm room etc.) whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material.

The scope of any inspection conducted under this policy shall be reasonably related to the objectives of the inspection and shall not be unreasonable considering the age and sex of the student and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex, and with an adult witness present, when feasible, and will be no more intrusive than necessary to uncover the suspected illegal or unauthorized material.

Searches of School Property

The school exercises exclusive control over school property, and students should have no expectation of privacy regarding items placed in school property because such property is subject to search at any time by school officials. The students are responsible for whatever is contained in desks and lockers the school issues them. School authorities may conduct a general inspection of lockers for any reason at any time without notice, without student consent, and without a search warrant.

Automobile Searches (High School only)

Students may park in the school parking lot as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lot and inspect the student's automobile if it is on school property and a school authority has reasonable suspicion to believe that it contains illegal or unauthorized materials. Such patrols may be conducted without notice, without student consent, and without a search warrant. Upon establishment of reasonable suspicion, school officials may require students to open a locked motor vehicle under the student's control or its compartments. Failure to do so may result in revocation of the student's parking pass, disciplinary action, notification of parents/guardians, and referral to law enforcement.

Seizure of Illegal Materials

Illegal or unauthorized material which has been found in a properly conducted search will be turned over to the proper law enforcement authorities for ultimate disposition.

Use of Drug and Alcohol Tests

When the school has reasonable suspicion that a student is under the influence of alcohol or drugs, the school may subject the student to testing to determine whether the student is under the influence of drugs or alcohol.

Law Enforcement

The school may contact law enforcement, if needed, for incidents of illegal activity.

Use of Dogs

The school administration is authorized to use trained canines (accompanied by a trainer) for sniffing out contraband on school-owned property and in automobiles that are parked on the school property. An indication by the dog that contraband is present on school property or in an automobile is reasonable cause for a further search of the student by the school officials.

Use of Metal Detectors

School policy and federal law prohibit weapons of any nature on school property or at school functions. The school defines a weapon to be anything designed or used for inflicting bodily harm or physical damage. The presence of weapons is inherently dangerous to all persons in the school setting. School officials are authorized to use metal detectors when there is reasonable cause to believe that an identified student is in possession of a weapon.

XIII. ELECTRONIC DEVICE POLICY

Electronic devices include but are not limited to the following:

- Cell phones, iPad
- Digital cameras
- Electronic gaming devices (controllers, personal laptops, etc)
- Personal laptops
- Laser pointer (For safety reasons, the school prohibits laser lights on campus.)
- Handheld Bluetooth speakers

The school has an option to allow or not allow electronic devices during the residential time frame. If a school elects to allow students to have electronic devices during the residential timeframe, the following language should be included. Any misuse of electronic devices will result in the electronic device being confiscated, turned into the Residential Hall supervisor or school security, and will be returned to the student/parent at a designated time as determined by the school administrator. A student may also face disciplinary action, as determined by the school administrator. The school is not responsible for loss or damage to students' personal-property brought onto the school campus.

XIV. EMERGENCY PROCEDURES AND CONTACT NUMBERS

FIRE ALARMS

If the fire alarm goes off, the building will be evacuated immediately by the Residential Hall supervisor or designee in charge. Students must follow the directions of the residential staff. The fire alarm box will be checked to determine the source of the alarm. The staff will go to the source indicated to assess the risk. The staff will report the situation to the supervisor and the security guard and call for emergency response if appropriate.

FIRE DRILLS

Two fire drills will be conducted during the first month of school (August), and one fire drill will be held each month for the remainder of the school year and summer school. During a fire drill the building will be evacuated rapidly, and in an orderly manner. Occupants of the building will not be allowed to stop and pick up personal belongings or re-enter the building. Once the occupants are outside of the building, an accurate account will be made of all the students, staff, and visitors. The time it took to evacuate will be noted. Evacuation plans are posted in every room, and in the hallways. Fire drills will be conducted at random times (afterschool, evening, and night).

EMERGENCY MANAGEMENT AND CONTINUITY OF OPERATIONS PLAN (COOP)

Wingate High School has developed a plan to prevent, detect, and respond to any emergency situation that may occur at the school. During the first month of school the residential staff will review safety protocols with students including evacuation protocols, lock down protocols, and shelter-in-place protocols. In case of an emergency, students, parents, and visitors will be given instructions and guidance by school personnel in accordance with the Emergency Management/COOP Plan. The Emergency Management /COOP Plan can be viewed at the academic front office, and Residential Hall staff office.

EMERGENCY CONTACT AND PHONE NUMBERS

- All Emergencies Call 911

A. EMERGENCY CONTACT NUMBERS FOR SCHOOL PERSONNEL

Wingate High School	505-488-6400
Gloria Arviso	505-488-6401
Margaret Taylor	505-488-6417
Alta Mitchell	505-488-6411
Grace Benally	505-488-6456
Margie Long	505-488-6415
Marjean Benally	505-488-6416
Security Staff	505-488-6409
Eric Chischilly	505-397-3608
Lavaye Holyan-Begay	505-488-6490
Paulette Begay	505-488-6493
Stanley Henderson (acting)	505-488-6423

B. LOCAL AND NATIONAL EMERGENCY CONTACT NUMBERS

NM State Police	505-863-9353
Crownpoint Police Department	505-786-2050/2051
Fort Wingate Fire Department	505-488-5261
McKinley County Sheriff's Office	505-863-1410
Gallup Dispatcher (Making a report)	505-722-2231
BIA Law Enforcement	202-208-5787
Gallup Indian Medical Center	505-722-1000
Rehoboth McKinley Hospital	505-863-7000
Office of Env. Health Gallup Area	505-722-1208
McKinley County Emergency Mgt.	505-722-4842
Federal Emergency Management	800-621-3362
HAZ-MAT (Hazardous Material Spills)	713-272-2820
Center for Disease Control	800-232-4636

XV. PUBLIC DISPLAY OF AFFECTION (PDA)

The school prohibits anything beyond hand holding on school grounds and during school events. Students who violate this policy are subject to discipline (See Discipline Ladder)

XVI. DISCIPLINE

The residential program is a privilege and not a right. A student may be removed from the residential program based on discipline or safety concern but could still attend school as a day student. This type of removal from the residential program will be handled on a case-by-case basis.

Pursuant to 25 C.F.R. § 42.3, BIE schools must consider, to the extent appropriate, the reintegration of a student into the school community, after they engage in conduct that warrants disciplinary actions. The school may address misbehavior or a student violation using an alternative dispute resolution (ADR) process or the formal disciplinary hearing process.

When appropriate, a school should first attempt to use the ADR process, which is described in 25 C.F.R. § 42.4, that may allow for resolution of the alleged violation without recourse to punitive action. The ADR processes may include: peer adjudication, mediation, and conciliation and involve appropriate customs and practices of the Indian Tribe or Alaska Native Villages, to the extent there are applicable practices that are readily accessible and identifiable.

When ADR processes do not resolve issues or cannot be used, the school must address the alleged violation through a formal disciplinary hearing in accordance with the hearing requirements and student due process rights found in 25 C.F.R. § 42.7.

Discipline Responsibilities for Administrators

If the staff member cannot resolve the problem, they should consult with the administration. The administration then follows some or all these steps:

- Ensure that ADR processes have been used or are not applicable for the situation in accordance with 25 C.F.R. § 42.4.
- Provide additional intervention, as needed, to correct the problem or resolve conflicts.
- Ensure the safety of all students or bystanders.
- Determines any appropriate consequences for an offender (for example, lunch detention, restriction).
- Determines whether suspension is appropriate.
- Prepares the suspension letter, sets the hearing date, notifies the parent/guardian, reviews hearing rights with the student.

Progressive Discipline

Wingate High School uses a system of progressive discipline. Schools discipline students based on the severity of offenses, as well as on their frequency or repeated nature. The district classifies offenses as severe (Group I), major (Group II), and minor (Group III).

1. The school establishes behavior and counseling contracts for all severe (Group I) offenses.
2. The school may notify law enforcement of offenses.
3. The administrator makes the final decision.
4. The school may suspend a student from school for violations of the Student Handbook or other school rules and regulations.

Severe (Group I) Offenses

Severe (Group I) offenses are offenses that are serious in nature and, without exception, break Nation law, and/or state law, and/or federal law. Examples of severe (Group I) offenses include, but are not limited to, the following:

- Drug/alcohol use or possession
- Arson
- Physical assault
- Sale or distribution of a controlled substance
- Inciting a riot
- Possession of a weapon
- Fighting involving a weapon
- Bomb threat
- Gang activity

Consequences for Severe (Group I) Offenses

Following are the consequences for committing severe (Group I) offenses:

- Short suspension: Three or fewer days out of school with mandatory counseling
- Long suspension: Four to eight days out of school with mandatory counseling
- Long-term suspension: Nine or more days out of school with due process hearing
- Expulsion: Recommendation to the Governing Board for expulsion

Type of Offense	First Offense	Second Offense	Third Offense
Selling or distribution of drugs or alcohol	Short or long suspension District notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract.	Long or long-term suspension District notifies law enforcement.	Long-term suspension or expulsion
Use or possession of drugs or alcohol	Short or long suspension District notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract.	Long or long-term suspension District notifies law enforcement.	Long-term suspension or expulsion

Fighting, inciting a riot/ fight, possession of a weapon, fighting with a weapon	Short or long suspension District notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract.	Long or long-term suspension District notifies law enforcement.	Long-term suspension or expulsion
Gang-related activities (including but not limited to recruitment, initiation, threatening or other equivalent behavior)	Short or long suspension District notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract.	Long or long-term suspension District notifies law enforcement.	Long-term suspension or expulsion
Arson, bomb threat, false fire alarm, fireworks	Short or long suspension District notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract.	Long or long-term suspension District notifies law enforcement.	Long-term suspension or expulsion
Sexual misconduct, any inappropriate contact	Short or long suspension District notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract.	Long or long-term suspension District notifies law enforcement.	Long-term suspension or expulsion
Physical assault	Short or long suspension District notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract.	Long or long-term suspension District notifies law enforcement.	Long-term suspension or expulsion
Other serious or threatening behaviors that involve or cause harm to others, including severe bullying (e.g., encouraging someone to engage in self-harm, threatening someone, taking someone's property with threat of force, spreading rumors that are intended to damage someone else's reputation)	Short or long suspension District notifies law enforcement. Mandatory parent/guardian-student conference; establish a behavioral and counseling contract.	Long or long-term suspension District notifies law enforcement.	Long-term suspension or expulsion

Major (Group II) Offenses

Major (Group II) offenses are offenses that may be serious in nature and may break tribal law, state law, and/or federal law.

Examples of major (Group II) offenses include, but are not limited to, the following:

- Theft
- Vandalism
- Misuse of computers
- Use or possession of tobacco products
- Drug or alcohol paraphernalia
- Disorderly conduct

Consequences for Major (Group II) Offenses

Following are the consequences¹ for committing major (Group II) offenses:

- Short suspension: Three or fewer days out of school with mandatory counseling
- Long suspension: Four to eight days out of school with mandatory counseling
- Long-term suspension: Nine or more days out of school with due process hearing
- Expulsion: Recommendation to the Governing Board for expulsion

Type of Offense	First Offense	Second Offense	Third Offense
Possession of drugs or alcohol paraphernalia	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Possession or use of tobacco products, including e-cigarettes	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Extortion	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Intimidation, harassment, or bullying (including, but not limited to, name calling, repeated incidents of minor bullying, rallying other students to bully someone)	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Hazing	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension

Vandalism and/or theft	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Sexual harassment	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Verbal abuse of an individual	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Gang related activity (displaying gang affiliation, including showing colors, flashing signs, marking territory, displaying gang tattoos)	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension
Similar offenses	Short Suspension Mandatory parent/guardian-student conference; establish a behavioral and counseling contract	Long suspension	Long-term suspension

Minor (Group III) Offenses

Major (Group III) offenses are offenses that may be disruptive in nature.

Examples of major (Group III) offenses include, but are not limited to, the following:

- Insubordination
- Dress code violation
- Truancy
- Skipping or cutting class
- Leaving class or campus without permission
- Profanity
- Public display of affection
- Violation of reasonable standard of right or wrong
- Failure to produce school identification badge
- General misconduct
- Failure to follow directions
- Failure to serve detention

Determination of minor offenses is the responsibility of the school administrator or the assigned personnel of student discipline.

Consequences for Minor (Group III) Offenses

Following are the consequences for committing minor (Group III) offenses:

- **Verbal warning with counseling referral**

- **Written reprimand with counseling referral**
- **In-school suspension (ISS):** One to four days with mandatory counseling
- **Short suspension:** Three or fewer days with mandatory counseling
- **Long suspension:** Four to eight days with mandatory counseling

Type of Offense	First Offense	Second Offense	Third Offense	Forth Offense	Fifth Offense
Public display of affection	Verbal warning and counseling	Written reprimand District notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Short suspension	Long suspension
Profanity	Verbal warning and counseling	Written reprimand District notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Short suspension	Long suspension
Insubordination	Verbal or written reprimand	ISS/IDS 1-4 days District notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	Short suspension Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Long suspension	Long-term suspension
Dress code violation	Verbal or written reprimand	Verbal reprimand District notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Short suspension	Long suspension
Ditching classes	Verbal or written reprimand	ISS/IDS 1-4 days District notifies parent/guardian by certified mail. Establish a behavioral and	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and	Short suspension	Long suspension

		counseling short-term contract	counseling long-term contract.		
Truancy	Verbal or written reprimand Parent/guardian is notified	ISS/IDS 1-4 days District notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	Short suspension Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Long suspension	Long-term suspension
Leaving class without permission	Verbal or written warning Parent/guardian and/or law enforcement is notified	ISS/IDS 1-4 days District notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	Short suspension Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Long suspension	Long-term suspension
Failure to serve detention	ISS/IDS 1-4 days Parent/guardian is notified	Short suspension District notifies parent/guardian by certified mail Establish a behavioral and counseling long-term contract	Long suspension Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Long-term suspension	Expulsion
Tardiness	Verbal reprimand	Written reprimand	ISS/IDS 1-2 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Short suspension	Long suspension
Violation of reasonable standards of right and wrong, bullying (including, but not limited to, name calling, excluding someone, deliberately disregarding someone else's feelings)	Verbal reprimand	Written reprimand District notifies parent/guardian by certified mail. Establish a behavioral and counseling short-term contract	ISS/IDS 1-4 days Mandatory parent/guardian-student conference Establish a behavioral and counseling long-term contract.	Short suspension	Long suspension

Definitions of Disciplinary Terms

Zero Tolerance

Is defined as a philosophy that the School will not allow, permit, condone, support, withstand, or endure any behavior that is detrimental to the safety, security, and welfare of all students and staff. Thus, the School will do everything within its legal power to impose the strictest sanction.

Suspension

The school has defined suspension as exclusion from school privileges and transportation for a period.

Expulsion

An expulsion is defined as a permanent exclusion from the school privileges and services

Student Conference

A staff member meets one-on-one with the student to reduce or eliminate minor misbehavior.

Parent/Guardian Contact

A staff member contacts the student's parent/guardian via phone, email, mail, or in person for support and reinforcement of positive behavior.

In-School Suspension (ISS)

Prior to an in-school suspension, the school notifies each student and the student's parent/guardian of the offense(s) that led to the ISS, as well as the duration of the ISS. Students serving an ISS must report to school at the usual start time and are assigned to supervised rooms for the entire school day.

Before a student begins serving an ISS, he or she must inform his or her teachers of the ISS. The student will let his or her teachers know that he or she will collect classwork that he or she will miss because of the ISS.

On each day of an ISS, the student should arrive prepared for school and on time. (The student should bring all assigned classwork, incomplete assignments, and reading materials to the ISS). Failure to do so

may result in additional ISS. During ISS, students are not allowed to interact with their peers and must eat lunch in the ISS room.

Parent/Guardian Conference with Behavior Contract

The student, as well as his or her parent/guardian, meets with an administrator to write and agree upon a behavior contract. The behavior contract includes any of the previously mentioned interventions. The contract may also include any combination of the following interventions:

- Community service
- Peer or staff mentor with required contact
- Counseling

- Suspension from extracurricular activities (including sports, after school activities, field trips)
- After school homework
- Family member to attend classes with student
- All-day academic support

Formal Disciplinary Hearing (Procedural Due Process)

Information in the Student Handbook informs students of their rights and responsibilities, school rules and regulations governing behavior, and consequences for infractions. Every student, as well as parents/guardians, should know the school rules and regulations, as well as their due process, rights and responsibilities. In addition, other requirements and rights apply for the disciplinary process, when it is applied to students with disabilities. These requirements will be described in subsequent sections of the handbook. Special Education due process rights are also described in the BIE's IDEA Procedural Safeguards notice and in the Indian Affairs Manual, Part 30, Chapter 15- Section 504 of the Rehabilitation Act of 1973.

This section applies to disciplinary suspensions of 10 days or more, denial of enrollment, expulsion, or suspension from the general bus service.

The school works with students involved in infractions as discussed earlier in the Handbook. However, in cases of severe and major infractions of school rules or repeated violations, the school may suspend students for more than 10 days or expel students. In cases where the suspension exceeds 10 days, or the school expels the student, the student is entitled to the due process hearing and rights that are outlined in this section.

The school must hold a fair and impartial hearing before imposing a suspension of more than 10 days or an expulsion, except under the following circumstances, which may be used for emergency disciplinary removals:

1. There is a legal basis or other significant need for an immediate school removal (such as, if a student brought a firearm to school) or if there is some statutory basis for removal;
2. In an emergency situation that seriously and immediately endangers the health or safety of the student or others; or
3. If the student (or the student's parent or guardian if the student is less than 18 years old) chooses to waive the entitlement to a disciplinary hearing.

In an emergency disciplinary removal situation, a school may temporarily remove a student, without first holding a disciplinary hearing. The school must immediately document the facts giving rise to the emergency disciplinary removal and afford the student a hearing that follows the due process requirements of 25 C.F.R. § 42.7, within 10 days.

Due Process Hearing

Due process must include written notice of the charge(s) and a fair and impartial hearing as required by 25 C.F.R. § 42.7. The Hearing will be held by the principal or the principal's designee. The principal may suspend or expel a student immediately when there is evidence that the student poses a serious and immediate danger to the health or safety of himself/herself or others. However, if a student is suspended or expelled prior to a hearing, a hearing must be held within 10 days. If a student is not expelled or suspended prior to a hearing, the hearing will be held at the most reasonable time and as close as possible to the alleged infraction. All hearings will be closed, unless otherwise requested by the student/parents/guardians. It is essential that each student be

given an opportunity to present their defense against the charges made against them, and that the proceeding be fair and impartial.

Notification

Written notice for a disciplinary due process hearing must comply with the requirements set forth in 25 C.F.R. § 42.7 (a). Parents/guardians and students will be notified of charges, in writing, within a reasonable time frame prior to the hearing. The notice must include: a copy of the school policy that was violated, the facts as related to the allegation, information about any statements that the school has received about the charge and how to access the statements, and information about the part(s) of the student's record that will be considered when making the disciplinary decision.

Specific Student Hearing Rights and Procedures

The student has specific rights in a disciplinary hearing, which are found in 25 C.F.R. § 42.8. These rights include the right to:

- not to be compelled to testify against himself or herself.
- view documents and related records including written findings of fact and conclusions;
- request deferral (delay) of hearing: The request must be in writing. The request must clearly state reason for deferral. The request must be submitted to the principal two days prior to the hearing;
- representation by legal counsel (at student/parent's/guardian's expense);
- Presence of a student, parent/guardian or their designee;
- translator, if requested;
- appear on his/her own behalf;
- produce witnesses and evidence on his/her behalf and to confront and examine all witnesses;
- confront and cross examine an opposing witness or for the student's legal counsel to do so;
- the record of the disciplinary action, including written findings of fact and conclusions;
- have an allegation of misconduct and related information expunged from the student's school record, if the student is found not guilty of the charges; and
- administrative review and appeal rights under school policy.

The student may receive failing grades for failure to attend an alternative education program, if offered. Prior to or at the time of the hearing, a student can enter a plea of guilty, at which time the case is immediately referred to the principal for review and final decision.

Additionally, student victims have legal rights during student disciplinary hearings, as detailed in 25 C.F.R. § 42.9. These rights may include: the right to participate in a disciplinary hearing either in writing or in person, the right to provide a statement about the impact of the offense on the victim, and the right to have the outcome explained to the victim and to their parent or guardian by a school official, consistent with all student privacy laws and confidentiality requirements.

Appeal

A student will have the right to appeal the decision of suspension/expulsion to the Education Program Administrator (EPA) within 10 days from the date of receipt of the initial decision in accordance with school policy. The EPA decision is final. If a student wins their appeal, the student will be allowed to make up any missed assignments within 3 days of his/her completion of the suspension.

XVII. SPECIAL EDUCATION POLICY

Individuals with Disabilities Education Act (IDEA)

The school complies with the Individuals with Disabilities Education Act (“IDEA”) 20 U.S.C. §§ 1400 et seq., P.L. 108-446) and its implementing regulations (34 C.F.R. Part 300). Disciplinary actions taken against a student covered under IDEA will be done in accordance with BIE’s Notice of Procedural Safeguards, available at <http://www.bie.edu/cs/groups/xbie/documents/text/idc1-032083.pdf> and BIE Special Education Practices and Processes. <http://www.bie.edu/cs/groups/xbie/documents/text/idc-020377.pdf>.

These documents will be provided in accordance with 34 CFR § 300.504 and to any parent/guardian or student upon request. If there is a conflict between this Handbook and the Special Education Practices and Processes or Notice of Procedural Safeguards, the school will follow the Special Education Practices and Processes or Notice of Procedural Safeguards.

Section 504 of the Rehabilitation Act of 1973

The school will comply with the requirements of the Rehabilitation Act of 1973, 29 U.S.C. §§ 794 (Section 504) and the U.S. Department of Interior implementing regulations (43 C.F.R. 17.501-17.570 (Subpart E). Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Pursuant to Section 504, the school is responsible to identify, evaluate, and determine eligibility, as well as, providing accommodations and services to eligible students with disabilities. BIE has adopted requirements for Section 504 in the Indian Affairs Manual (IAM). To access this policy online: <https://www.bia.gov/policy-forms/manual> or contact the school Section 504 Coordinator.

504 and Discipline

Students with disabilities are not exempt from school discipline codes. However, the student’s disability is considered when determining the appropriate disciplinary response for a 504 student. Special considerations apply to the long-term suspension of students with disabilities under Section 504. If a behavior is not related to a student’s disability, then the disciplinary consequences are the same as for any other student without a disability. The vehicle for assessing the link between a behavior and a disability is a manifestation determination meeting, in accordance with the BIE’s Section 504 Chapter of the IAM, Chapter 15, Section H-Section 504 and Discipline.

Short-term removals (suspensions or expulsions for either 10 consecutive days or 10 days in aggregate) do not require more than normal due process. However cumulative short-term removals totaling more than 10 school days may be considered a “change in placement” and trigger certain procedural safeguards under Section 504, including an evaluation to determine if the conduct was caused by or related to the student’s disability. This

evaluation should take place no longer than 10 school days after the decision to take disciplinary action is made. Prior to the meeting, the school shall:

- Give notice of the disciplinary decision and of the Section 504 procedural safeguards to the parent or guardian, no later than the date on which the decision to take disciplinary action is made;
- Notify the parent or guardian in writing, immediately, if possible, but no later than 10 days after a decision to conduct the evaluation;
- Notification should include identification of time, date, and participants who will be in attendance;
- Parents or guardians should participate in the meeting; however, if they refuse to attend, they should be given a copy of the final report.

The following steps must be followed during the evaluation meeting:

- The name of each participant who is present must be recorded.
- The student's Section 504 team must make the determination of whether the misconduct is related to the student's disability.
- Attendees must consider all relevant information in the student's file, including: the student's Section 504 Plan, any teacher observations, and any relevant information that is provided by the parents.
- A review of the incident at issue, include: who, what, when, where, why, and how of the specific incident under review. Gathering of facts and statements.
- The team must determine, after reviewing relevant information in the student's file and the incident review:
 - (1) Whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or,
 - (2) If the conduct in question was the direct result of the school's failure to implement the student's Section 504 Plan.

If the Section 504 team determines that the conduct was a manifestation of the student's disability or that the conduct in question was the direct result of the school's failure to implement the student's Section 504 Plan, then the school must take immediate steps to remedy those deficiencies.

If the Section 504 team determines that the behavior was a manifestation of the disability, then the school cannot carry out any discipline that would exclude the student on the basis of their disability. Instead, the IAM requires that the Section 504 team must conduct a functional behavior assessment (FBA) and create a behavior intervention plan (BIP) for the student. If the student already has a BIP, the team must review the plan, and modify it as necessary to address the behavior that is at issue.

If the Section 504 team determines that the behavior is not a manifestation of the student's disability, then the relevant disciplinary procedures may be applied to the student with the disability in the same manner and for the same duration that they would be applied to a student without a disability.

For offenses related to drugs and alcohol, schools may take the same disciplinary actions against students with and without disabilities, and such offenses are excepted from the Section 504 disciplinary procedures that are set forth in the IAM.

A school is not required to permit a student with a disability to participate in or benefit from services, programs, or activities when that student poses a direct threat to the health or safety of others. A direct threat means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision o

determining whether a student poses a direct threat to the health or safety of others, the student's Section 504 team must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury.

Section 504 Eligible students also have the right to an appropriate educational placement and any needed services, the right to notice, and the right to review relevant education records during the disciplinary process.

504 Rights and Procedural Safeguards

Education

As an eligible student **Educational Records** with a disability you have the right to:

- participate in and benefit from the school's educational programs without discrimination based on disability;
- receive needed accommodations under Section 504 of the rehabilitation act of 1973;
- participate in the school's nonacademic and extracurricular activities;
- receive services that are comparable to those provided to students without disabilities;
- receive accommodations and/or auxiliary aids and services to allow for participation in school activities;
- receive auxiliary aids and services without cost to allow for participation in school activities. This does not include educational aids unrelated to your child's disability for which fees are imposed on parents/guardians of all children; and
- receive special education services, if needed.

As a parent/guardian or student, you have the right to:

- examine all relevant records relating to decisions regarding the identification, evaluation, educational program, and placement of the student;
- obtain copies of educational records, at a reasonable cost, if the fee does not effectively deny access to the records (there is no charge for records if the cost prevents the student or parent/guardian from reviewing the records.);
- request amendment of the student's educational records, if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student. (if the school refuses this request, it must notify the student or parent/guardian within a reasonable time and advise the student or parent/guardian of the right to a hearing); and
- request explanations and interpretations of the student's education records.

If you believe that BIE has discriminated against you or your child based on disability, you may file a complaint of discrimination with the U.S. Department of the Interior's Office for Civil Rights, Diversity, and Inclusion

(“OCR”) to file a complaint in federal court. Generally, you may file an OCR complaint within 180 calendar days of the act that you believe was discriminatory.

Director, Office of Civil Rights U.S. Department of the Interior

1849 C. Street, NW, MS# 4353

Washington, D.C. 20240

Telephone Numbers:

General Public: (202) 208-3235

Facsimile: (202) 208-6112

FedRelay: (800) 877-8339 TTY / ASCII Following is the Section 504 compliance contact information at: The

Following is the Section 504 compliance Coordinator(s) contact information at Wingate High School.

- **Margie Long**, Wingate HS Academic Counselor (505) 488-6415
- **Marjean Benally**, Wingate Academic Counselor (505) 488-6416
- **Margaret Taylor**, Administrator for 9th & 10th Grades
- **Designated Staff**, Administrator for 11th & 12th Grades
- **Grace Benally**, Administrator for ESS Program

XVIII. GRIEVANCE PROCEDURES

Student/Parent/Guardian – Employee

Note: This section does not apply in the case of any physical or sexual abuse. Immediately report physical or sexual abuse, including verbal sexual harassment, to the principal and/or local law enforcement.

If differences between a parent/guardian/student and a school staff member are not settled informally, it is the right of the parent/guardian/student and/or the school staff member to go to the employee’s supervisor, who acts as the mediator. Each side of the dispute has the right to present a written or verbal statement and answer to the grievance.

Student – Student

If a conflict arises between students, the students should report the conflict to a staff member for advice on how to resolve the conflict. If the students’ differences are not settled informally, it is the right of the students to go to a teacher, counselor, or the principal. Each side of the dispute has the right to present a written or verbal statement and answer to the grievance.

XIX. SCHOOL BANK PROCEDURES

To prevent theft, students should not have more than \$100 in their possession at any time. If a student has more than \$100, they should secure the excess funds by following the school procedure below:

To prevent theft, students should not have more than \$20.00 in their possession at any time. If a student has more than \$20.00, it is their responsibility to secure their own money. Students are provided with a set of

combination locks and entrance door keys to their assigned room. School is not liable for theft, money or electronics.

XX. PARENT/STUDENT RIGHTS AND RESPONSIBILITIES

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

Wingate High School recognizes that parents or guardians are our most important partners in a child's education. Parental involvement is essential for a student's educational success. The School urges you to understand and exercise your rights and responsibilities.

Parental Responsibilities

- 1) You have the responsibility to read and understand the rules.
- 2) You have the responsibility to ask School Officials to help you understand these rules if necessary.
- 3) You have the responsibility to ensure that your student stays for classes from the start of school to the end of the school day, Monday through Friday.
- 4) You have the responsibility to bring your student back to the Residence Hall before school starts either on Sunday evening or Monday morning so your student can be present in their 1st hour class. If your student does not make it to class on Monday morning, it is the parent/guardian's responsibility to call and inform the Residence Hall and the School to explain the truancy.

Parental Rights

- 1) You have the right to see and read your child's record (e.g., attendance, grades, test scores, referrals, incident reports, etc.). If you have questions, ask a counselor, teacher, or administrator, to help you understand the information and the use of these records. Keep the information of these records confidential because it is not public information, it is only for you, your child, School Officials, or others designated by you.
- 2) You have the right to be told what the school rules are.
- 3) You have the right to be informed of what the consequences (punishments) are for your student breaking the rules.
- 4) You have the right to appeal disciplinary action as provided for by this document and applicable law.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Responsibilities

Wingate High School wants all students to reach their full potential. To do so, it is essential that the school is free of disruption. As a student, you are required to respect the rights of all members of the school community – teachers, administrators, parents, residential staff, support staff, and other students.

Student Rights

- 1) Freedom of expression as guaranteed by the U.S. Constitution.
- 2) Assemble and associate with other students subject to reasonable rules set by the School regarding time and place.
- 3) Publish materials provided that they are not obscene, libelous or likely to cause a disruption. The Principal or a designee must approve publications that are distributed within the building.

- 4) Organize clubs, provided the Principal approves, and a teacher agrees to be faculty advisor. All students are free to join any club. Clubs must follow rules regarding the time they meet and the use of facilities, and must not cause disruption within the School or Residential Hall.
- 5) Post bulletins on School bulletin boards provided the Principal or his/her designee has approved them. The student's name must be on the posting. Postings cannot be obscene, libelous, or likely to cause disruption.
- 6) Vote in local, state and national elections, provided you are 18 years of age or older.
- 7) You have the right to appeal disciplinary action as provided for by this document and applicable law.

XXI. ROOM BELONGINGS AND SAFETY POLICY

Students are welcome to bring personal items to their rooms, provided they are not on the prohibited items list and do not pose a threat to the health, safety, or welfare of the residential hall or community.

Staff Authority and Compliance

To ensure a safe living environment and maintain compliance with all laws, regulations, and school policies, Residence Hall staff reserves the right to take the following action if an item is deemed a risk to the well-being of residents or staff:

- Request Removal: Staff may instruct a student to immediately remove the item from the residence hall.
- Confiscation: Staff may confiscate the item if necessary to protect the community or enforce policy.

Necessities:

- Adequate amount of clothing (clothing based on the school uniform policy)
- School supplies and school bags
- Personal hygiene products (soap, toothpaste, & non-alcoholic mouthwash)
- Hair products
- Towels
- Laundry detergent
- Blanket or comforter, pillow, bed sheets
- Small stereos and alarms clocks

Items that are not allowed in the Residence Hall:

- Large amounts of money. The maximum amount of money a student can bring to the school is \$100 (see School bank procedures to manage money safely)
- Items prohibited by the school dress code
- Large stereo systems, large speakers, televisions, gaming consoles, computer monitors
- Skateboards
- Drugs/alcohol/tobacco/various vape pens containing Nicotine and Cannabis
- Cigarette lighters/matches
- Fireworks of any kind
- Correction fluid/paint/spray paint/markers/ pepper spray
- Stink bombs/water balloons
- Weapons (e.g. knives, guns, bats, clubs, darts, etc.)
- Tattoo machine
- Pornographic material

XXII. HOUSEKEEPING

The Residential Hall Supervisor is responsible for the cleanliness of the Residence Hall and the grounds around the buildings. However, each student is expected to perform household chores in the residential halls. The chores should be completed before bedtime. A clean-living environment enhances the spirit and the morale of the residents and employees. Cleaning assignments will be posted.

XXIII. APPROPRIATE ROOM DÉCOR

Students will keep their rooms free from inappropriate or sexually explicit materials, including posters, magazines, videos, and video games. Bunk beds are not to be taken apart and made into double beds.

XXIV. LAUNDRY

Students will respect other students' property (clothing) if it is left in the machines or the dryers. Laundry hours will be posted.

XXV. SCHOOL ACTIVITIES AND FIELD TRIPS

- The administration reserves the right to limit field trip participation to students with favorable behavior records (i.e., no write-ups for major infractions). Athletic participation requires passing grades in all classes as determined by bi-monthly/weekly grade checks per interscholastic guidelines.
- All field trips require written parental permission. Parents will be specifically notified about culturally sensitive field trips/projects; and a student may be assigned another activity if parent permission is not given.
- **All day/overnight field trips require a BIE Navajo District Field Trip Request Form which is subject to approval from the BIE-Associate Deputy Director.**
- **Student travel will be restricted during the following periods** (December and April – May) because of testing and school holiday schedules.
- **Student activity School waivers** (HS only) Coaches and sponsors of School related activities which will result in missed classes will obtain signed waivers for each participating student so that students will be marked as present.

XXVI. STUDENT MAIL

All incoming student mail is subject to inspection. Incoming mail will be sorted by the front office and will be forwarded to the residential supervisor or designee. The Residential Hall Supervisor or designee will distribute mail daily Monday-Friday. All mail not picked up within 30 days will be returned to the sender.

XXVII. DAMAGE TO SCHOOL PROPERTY

Students willfully destroying or defacing government property by writing on or scratching doors, lockers, furniture, computers, walls, government vehicles, breaking windows, cutting window screens or curtains are responsible for payment for damages, or replacement of the property. In addition, intentional

vandalism will be reported to law enforcement. Students with restitution balances owing may have School records withheld until payment in full is made.

XXVIII. TELEPHONE USE

Students may use the U.S. Government (office) phones with permission from a residential staff member. Students will not be called out of study hour or meetings to a telephone unless it is deemed an emergency by staff. Students using phones to make false 911 calls or prank calls will be subject to discipline as outlined above and will only be allowed to make supervised phone calls for the remainder of the school year.

XXIX. EXECUTIVE ORDER 13160

The school will comply with the requirements of Executive Order 13160. No individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity. (Executive Order 13160).

APPENDIX A

SCAN – Suspected Child Abuse and Neglect & Employee Incident Reporting

In accordance with Public Law 101-630, as amended, (Codified in 25 United States Code 3203, § 1169), Indian Child Protection and Family Violence Prevention Act, as amended and Public Law 101-647, (Codified in 42 United States Code Section 13031), Crime Control Act of 1990, Subchapter IV – Child Abuse Reporting, all suspicion of abuse and neglect of children must be reported.

In July 2017 and 2019, subsequent revisions to the Bureau of Indian Education (BIE) Reporting Suspected Child Abuse/Neglect (SCAN Protocol – Revised 2019 and 2017, respectively) were completed to reflect necessary changes in documentation; the procedures remain the same. Excerpts from this document are included herein for the purpose of clarification.

Note: The term “employee” hereinafter includes volunteers, contractors and consultant.

All employees who have reasonable belief that child abuse or neglect is occurring, has occurred, or will occur, must report such incidents immediately. The staff who receives the information first-hand from a child is considered the mandated reporter. The school administrator, or designee, ensures that each report is filed in complete form and the proper notifications are made also immediately. Notifications for investigation are made to three (3) designated authorities, law enforcement, child protective and BIE for all non-employee reports. Non-employee refers to parents/guardians, friends, neighbors, etc. Note: There is no requirement that physical evidence of abuse be present before filing a report.

When an employee is named the alleged offender, the investigation is completed by law enforcement only. Child Protective Services is not notified for employee-related reports.

SCAN Reports are defined as physical abuse, sexual abuse, emotional and/or verbal abuse. The alleged offender can be employee or non-employee (parents/guardians, friends, neighbors, etc.).

Employee Incident Reports are defined as those limited to emotional and/or verbal abuse. The alleged offender is always an employee.

SCAN documents are found in the shared drive; they are available electronic format.

- SCAN report form – four (4) pages in length
- Employee Incident Report form – two (2) pages in length

The following procedures are necessary for each type of report:

1. NON-Employee as alleged offender -- SCAN report

A. SCAN form is completed and notification within one (1) hour, verbal and written, to:

- Local Child Protective Services
- Local Law Enforcement
- BIE Program Specialist

2. Employee as Alleged Offender -- SCAN report

A. The SCAN is completed and notifications made within one (1) hour, verbal and written, to:

Local Law Enforcement

BIE Program Specialist

B. The BIE Program Specialist receives the following documentation

SCAN report form (completed, signed, & dated)

Notification to Alleged Offender, signed-dated by employee & administrator

Written Statement(s), signed and dated:

Employee

Victim

Witness(es)

C. A bargaining unit employee may exercise his/her Weingarten Rights during the notification process (by the school administrator).

D. When an employee is named as the alleged offender, he/she is removed from contact with children immediately.

E. Law enforcement completes the investigation and provides a written report to BIE.

F. BIE advises the school administrator of the outcome of the investigation

G. The employee is returned to contact with children, or the employee remains away from contact with children, pending further determination and action.

H. If/When a form of administrative action is indicated, determination and action are taken by the school administrator in coordination with the respective Employee Relations/Labor Relations personnel.

CHAPTER 2 Mandatory Reporting

2.3.1 Failure to Report

Mandated Reporters who, while engaged in a professional capacity or activity on Federal land or in federally operated (or contracted) facility, learns of facts that give reason to suspect that a child has suffered an incident of child abuse, as defined in Public Law 101-630 and Public Law 101-647, and fails to make a timely report as required, shall be guilty of a Class B misdemeanor. The person may also be fined up to \$5,000 and/or imprisoned up to 6 months. Any supervisor or person in authority who inhibits or prevents a Mandated Reporter from making a report may be fined up to \$5,000 and/or imprisoned up to 6 months.

In instances where it has been determined that a BIE employee has failed to report child abuse as required, BIE management will take the necessary action to include removal. BIE management will also take action against employees who fail to report child abuse in a timely manner.

CHAPTER 3: Types of Abuse

3.3.A Incidences that ensure a child's safety are considered "safety measures" therefore are not reportable offenses.

3.3.B. If a bargaining unit employee is examined by a member of management and he or she reasonably believes such examination may result in discipline, he or she is entitled to exercise his or her Weingarten rights in accordance with Article 4 section 4 of the collective bargaining agreement.

CHAPTER 4 Child Abuse Reporting Summary

4.4 Confidentiality. All cases of child abuse shall be treated within the guidelines of Federal laws protecting children, employees, and all parties involved. Confidentiality must be a priority throughout the process. The mandated reporter may remain anonymous.

4.7.A. An employee who is named as alleged offender in a SCAN report will immediately be removed from contact with or control over all children. Such removal can be addressed in one of two options, a) Re-assignment or b) Administrative Leave. (.)

CHAPTER 6 Training

6.2 Mandated Reporters. All employees whose positions have been designated as mandatory reporters must attend annual re-orientation each academic year on the requirements of this designation. New employees will receive this information immediately upon hire, before beginning contact with children, and annually thereafter. The documentation of attendance will be maintained by the Principal/Administrator and made available to the BIE SCAN Office upon request. If an employee refuses to attend such training, the appropriate corrective action will be taken.

6.3 Supervisory Positions. All school supervisors/administrators must attend trainings pertaining to mandated reporter requirements and responsibilities of supervisors. This includes proper completion of SCAN Reports and the follow-up procedures, upon their hire and annually thereafter, and prior to each academic year.

Employee as alleged offender – OR – Employee Incident Report

Staff will gain control of the situation as needed, e.g., provide medical care for the victim and/or employee and ensure no further danger exists. As such, contact Wingate High School Principal or an administrators if the Principal is not available.

Gloria Arviso, Principal (505) 488-6401 or (505) 862-4710 (cell)

Grace Benally, ESS Head Teacher (505) 488-6456 or (505) 728-2456 (cell)

Margaret Taylor, Head Teacher (505) 488-6417 or (505)870-2919 (cell)

Designated Staff, Head Teacher (505) 488-6425

Eric Chischilly, Home Living Specialist Supervisor (505) 397-3608 or (505) 399-0181 (cell)

The Administrator has the responsibility to contact the BIE Navajo District.

BIE's Suspected Child Abuse/Neglect (SCAN) Protocol Summary

4.0 Introduction

It is mandated that all knowledge of or suspected child abuse be reported to the local law enforcement agency or to child protection services. However, the report must meet the definitions of child abuse contained within Public Law 101-630 and Public Law 101-647 to be considered “abuse”. Since 1998, when the Child Protection Handbook was released, numerous reports of suspected occurrences of child abuse have been documented. The seriousness of these reports of alleged child abuse varied greatly. There were reports as serious as sexual molestation to as minimal as an employee engaging in discourteous verbal conduct involving a student.

The BIE developed a tool for Management to ensure all incidents that may negatively impact children continue to be documented, but at the same time, ensure that only the incidents that meet the definitions of child abuse are reported to law enforcement or child protection authorities. BIE also began using Administrative Inquiry Teams (AIT, to be discussed in Chapter 5) to assist management to ensure SCAN Reports are accurate and complete. AITs provide needed information and recommendations to assist management in making prompt decisions regarding whether an individual may be a threat to Indian children.

4.1 Reporting Format – SCAN Report

The Suspected Child Abuse/Neglect Report, *Revised in 2009*, is used for documenting incidents of suspected child abuse within the BIE. The report will be referred to as the “SCAN Report” along with supporting documents; electronic forms are available at the BIE website. A report of suspected abuse is the equivalent of a request to an investigation by local law enforcement and/or child protection authorities. The actual investigation is the lawful assessment by an authorized individual to determine if a harmful condition exists involving a minor and what emergency action should be undertaken for the safety of the child. The BIE's role is to ensure the suspected child abuse is reported in a manner that is clear and as accurately as possible, so an investigation is initiated by proper authorities.

When a SCAN Report is filed, it is critical that the report be completed accurately and all appropriate notifications be made accordingly. Of equal importance is the action taken after the SCAN Report has been

completed. Depending on the seriousness, some action must be taken almost simultaneously to complete the SCAN Report.

A SCAN Report will be completed when a Mandated Reporter, while engaged in a professional capacity or activity, learns of facts that give reason to suspect that a child has suffered an incident of child abuse. The Mandated Reporter does not have to prove the suspected child abuse has occurred, but they must describe the behavior or physical signs that led them to suspect a child has been abused. Persons who make a report of child abuse based upon their reasonable belief and in good faith are immune from civil and criminal liability.

The Mandated Reporter will contact their immediate supervisor and work with their supervisor to complete the report. If the alleged offender is the Mandated Reporter's immediate supervisor or if the Mandated Reporter has concerns about reporting directly to their immediate supervisor, they may submit the SCAN Report directly to the BIE Program Specialist (SCAN) Office. The report must be completed within the Mandated Reporter's regularly scheduled workday, and the SCAN Report must be submitted to the BIE Program Specialist (SCAN) Office within the established timeframes. This includes those reports that are non-staff related. The timeframes for reporting are identified in Chapter 6 and specific instructions on how to complete the SCAN Report.



United States Department of the Interior

BUREAU OF INDIAN EDUCATION
Washington, D.C. 20240

IN REPLY REFER TO:

NOV 20 2014

Memorandum

To: All Education Line Officers

From: Dr. Charles M. Roessel 
Director Bureau of Indian Education

Subject: Student Check-Out Procedures

The following replaces the memorandum dated April 13, 2010, on the same subject.

Each Bureau of Indian Education (BIE) operated residential program shall publish and distribute to all parents, students and staff a school or student handbook. The handbook shall be reviewed and updated annually and will include a section on checking out students. School administrators may increase the strictness of the procedures. Any discrepancies or exceptions to the procedures shall be reviewed and approved by the Education Line Officer (ELO) and concurred by the Associate Deputy Director for Bureau Operated Schools. It is recommended that tribal/grant residential programs implement a similar policy.

At a minimum, the handbook shall include the following requirements for checking out students:

1. A student wishing to have check-out privileges must have an original written permission signed by the parent or legal guardian stating that the school is released of any liability associated with the check out. The written permission should include, at a minimum, name of student, name and relationship of individual designated to check out the student, and if there is an alternate authorized by the parent/guardian to check out their child. Written permission must be submitted every academic year.
2. Check-out requests via telephone, telefax or email will not be approved except in situations where a family emergency has occurred due to serious illness or there has been a death of an immediate family member. An immediate family member can include mother, father, sister, brother, uncle, aunt, grandmother, grandfather, step mother, step father, foster parent, etc. Such requests will be followed up by a telephone call to the parent/guardian to verify the origin of the request, and will be approved by school personnel on a case-by-case basis. Written documentation will be submitted to the school after the check-out is approved. The ELO will be notified of the emergency check-out.

3. When there is evidence or a reasonable belief that the safety of the student may be at risk (e.g., either responsible party or student under the influence of drugs or other impairment), school personnel reserve the right to refuse the check-out request. If necessary, local law enforcement will be contacted.
4. If a conflict arises concerning the student check-out process, the school administrator, or his/her designee, reserves the right to revoke any student's check-out privileges. All conflicts will be reported to the ELO.
5. Student(s) must be in good standing and not on restriction in order to be checked out. However, exceptions will be made if the student requires medical treatment, or in the case of a serious illness or death of an immediate family member. School personnel also have discretion to make exceptions on a case-by-case basis when a student is on check out restriction. All restrictions will be reinstated when the student returns.
6. All students authorized for check-out are expected to return to the school campus at the specified time of return as stated in their approved check-out request. All student check-outs must be concluded by curfew unless pre-approved by staff in charge at the time of the check-out and noted on the School's Student Check-Out form.
7. Spell out the procedure for tracking and logging the student's departure and return to campus or his/her non-return to campus.
8. If a student has not returned to the school campus by curfew or return time, a phone call will be made to the responsible party for the check-out. If repeated attempts to contact the responsible party fail, and one-half hour has passed, a parent/guardian will be contacted, and law enforcement may be contacted.
9. Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities that are approved by the school administrator or his/her designee.
10. Any student, regardless of age, shall not be authorized to check themselves out. No student check-out will be approved to an adult less than 25 years of age; however, exceptions will be made on a case-by-case basis that are approved by school personnel when the responsible party for the student's check-out or the student's parent/guardian is under 25 years of age.
11. Parents/ legal guardians may designate, in writing, immediate and non-immediate family members who are authorized to check-out their child overnight. The written document must indicate the specific family member by name and relationship.
12. School personnel will be allowed to check a student(s) out overnight with the approval of the school administrator or his/her designee on a case-by-case basis for each occurrence, when the parent/guardian consents.
13. In the event of local emergencies, i.e., natural disasters, fire or threatening weather conditions, any previously approved check-outs may be canceled without prior notice.
14. Students involved in inappropriate activity while in check-out status may face disciplinary action upon their return to campus. Students may have their check-out privileges revoked and check-out authority of individuals may also be revoked.

The school administrator/principal shall review the school's handbook annually and train ALL staff on the contents of the handbook as well as procedures contained therein. The school administrator/principal shall inform the Associate Deputy Director that the handbook is in place, the training has been provided and that procedures are being implemented.

cc: Associate Deputy Directors

Appendix B: Check-out Policy
Wingate High School

STUDENT CHECK-OUT PROCEDURES: PARENT/GUARDIAN AND STUDENT AGREEMENT

1. A student wishing to have check-out privileges must have original written permission signed by the parent or legal guardian stating that the school is released of any liability associated with the check-out. The written permission should include, at a minimum, name of the student, name and relationship of individual designated to check out the student, and if there is an alternate authorization by the parent/guardian to check out their child. Written permission must be submitted every academic year.
2. **Check-out request via telephone, telefax, or email will not be approved** except in the situation where a family emergency has occurred due to serious illness or there has been a death of an immediate family member. An immediate family member can include mother, father, sister, brother, uncle, aunt, grandmother, grandfather, stepmother, stepfather, foster parent, etc. Such requests will be approved by school personnel on a case-by-case basis. Written documentation will be submitted to the school after the check-out is approved. The ELO will be notified of the emergency check-out.
3. When there is evidence or a reasonable belief that the safety of the student may be at risk (e.g., either responsible party or student under the influence of drugs or other impairment), **school personnel reserve the right to refuse the check-out request**. If necessary, local law enforcement will be contacted. **If a conflict arises concerning the student check-out process, the school administrator, or his/her designee, reserves the right to revoke any student's check-out privileges**. All conflicts will be reported to the ELO.
4. Student(s) must be in good standing and not on restrictions in order to be checked out. However, exceptions will be made if the student requires medical treatment, or in the case of a serious illness or death of an immediate family member. School personnel also have discretion to make exceptions on a case-by-case basis when a student is on check-out restriction. All restrictions will be reinstated when the student returns.
5. All students authorized for check-out are expected to return to the school campus at the specific time of return as stated in their approved check-out request. All student check-outs must be concluded by curfew unless pre-approved by staff in charge at the time of the check-out and noted on the School's Student Check-Out form.
6. Spell out the procedure for tracking and logging the student's departure and return to campus or his/her non-return to campus.
7. If a student has not returned to the school campus by curfew or return time, a phone call will be made to the responsible party for the check-out. If repeated attempts to contact the responsible party fail, and one-half has passed, a parent/guardian will be contacted, and law enforcement may be contacted.

8. **Check-outs during the academic day by school personnel** shall be restricted to sanctioned school activities that are **approved by the school administrator or his/her designee.**
9. **Any student, regardless of age, shall not be authorized to check themselves out. No student check-out will be approved to an adult less than 25 years of age;** however, exceptions will be made on a case-by-case basis that are approved by school personnel when the responsible party for the student's check-out or the student's parent/guardian is under 25 years of age.
10. Parent/legal guardians may designate, in writing, immediate and non-immediate family members who are authorized to check out their child overnight. The written document must indicate the specific family member by name and relationship.
11. **School personnel will be allowed to check a student (s) out overnight with the approval of the school administrator or his/her designee on a case-by-case basis for each occurrence, when a parent/guardian consents.**
12. In the event of local emergencies, i.e., natural disasters, fire, threatening weather conditions, any previously approved check-outs may be canceled without prior notice.
13. Students involved in inappropriate activity while in check-out status may face disciplinary action upon their return to campus. Students may have their check-out privileges revoked and check-out authority of individuals may also be revoked.

Parent/Guardian Signature

Date

Student Signature

Date

INDIAN AFFAIRS MANUAL

Part 30

Education (Management)

Chapter 13

Medication Administration at BIE-Operated Schools and Dormitories

Page 1

- 1.1 Purpose.** The Bureau of Indian Education (BIE) recognizes that some children and adolescents are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses. It is preferred that all medication be administered at home. However, when medication must be administered at school, the BIE requires that all BIE-operated schools adopt this policy regarding both prescription and over-the-counter (OTC) drugs.
- 1.2 Scope.** The policy applies to all BIE-operated K-12 schools and dormitories.
- 1.3 Policy.** To administer any prescribed medication, the school must require a separate, completed Bureau of Indian Education Authorization to Administer Prescribed/Over-the-Counter Medication form (Medication Authorization Form) (Attachment A) for each prescription or OTC medication a student must take at school.
- 1.4 Authority.**
- 1) 20 U.S.C. § 1232(g), Family Education Rights and Privacy Act of 1974
 - 2) 15 U.S.C. § 1693(b), Health Insurance Portability and Accountability Act of 2000
 - 3) 25 CFR 36.86, Homeliving Programs
- 1.5 Responsibilities.**
- A. Director, Bureau of Indian Education** is responsible for final approval of this policy and submission of the final policy to the Associate Deputy Director.
 - B. Associate Deputy Director** is responsible for the annual review of this policy for overall management improvement. The Associate Deputy Director is also responsible for monitoring the Education Line Offices for adherence to the policy.
 - C. Education Line Officer** is responsible for ensuring the policy is in place at and implemented by BIE-operated schools.
 - D. School Principals** are responsible for ensuring school staff members are in compliance with the policy.
- 1.6 Requirements and Procedures.**
- A. Required Medication Authorization Form (Attachment A) information**
 1. Name of student

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

2. Date of birth
3. Reason for medication or diagnosis
4. Name of medication
5. Exact dosage to be taken in school
6. Time to take medication and frequency or exact time interval dosage is to be administered
7. If medication is given on an as-needed basis, specify the conditions or symptoms when medication is to be taken and when it may be given again ("Repeat as necessary" is usually unacceptable)
8. Duration of medication order or effective dates
9. Signature of a Licensed Medical Professional
10. Signature of a parent/guardian

Medications purchased outside the United States (U.S.) are not exempt from the requirement for a written prescription by a U.S. licensed medical professional.

All prescription medications, including physician samples, must be in an up-to-date and labeled container.

B. Boarding Schools and Dormitories

In boarding schools or dormitories, where a parent is not on campus for extended lengths of time, and the school acts in *loco parentis*, some protocols may differ based on the home living staff training and health services agreements with local health care providers who prescribe the child's medication. Therefore, written documentation that the prescribing provider has contacted the parent/guardian by telephone and consent has been obtained, may be acceptable in lieu of the parent/guardian signature.

C. Student Confidentiality

Schools and dormitories must ensure that student confidentiality is protected, as outlined in the Family Education Rights and Privacy Act, and the Health Insurance Portability and Accountability Act.

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

D. Medication Administration Staff

In the absence of trained medical staff, the school principal or a designee should be trained to administer medication to students. It is imperative that any person administering medication be educated about the method of administration and contraindications to giving the medication. The principal will set aside time for the school nurse, or if there isn't one, a public health nurse, to train academic and/or dormitory staff on medication administration, which includes, amongst others, recognition of adverse side effects and allergic reactions.

The training will include the Six Rights of Assisting with Medication Administration:

1. Right Student
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route
6. Right Documentation

The Six Rights are to be triple-checked each and every time a student is given a medication.

- First, when taking medication from the storage cabinet
- Second, when giving the medication to the student
- Third, when returning the medication to the storage cabinet¹

The school nurse, or designated employee, will watch the student periodically to observe side effects and effectiveness of the medication and inform the prescribing provider of any complications.

E. Off Campus Activities

The medications may be administered to students while on school provided transportation, and during participation in school sponsored field trips, school camps, and other out-of-school activities as noted on the Medication Authorization Form.

¹ New Mexico School Health Manual www.nmschoolhealthmanual.org

In the event of field trips or other off-campus activities, the school or dormitory employee who will chaperone the event will meet with the school nurse, or designated employee, who will explain the purpose and expected effect of the medication, as well as signs of a bad reaction to the medication. The school nurse will provide the medicine to the staff member/chaperone in a sealed envelope labeled with the date, student's name, the name and dose of the medicine, the time or circumstances for the medication to be given, and a copy of the Medication Authorization Form.

F. Self-Carry/Self-Administration

Students are not permitted to self-carry and self-administer medications, with the exception of certain medications (inhalers for asthmatic students; EpiPens or Auvi-Q for anaphylaxis; medication for treatment of diagnosed migraine headaches; insulin for diabetic students).

If a student carries medication, the physician must indicate on the Medication Authorization Form that the student has the ability to safely manage the medication. Students must report to the designated medication administration staff they have self-administered their medication.

Persons suffering an anaphylactic reaction may not be able to speak due to extremely rapid and **potentially life threatening** swelling of the throat and/or tongue, which can occur within seconds. Following the administration of an EpiPen or Auvi-Q, staff must seek immediate medical help.

G. OTC Medications

OTC medications or herbal medications require a physician's note that in essence "prescribes" these nonprescription medications. All OTC medications and herbal medications must be in the original up-to-date container with the name and dosage of the medication visible. The school or dormitory must have physician-approved protocols (indications, dose, and contraindications) for using OTC medications. Medications may not be administered for children at ages below which the drug is not approved (unless prescribed by a licensed medical professional). The school nurse, or designated staff, will observe the student to determine if it is appropriate to administer a particular OTC medication to a student, and to determine if the student's symptoms could be alleviated first without medicine.

H. Medication Supply

Schools and dormitories will notify parents that it is their responsibility to supply the school with prescribed medications in the original up-to-date pharmacy labeled containers, keep medications current and supply medical devices (e.g., nebulizers, insulin pumps, oxygen). Medications will be delivered to the school in-person by the parent or through

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acceptable mailing services. It is also the parents' responsibility to complete a Medication Authorization Form for each medication at the beginning of each school year.

In situations where parental notification isn't possible due to parental absence, medication authorization by a nurse will be sufficient as long as a parent has provided written permission for the school to administer medications in their absence. Medications will be kept with the school nurse, or other designated staff, as noted in Section L, below.

I. School Medication Documentation

Protocols should be established for the documentation of all medications administered at school, whether emergency or routine. Some schools use a log, and others use a computer-based student medical record system. A log must not be accessible to anyone other than the school nurse, or designated employee. Any error in medication administration at a school needs to be reported using the Medication Incident Report (Attachment B) and also to at least one common supervisor to identify patterns of errors and take corrective action. Errors with medication dosage or timing will also be reported to the parent and the medication prescriber so any necessary course of action can take place. Measures taken by school administrators after a medication error must be designed so that they do not discourage staff self-reporting of errors.

J. Individualized Health Plan

Students who self-carry and/or self-administer medication must have an Individualized Health Plan (IHP) developed by the school staff, school health care provider, Licensed Medical Professional, and a parent/guardian.

The IHP will describe the student's special health care needs, protocols for emergencies, responsibilities of principal, school nurse, teacher, aide, family, and student, including back-up plans when the trained teacher is absent.

K. Licensed Medical Professional

A licensed medical professional consists of the following: Doctor of Medicine (MD), Doctor of Dental Surgery (DDS), Doctor of Medical Dentistry (DMD), Doctor of Osteopathic Medicine (DOM), Doctor of Podiatric Medicine (DPM), physician's assistant (PA), pedodontist, oral surgeon, orthodontist, etc.

L. Medication Storage

Controlled substances such as Methyphenidate (Ritalin, Concerta) must be kept in a narcotics cabinet. Access to a medication cabinet is limited to the school nurse or designated employee.

At the end of the school year, the school nurse will notify parents they are to pick up any unused medication. If the parents fail to pick up the medication within one week after the end of the school year, the School Nurse is to destroy the medication following the *U.S. Food and Drug Administration, How to Dispose of Unused Medicines Guidelines*:

1. Take the medicine out of the original container;
2. Mix the drug with an undesirable substance, such as cat litter or unused coffee grounds;
3. Put the mixture into a disposable container with a lid, such as an empty margarine tub or a sealable plastic bag;
4. Conceal or remove any personal information, including Rx number, on the empty containers by covering it with black permanent marker or duct tape, or scratching it off; and
5. Place the sealed container with the mixture and the empty drug containers in the trash.²

1.7 Notification. The school principal shall annually notify all students, faculty, staff, and parents about this medication policy. The school principal will also document that the policy has been reviewed with staff and students during staff and student meetings. The documentation shall include an agenda, a sign-in sheet, and any materials that were distributed. The school principal should notify students, faculty, staff, and parents of the policy by:

1. Publication in student handbooks;
2. Publication in the school newsletter;
3. Publication in faculty handbooks;
4. Posting it for students and staff on bulletin boards in the school or dormitory teachers' lounge, offices, main office, and other commonly-used areas; and
5. Providing it to students as part of their registration materials for school.

²<http://www.fda.gov/forconsumers/consumerupdates/ucm101653.htm#guidelines>

INDIAN AFFAIRS

DIRECTIVES TRANSMITTAL SHEET

(modified DI -416)

DOCUMENT IDENTIFICATION NUMBER 30 IAM 13	SUBJECT Medication Administration at BIE-operated Schools and Dormitories	RELEASE NUMBER #16-4
FOR FURTHER INFORMATION Jacquelyn Cheek, (202) 208-6983		DATE NOV 04 2015

EXPLANATION OF MATERIAL TRANSMITTED:

The Bureau of Indian Education (BIE) recognizes that some children and adolescents are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses. It is preferred that all medication be administered at home. However, when medication must be administered at school, the BIE requires that all BIE operated schools adopt this Policy regarding both prescription and over-the-counter (OTC) drugs.



Dr. Charles Roessel
Director, Bureau of Indian Education

FILING INSTRUCTIONS:

Insert: 30 IAM 13, #16-4

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: _____ Signature Date	
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 _____

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ATTACHMENT B continued
BUREAU OF INDIAN EDUCATION
AUTHORIZATION TO ADMINISTER PRESCRIBED/OVER-THE-COUNTER
MEDICATION

INFORMATION AND PROCEDURES

1. No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization and a written physician or other licensed health care provider order. This includes both prescription and over-the-counter (OTC) medications. An exception will be made for students living at a boarding school or a dormitory and whose parent/guardian has granted permission for emergency care for the student.
2. The parent/guardian is responsible for completing Part I and obtaining the physician's statement on Part II. This is required every school year for each new or continuing order or if there is a change in dosage or time of administration during the school year. Information necessary includes: child's name, diagnosis, medication name, dosage, time of administration, duration of medication, side effects, physician signature, and date.
3. The medication must be delivered to the school by the parent/guardian or through acceptable mailing services and under special circumstances by an adult designated by the parent/guardian.
4. All prescription medication must be provided in an original container with the pharmacist's label attached. If applicable, a duplicate bottle may be requested so some of the medicine can be kept at home. Non-prescription OTC medication must be in the container with the manufacturer's original label so dosage information and expiration date are viewable.
5. The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician's order or at the end of the school year. Medication not claimed within that time period will be destroyed using approved disposal methods by the FDA or EPA (see BIE Medication Administration policy).
6. A physician's or other duly licensed provider's order and parental permission are necessary for self-carry/self-administered emergency medications such as inhalers for asthma and EpiPens or Auvi-Q for anaphylaxis, Insulin for diabetes, and Sumatriptan for migraines. It is imperative the student understands the necessity for reporting to the health staff or teacher that they have self-administered their inhaler or have self-administered an EpiPen, so emergency services can be sought. Students that self-carry/self-administer emergency medications will have an Individualized Health Plan so school nurse/school health assistant can communicate with school staff.
7. When applicable, pursuant to specifications on the medication authorization form, the school nurse or other licensed health care professional will assess the student to determine if it is appropriate to administer a particular OTC medication to a student, and to determine if the student's symptoms could be alleviated first without a medicine. A non-licensed provider will observe the student and report their observations to a nurse or other licensed health care provider.

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**ATTACHMENT B
MEDICATION INCIDENT REPORT**

NAME _____

LAST

FIRST

M.

HOME ADDRESS: _____ ZIP CODE _____

GRADE _____ BIRTHDATE: _____ MALE ____ FEMALE ____

TIME OF INCIDENT: _____ DATE OF INCIDENT: _____

TYPE OF INCIDENT: (CIRCLE)

Wrong dosage

Wrong student

Wrong medication

Wrong time

Unable to locate student

Wrong route

Wrong documentation

Missed dose

Reported by: _____		
NARRATIVE DESCRIPTION:		
RENT/GUARDIAN Notification YES[] NO[] By Whom	Date	Time
Comments:		
MD notification YES[] NO[] By Whom		
Comments:		
IF APPLICABLE Poison Control notified: 1-800-222-1222 YES[] NO[]		
Recommendations:		
ACTIONS/OBSERVATIONS:		
PLAN OF ACTION COMPLETED:		

Signature: _____ Date: _____ Time: _____

Supervising Nurse: _____ Date: _____

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UNITED STATES DEPARTMENT OF THE INTERIOR

Bureau of Indian Education

Wingate High School

1737 Shush Drive / PO Box 2

Fort Wingate, NM 87316

Memorandum

Date:

To: Wingate High School

From: Gloria Arviso, Principal

Subject: School Leave/Call-in Procedures and Tardiness

This memorandum will clarify the regulations and establish school-wide call-in procedures to ensure consistent application by all Wingate High School staff.

This procedure is necessary to ensure adequate coverage for absences, provide better services for students and ensure consistent application by all school staff. This memorandum will clarify the leave/call-in procedures and will enhance better continuity of work, better workflow and better control over excessive and unanticipated absences.

Every employee plays a significant part in the successful accomplishments of Wingate High School's vision and mission. Therefore, it is imperative that there be adequate coverage during all hours of operation. As Federal Employees, we must all be cognizant of the fact that we are always subject to public scrutiny. Therefore, employees are expected to maintain an especially high standard of conduct, including proper performance of government business, as well as proper decorum, to ensure the continued trust and confidence of citizens, as noted in 43 CFR, § 20.501, Employee Responsibilities and Conduct.

Scheduled leave, including personal, school vacation, medical (non-emergency), compensatory time off, should be submitted within a reasonable time in advance of the intended absence. Each leave request must be submitted to and approved by your immediate supervisor for all periods of absence. Merely placing a leave slip in your supervisor's inbox or sending a text message is not considered sufficient for an approved absence.

If need be, supervisors may ask an employee to reschedule their scheduled leave for another day should the request interfere with the efficiency of the school.

If you are a Bargaining Unit Employee (BUE), if a leave request is disapproved, the supervisor will note on the leave request why the leave is being denied, in accordance with the Collective Bargaining Agreement (CBA), Article 30, Section 6C. Each request for exception will be approved or disapproved on a case-by-case basis. The same is true for non-bargaining unit employees.

Call-In Procedures: Pursuant to the Collective Bargaining Agreement (CBA), Article 30, Section 8, normally anticipated sick leave should be requested as far in advance as possible. In the event when an employee is requesting unanticipated sick leave, he/she should make every effort to notify his/her supervisor as soon as possible, and in no event, no later than 1 hour prior to the start of the work day and

every day thereafter. If circumstances prohibit immediate communication, as stated above, the employee will report his/her absences as soon as possible and may be required to submit appropriate documentation to substantiate their inability to timely report their absence. Unless the employee is on sick leave restriction, an immediate family member may report the absence.

- Teachers, Residential Staff, Bus Drivers and Custodians should make every effort to notify their supervisor one (1) hour prior to the beginning of his/her tour of duty.

When notifying your supervisor of an unexpected absence, you are allowed to request leave in the following ways: calling, leaving a voicemail and sending a text message. In these situations, you are required to state the type of leave you are requesting, the number of hours of leave you are requesting, and you are expected to submit your leave slip upon your return. Your supervisor is not responsible for reminding you to submit your leave slip. Failure to submit leave slips can result in your absence(s) being denied, your leave being coded as Absence Without Leave (AWOL), and potential disciplinary action being taken.

Habitual tardiness and habitual absences, which indicate a pattern of abuse, will be reviewed by management. If the tardiness or absences are deemed infrequent and brief, you may be allowed to submit a request for leave to cover your absence(s). However, if your tardiness and/or absences become frequent and/or prolonged, it may result in corrective and or disciplinary action.

If you have questions pertaining to the above policies and procedures, or if you do not understand the contents of this letter, please let me or your immediate supervisor know and I will provide further guidance on my expectations on these matters.

You are requested to sign below to acknowledge receipt of this memorandum. Your signature does not mean you agree or disagree with the contents of this directive but merely shows that you have received it. Your failure to sign will not void the contents of this directive.

I acknowledge receipt of this memorandum:

Print and Signature

Date

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

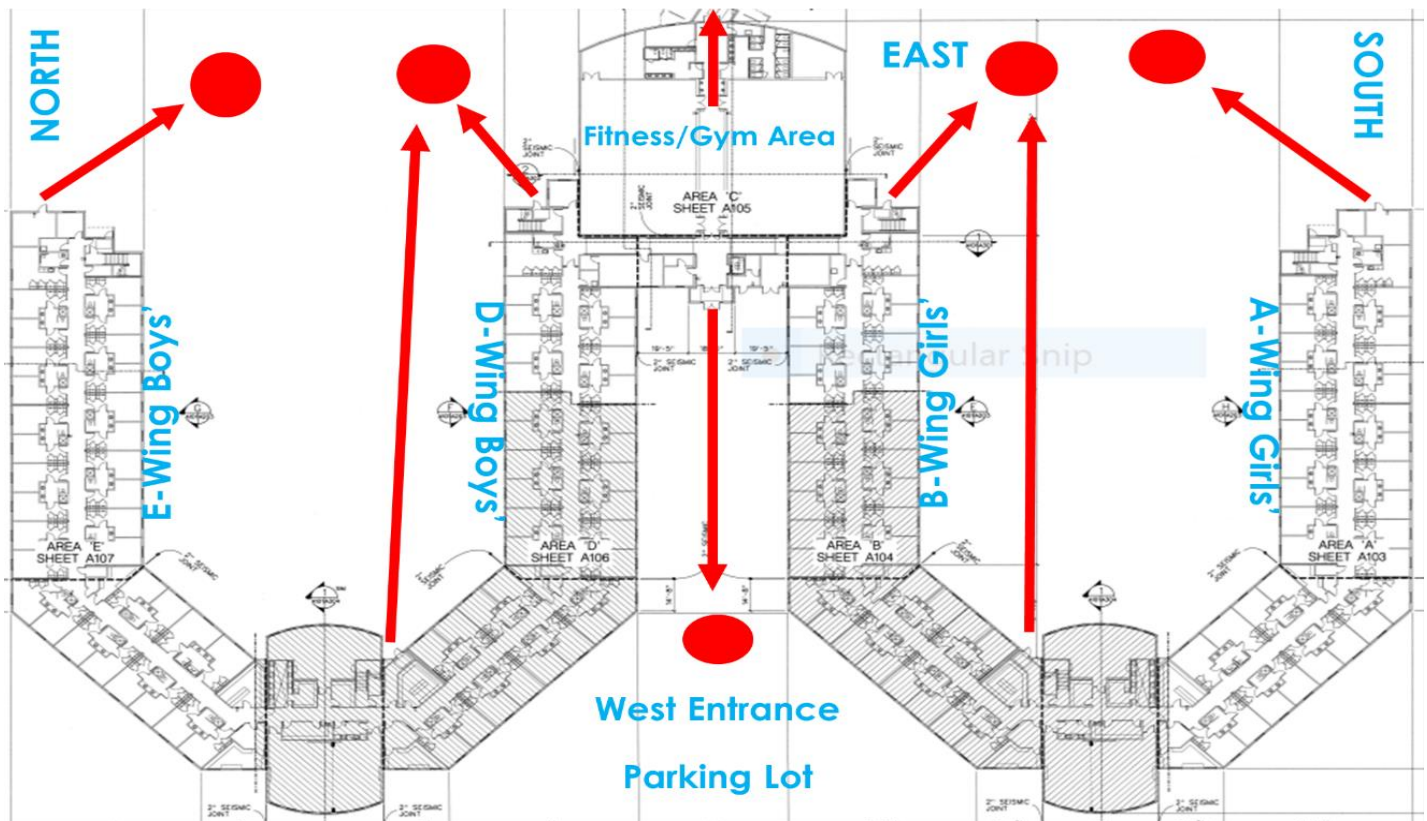
Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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Management and Structure of the 2025/2026 Substance Abuse Program (Comprehensive Substance Abuse Guidance) and the Counseling Program Model (Comprehensive Competence-Based Guidance)

