

PARTNERSHIP FOR STUDENT SUCCESS



Revised, 2022

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TABLE OF CONTENTS

TABLE OF CONTENTS	2
SUPERINTENDENT'S MESSAGE TO STUDENTS, PARENTS, AND STAFF	10
HANDBOOK INFORMATION	11
STATEMENT ON THE HANDBOOK	11
WHEN IS THIS HANDBOOK APPLICABLE?	11
VISION	11
MISSION: THE IDEAL GRADUATE	11
CORE VALUES	11
HISTORY	12
GOVERNANCE	13
GOVERNING AUTHORITY	13
POLICIES	13
CODE OF FEDERAL REGULATIONS (CFR) COURT AND BUREAU OF INDIAN AFFAIRS, NORTHERN	
PUEBLO AGENCY	13
PARTNERSHIPS	13
ACCREDITATION	13
ACADEMIC PROGRAM	14
MS 505-989-6393/HS 505-989-6330	
ACADEMIC PRIORITIES	14
PARENTAL UNDERSTANDING AND PROCEDURES	14
STATEMENT OF UNDERSTANDING FOR PARENTS	14
CHECK OUT PROCEDURE	14
STUDENT EXPECTATIONS	14
EXPECTATIONS: ACADEMIC PERFORMANCE, CHARACTER DEVELOPMENT AND CITIZENSHIP	14
CLASSROOM EXPECTATIONS	15
STUDENT EXPECTATIONS	15
ACADEMIC INFORMATION	15
ACADEMIC HONORS	15
ACADEMIC ASSISTANCE	16
ACADEMIC DISHONESTY/PLAGIARISM	16
ACADEMIC CURRICULUM	17
SFIS IDEAL GRADUATE STATEMENT	17
SFIS IDEAL GRADUATE SKILLS (5/5/16)	17
COMMON CORE STATE STANDARDS	17
EXAMS	17
GRADE CHANGES	18
Grade Point Average and Grading System	18
REPORT CARDS	18
PROMOTION REQUIREMENTS	19
SUMMER SCHOOL FOR CREDIT RECOVERY	19

GRADUATION REQUIREMENTS	19
GRADUATION EXERCISES	20
SCHEDULE CHANGES	20
MIDDLE SCHOOL COURSE OFFERINGS	20
EIGHTH GRADE PROMOTION CEREMONY	20
ACADEMIC PROGRAMS	20
Advanced Placement Program	20
Community-Based Education Department (CBED)	20
Concurrent Enrollment /Dual Credit (9-12)	20
Gifted and Talented	21
Intervention/Exploration Classes	21
Native American Students Refurbishing Used Technology (NASTRUT)	21
School to Work	21
Senior Honors Project	21
Special Education	21
ACADEMIC COUNSELING	21
HIGH SCHOOL FOUR YEAR PLAN	22
College /Career Readiness Counseling	22
COMPUTER SERVICES	22
LIBRARY MEDIA CENTER	23
TESTING	23
COLLEGE ENTRANCE TESTS	23
ADVANCED PLACEMENT TESTING	23
School Code Number	23
Required Testing	23
Academic Assessments	23
English Language Proficiency Assessment	24
Measures of Academic Progress (MAP)	24
Performance Task Assessments (High School)	24
Senior Honors Project (SHP)	24
HOMEWORK	24
HOMEWORK EXPECTATIONS	24
HOMEWORK FOR EXTENDED ABSENCES	24
LATE WORK (NOT DUE TO UNEXCUSED ABSENCE)	25
ATTENDANCE	25
ATTENDANCE POLICY	25
STUDENT ABSENTEEISM	25
Consecutive Absences	25
Cumulative Absences	25
Excused Absences	25
Unexcused Absences	26

Tardy Policy	26
SFIS ATTENDANCE MATRIX	26
Student/Parent Role	27
DAILY AND ALTERNATIVE SCHOOL SCHEDULES	27
EXTRA CURRICULAR ACTIVITIES (CLUBS)	27
AISES (American Indian Science and Engineering Society) 9-12	27
Born Braves 9-12	27
Café Scientifique 9-12	27
Chess Club 7-12	27
Cultural Exchange 9-12	28
Fashion Club 9-12	28
Green Team 9-12	28
Highway History Tour 7-8	28
International Cultural Experience 11-12	28
Math Circle 9-12	28
Natural Helpers 9-12	28
National Junior Honor Society (NJHS) 7-8	28
National Honor Society (NHS) 10- 12	29
Robotics 9-12	29
Ski Club 7-12	29
Student Council 7-12	29
Weight Room 7-12	29
GENERAL INFORMATION	29
CLASS MEETINGS	29
SCHOOL DANCES	29
FAMILY EMERGENCY	29
FIELD TRIPS – OVERNIGHT OR OUT-OF-TOWN	29
GUESTS	30
HALL TRAFFIC	30
LOCKERS	30
LOST AND FOUND	30
PROFESSIONAL DEVELOPMENT DAYS	30
SCHOOL PICTURES	30
SKATEBOARDS AND ROLLERBLADES	30
TEXTBOOKS	30
WITHDRAWAL FROM SCHOOL/TRANSFERS	30
STUDENT LIVING MS 505-989-6390/HS 989-6380	31
STUDENT LIVING PRIORITIES	31
STUDENT LIVING EXPERIENCE	31
WHAT IS IN YOUR DORM ROOM	31
WHAT TO BRING	32

WHAT NOT TO BRING	32
TYPICAL WEEKDAY STUDENT LIVING STUDENT SCHEDULE	32
DORM AMENITIES	33
Laundry Room	33
Kitchen	33
Study Rooms (High School Only)	33
Medical Isolation Rooms	33
Parent/Guardian Rooms	33
STUDENT EXPECTATIONS	33
STUDENT BEHAVIORAL INTERVENTION/DISCIPLINE	33
CONSEQUENCES	33
Behavior Referral	33
GENERAL COMMUNITY INFORMATION	34
UNAUTHORIZED VISITATION	34
NEIGHBORHOOD WATCH	34
USE OF VEHICLES	34
AUTOMATIC DOOR LOCKS	34
CELL PHONE USE	34
CURFEW	34
KEY FEE	34
LABELING AND SECURING VALUABLES	34
ORDERING FOOD	34
HEALTH SERVICES	35
OFF-CAMPUS AND LEAVE AUTHORIZATION	35
OFF CAMPUS	35
OFF-CAMPUS SELF SIGN OUT	35
CHECKOUT PROCEDURES	35
CHECKOUT BY SCHOOL PERSONNEL	35
TYPICAL WEEKEND SCHEDULE	36
TRANSPORTATION	37
CHRISTMAS-& SPRING BREAK TRANSPORTATION	37
NEW MEXICO RAIL RUNNER	37
STUDENT LEADERSHIP	37
HIGH SCHOOL DORM LEADERSHIP	37
MIDDLE SCHOOL DORM COUNCIL	37
FREQUENTLY ASKED QUESTIONS- FAQs	38
STUDENT RIGHTS AND RESPONSIBILITIES	505-989-6337 39
STUDENT EXPECTATIONS	40
DRUG FREE POLICY	40
CLOSED CAMPUS	40
ANTI-BULLYING AND ANTI-HARASSMENT	40

PUBLIC DISPLAYS OF AFFECTION (PDA)	40
DRESS CODE	41
SEXUAL HARASSMENT	41
INTERNET/COMPUTER USE	42
Internet Abuse	42
CELL PHONE POLICY	42
Violation of Cell Phone Policy	42
SFIS VIOLATION MATRIX	43
PREVENTION	44
Health and Wellness	44
Early Intervention	44
Guidance	44
Protective Factors	44
INTERVENTION	44
MEDIATION	44
Mediation Process	45
SEARCH AND SEIZURE	45
ALCOHOL/DRUG TESTING: STANDARD FIELD SOBRIETY TEST	45
PARTNERSHIP FOR ALTERNATIVE STUDENT SUCCESS (PASS)	45
THREE-TIERED PROGRAM AND REFERRAL PROCESS:	45
PASS I	45
PASS II	46
PASS III	46
Referral Process	46
DISMISSALS	46
DUE PROCESS	46
TRIBAL COLLABORATION FOR INTERVENTION AND RESTORATIVE JUSTICE	47
Prevention Process	47
Intervention Process	47
Alternative Dispute Resolution	47
POLICIES AND PROCEDURES FOR MAJOR VIOLATIONS	48
School Resource Officer (SRO) and Northern Pueblos Agency (NPA)	48
Code of Federal Regulations (CFR) Court and Bureau of Indian Affairs (BIA), Northern Pueblo Agency (NPA)	49
SFIS Support for CRF Court Hearing Process:	49

STUDENT HEALTH	505-216-7418	50
SFIS COUNSELING CENTER SERVICES		50
CONSENT FOR TREATMENT		50
CONFIDENTIALITY OF COUNSELING SERVICES		50
COUNSELING CENTER REFERRAL		51
SCHOOL HEALTH CENTER	505-216-7418	51
MEDICAL CONSENT FOR TREATMENT		51
RETURNING TO SFIS WITH A MEDICAL NEED		51
MEDICATIONS		51
USE OF PRESCRIPTION NARCOTIC MEDICATIONS		52
INDIAN HEALTH SERVICES-SANTA FE SERVICE UNIT OR CHRISTUS ST. VINCENT'S ER		52
STUDENT TOO ILL/INJURED TO GO TO CLASS		52
FOOD SERVICES	505-989-6358	53
SCHOOL SAFETY		54
FIRE SAFETY RULES		54
BUILDING FIRE EVACUATION INSTRUCTIONS – FIRE DRILLS		54
EVACUATION ROUTES & MEETING SITES		54
LOCKDOWN, LOCKOUT, AND EVACUATION PROCEDURES		55
CAMPUS AREAS THAT MAY BE USED BY STUDENTS		55
CAMPUS SURVEILLANCE POLICY		55
TRANSPORTATION	505-989-6340	56
DAY STUDENT BUS TRANSPORTATION POLICY		56
EVENING BUS TRANSPORTATION POLICY		56
INCLEMENT WEATHER		56
TEMPORARY PERMISSION		56
PERMANENT PERMISSION		57
PUBLIC TRANSPORTATION		57
A. NEW MEXICO REGIONAL TRANSIT DISTRICT BUS (RTD)		57
B. RAIL RUNNER		57
STUDENT DRIVING PRIVILEGES		58
Student Driver Request Procedure		58
Student Driver End of Year Checkout Procedure		58
PARENT AND FAMILY ENGAGEMENT	505-216-7394	59
PARENT AND FAMILY ENGAGEMENT POLICY		59
PARTNERSHIP FOR STUDENT SUCCESS INITIATIVE		59
FAMILY ENGAGEMENT COORDINATOR		59
PARENT INVOLVEMENT HOURS		59
PARENT ADVISORY COUNCIL (PAC)		59
PARENT CONCERN PROCESS		59
PARENT/GUARDIAN ESEA RIGHT-TO-KNOW INFORMATION		59
ADMISSIONS	505-989-6370	61
CHANGE OF PARENT CONTACT INFORMATION		61
Partnership for Success Handbook		7

STATUS CHANGE OF STUDENT	61
WITHDRAWALS/TRANSFERS	61
TRANSCRIPTS	61
PARENTAL AUTHORITY	61
PARENT/STUDENT ACCESS TO EDUCATION RECORDS	61
DIRECTORY INFORMATION	61
CHECKOUT PROCEDURES AND CHECKOUT LISTS	62
ADMINISTRATIVE SERVICES	505-989-6320
FEES	63
STUDENT BANK	63
MAIL	63
SFIS LEADERSHIP INSTITUTE	505-989-6303
ATHLETIC PROGRAM	505-989-6350
PHILOSOPHY	64
PURSUIING VICTORY WITH HONOR	64
CHAIN OF COMMAND STRUCTURE	64
SPORTS OFFERINGS	64
ELIGIBILITY	64
BASIC ELIGIBILITY STANDARDS	65
OTHER ELIGIBILITY REQUIREMENTS	65
OTHER RESPONSIBILITIES	65
LETTERS AND AWARDS IN ATHLETICS	65
TO EARN A LETTER	65
CERTIFICATE OF PARTICIPATION	66
ATHLETE OF THE YEAR AWARD	66
ATHLETICS AND ACTIVITY CODE	66
GENERAL CONDITIONS OF PARTICIPATION	66
CODE OF CONDUCT DURING ACTIVITIES AND EVENTS	66
PROHIBITED CONDUCT	67
SUSPENSIONS	67
SCHOOL ATTENDANCE	67
RETURNING FROM OUT-OF-TOWN CONTESTS	67
CHANGING SPORTS	68
QUITTING A SQUAD	68
INJURY REPORTS	68
ATHLETIC EQUIPMENT	68
USE OF ALL ATHLETIC FACILITIES	68
OTHER RULES	68
FEDERAL STATUTES	69
AMERICANS WITH DISABILITY ACT (ADA)	69
CHILDREN'S INTERNET PROTECTION ACT (CIPA)	69
ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)	69
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	69

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)	69
CONSENT FOR TREATMENT BY A MINOR 14 YEARS OF AGE OR OLDER	69
INDIAN CHILD PROTECTION AND FAMILY VIOLENCE PREVENTION ACT	70
CRIME CONTROL ACT OF 1990, PUBLIC LAW 101-647	70
MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT	70
STATEMENT OF NO ASBESTOS	70
APPENDIX	71
IMPORTANT TELEPHONE NUMBERS	74

Dear Students and Parents,

Thank you for choosing Santa Fe Indian School as your home. SFIS is blessed with amazing students who are grounded in their home values and know and understand the value of *RESPECT*. Our Student Handbook is rooted in our Core Values: integrity and accountability, caring, giving back, concern for the environment, humility, acceptance, faith, perseverance, student focus, respect, and tradition and culture. These values are the foundation of who we are as Native Americans.

Our school community asks that our students and parents bring these values with them when they come to our school. We hope to work with you as partners in supporting your student's educational and residential experience. It is important that we commit to this effort by allowing our school processes to play out when there are incidents or situations that require investigation.

Our staff is here to keep our students safe and healthy. This school year's theme is, "Building Healthy Communities." We have identified three areas to target in this school-wide effort; Substance Abuse Prevention, Suicide Prevention, and Bullying Prevention. These topics are important to address because when our students leave SFIS they return to our home communities. If SFIS does not do its part by supporting students with prevention, coping skills, and intervention, these issues will continue in our communities.

Lastly, as your Superintendent know that I love all of my students and families. I pray that all of you who commit to the SFIS family take your responsibility to live our Core Values seriously. Together we will create the future and communities that we are proud to be a part of. I wish you all good health, prosperity, and love.

With Love,

Superintendent Abeyta

HANDBOOK INFORMATION

STATEMENT ON THE HANDBOOK

The Partnership for Success Handbook has been expanded to provide parents and students with useful information about the Santa Fe Indian School. Please keep in mind that school services, procedures, and schedules may change from those printed here. SFIS is flexible in order to keep pace with changing circumstances, laws and requirements. Students and parents are expected to be familiar with all information contained in the handbook, and they are encouraged to consult with the school's administration if they have any questions about the policies and procedures. If parents or students need further information about a specific policy or rule discussed in this handbook, they should contact the appropriate staff. To facilitate better communication between parents and the school, important phone numbers can be found in the appendix.

WHEN IS THIS HANDBOOK APPLICABLE?

The provisions of the SFIS Student and Parent Partnership for Success handbook are enforced:

- during regular school hours and/or on school property, including the Santa Fe Service Unit (IHS)
- during transportation of students in official school vehicles and buses
- and at times and places where appropriate school administrators and staff have jurisdiction, including but not limited to school-sponsored events, field trips, athletic functions and other school-related activities

The handbook is intended to assist staff to use his/her best judgment with respect to a particular situation. Any SFIS school administrator or designated chaperone is authorized to take administrative action when a student's behavior violates this handbook during a school activity on or off campus. SFIS rules and regulations apply to all students, including those who have reached the age of eighteen or over.

VISION

Santa Fe Indian School (SFIS) is a sovereign educational community building upon its rich cultural legacy to be the leader in Native American education.

MISSION: THE IDEAL GRADUATE

Santa Fe Indian School graduates will understand the issues facing tribes in the Southwest and will be committed to maintaining Native American cultural values. They will participate in the culture of their communities and will have the skills to pursue the education or careers that will benefit them, their families, and their people. These skills will include:

- Creative problem solving, using the analysis of complex problems, the synthesis of collected data, and the communication of clear solutions
- Critical, confident, independent, and interdependent lifelong learning
- Working productively with all types of people and making good choices

CORE VALUES

Santa Fe Indian School is owned and operated by the nineteen Pueblos of New Mexico. SFIS strives to represent and support those core values that our tribes have identified. These core values define who we are as tribal people and represent what we believe to be our ideals. The following statements represent the core values identified by our tribal leadership and our stakeholder groups and attempt to clarify Native American best practices here at Santa Fe Indian School.

Student Focus

A continuous and unwavering emphasis on doing what is in the best interest of students – putting students first

Tradition and Culture

Demonstrating Pueblo [Native] ways in all aspects of school life

Caring

Demonstrating a genuine concern for the wellbeing of every other member

Respect

Showing consideration for and valuing everyone's needs, perspectives, and opinions.

Giving Back

Recognizing the need for, and taking an active role in, the stewardship of the school and its environment.

Perseverance

Continuing to do what's right, even when it's difficult or time-consuming

Integrity and Accountability

Demonstrating honesty and candor in all matters

Concern for the Environment

Taking responsibility for maintaining and enhancing all aspects of the campus

Humility

Recognizing one's place in the universe and not representing oneself as being any more important than anyone else

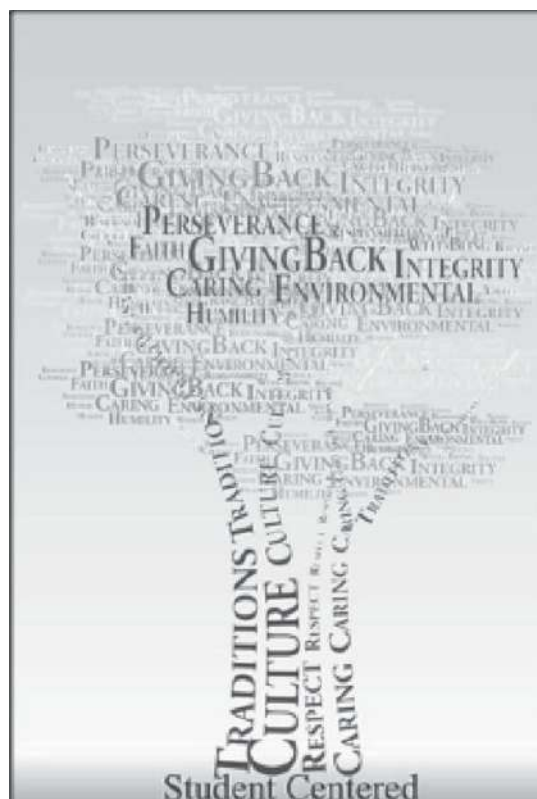
Faith

A belief in one's own and others' goodness and ability to have a positive impact on others and the world at large

Acceptance

Loving and including one another for whom they are, regardless of color, age, size, gender, race, ethnicity, tribal affiliation, disability, or sexual orientation because SFIS students and staff are Braves, not bullies

Each community member of Santa Fe Indian School, agrees and pledges to honor and uphold the core values established by the SFIS community leadership and community stakeholders.

**HISTORY**

The Albuquerque and Santa Fe Indian School (SFIS) were established in the late 1800s as federal, off-reservation boarding schools. In 1976, the All Indian Pueblo Council assumed control of the Albuquerque Indian School under the Indian Self-Determination Education Act. The Albuquerque school program was moved to Santa Fe, New Mexico, in July 1979. The Pueblo Governors acted to establish the Santa Fe Indian School Board, Inc., now known as the Board of Trustees, with responsibilities for directing and managing an educational program for their children. Positive outcomes include:

- Santa Fe Indian School becoming a grant school under provisions of P.L. 100-297
- The realization of new construction
- The transfer of 115.5 acres that make up the school property in trust to the nineteen Pueblo Governors as an educational institution under the Santa Fe Indian School Act

The documented success of SFIS graduates over recent years is inspiring. A significant number of students not only obtain higher educational degrees, but, more importantly, return to their communities and contribute to the infrastructure that is necessary for continued growth.

GOVERNANCE

The All Indian Pueblo Council was the first Indian organization to contract the Albuquerque Indian School, under the provisions of the Indian Self-Determination Act. The Albuquerque Indian School was later relocated to the Santa Fe Indian School campus. The Santa Fe Indian School became a tribally controlled school, under the Tribally Controlled Schools Act, at which time the governance of the school was appointed to a Board of Trustees. The 19 Pueblo Governors nominate the Trustees, who represent the following geographic locations: Northern Pueblos, Middle Rio Grande Pueblos, and the Southern Pueblos.

In 2000, the Santa Fe Indian School Act was signed into federal law placing the land into trust for the 19 Pueblo Governors of New Mexico to be used for health, education, and culture.

POLICIES

The Board of Trustees establishes policies consistent with applicable laws and with input from the Nineteen Pueblos as represented through their respective Governors. The role of the Superintendent and the Human Resource Department is to implement the Board's policies, develop and implement procedures, and to administer programs.

GOVERNING AUTHORITY

Santa Fe Indian School is owned and operated by the nineteen Pueblos of New Mexico who are sovereign entities. As a school, SFIS has the authority and responsibility to establish policies and to maintain a safe school environment. SFIS exercises its right to "in loco parentis" in order to fulfill this requirement.

CODE OF FEDERAL REGULATIONS (CFR) COURT AND BUREAU OF INDIAN AFFAIRS, NORTHERN PUEBLO AGENCY

The Santa Fe Indian School campus is federal trust property and is therefore under the police jurisdiction of the U.S. Bureau of Indian Affairs, Northern Pueblos Agency. The campus is currently under the court jurisdiction of the Court of Indian Offenses, also known as a Code of Federal Regulations (CFR) Court. Once an incident rises to the level when the Police or the Court is involved, the School has limited ability over the situation. The School reserves the right to discipline a student for an incident separate from any criminal prosecution by the Police or Court.

PARTNERSHIPS

The Coalition of Educators for Native American Children (CENAC) is comprised of 12 schools that use BIE funds to serve Pueblo children. SFIS is part of this coalition, which combines resources to improve the education of Native American children.

ACCREDITATION

Santa Fe Indian School is an accredited academic institution.

The 19 Pueblo Tribes of New Mexico

Acoma Pueblo

Cochiti Pueblo

Isleta Pueblo

Jemez Pueblo

Laguna Pueblo

Nambe Pueblo

Ohkay Owingeh

Picuris Pueblo

Pojoaque Pueblo

San Felipe Pueblo

San Ildefonso Pueblo

Sandia Pueblo

Santa Ana Pueblo

Santa Clara Pueblo

Santo Domingo Pueblo

Taos Pueblo

Tesuque Pueblo

Zia Pueblo

Zuni Pueblo

ACADEMIC PRIORITIES

Each year the SFIS faculty and academic support staff assess the academic program strengths and challenges in line with the Academic 5 Year Plan. The Academic Program will continue to focus on meeting the academic needs of the students. Our academic priorities can be found on the school website: www.sfis.k12.nm.us

PARENTAL UNDERSTANDING AND PROCEDURES

STATEMENT OF UNDERSTANDING FOR PARENTS

Enrollment in SFIS does not in itself ensure success for its students. Students must accept responsibility for their own learning and development. They must want to learn and be willing to cooperate and work diligently. The school can only assist students in their efforts.

Academic Work and Progress – Know what your son or daughter is studying and what he or she is doing in school. Check the child's agenda booklet for daily assignments and due dates. Provide a time and place for quiet study and discuss progress reports and report cards with your child. Parents can use the NASIS Parent/Student Portal to access grades, attendance and behavior. Contact the High School or Mid-School academic office for more information on how to access the NASIS portal.

Parent calls and conferences are strongly encouraged. Contact a teacher, counselor or administrator with your questions or if you feel that problems are arising. Arrange a conference with professional staff if you have any questions about your child's performance. Conferences may be arranged through the child's grade level academic counselor.

Stay informed by attending meetings and by reading letters and other correspondence from the school.

Support for School Activities – Show an interest in, and support for, your child's involvement in co-curricular and athletic activities. Your support might include going to athletic activities or attending student performances. For questions concerning athletics, contact the Athletic Director.

School Regulations – Please familiarize yourself with all of the information in this handbook. Let's work together to help our students be successful by having them adhere to school rules and procedures. Note: SFIS rules and regulations apply to all students, including those who have reached the age of eighteen.

Please refrain from calling or texting your child on his or her cell phone during the academic day, as calls during the school day interrupt the child and the class in progress. You may call or text your child during lunchtime.

STUDENT CHECK OUT PROCEDURE

To ensure student safety, only a parent or legal guardian may check a student out of school. If the parent wishes to delegate "check-out" responsibility to another person or persons, that person must be 21 years old or older and that person's name must be listed on the student's admissions application parent permissions form, which is then signed by the parent. The school will not accept a phoned-in request to check out a student to someone other than the parent, legal guardian or those documented on the Parent Permissions form. On Friday afternoons between 2:00 pm to 3:45 pm, no check-out without proof of medical appointment or tribal excuse will be allowed.

Students are not allowed to wait in front of the building for a ride. If a student is going to be picked up by an authorized person, the student stays in the classroom, and when the parent/guardian comes in to sign the student out, the student will be called.

STUDENT EXPECTATIONS

EXPECTATIONS: ACADEMIC PERFORMANCE, CHARACTER DEVELOPMENT AND CITIZENSHIP

Each year, hundreds of students apply for admission to SFIS. Accepting the invitation to attend SFIS obligates a student and his or her family to take responsibility for making the most of this opportunity. Students are expected to commit to demonstrating the core values of the school.

CLASSROOM EXPECTATIONS

To clarify our expectations for respectful and responsible student behavior in classrooms, on campus, and at school-sponsored events, SFIS has established classroom expectations for students. All staff and students must work together to keep the SFIS environment clean, healthy, beautiful, and happy.

STUDENT EXPECTATIONS

- Respect yourself, your classmates, your instructors, your campus, and your education.
- Come prepared for class. Be attentive and do your best.
- Hand in homework assignments by the deadline. Dates when assignments are due will be posted. Copy assignments and due dates into your agenda.
- Be responsible for all missing assignments and arrange for make-up work.
- Leave the classroom only in emergencies or only with a pass. Completed paper hall passes are necessary for tutoring and the library (LMC).
- Respect instructional time by not interrupting classes for academic leave requests, make-up work, or other reasons. These things must be handled before school, after school, or during passing times.
- Recognize that class is dismissed by the teacher, not the bell. Students must wait until excused.
-
- Students may wear sunglasses and caps outdoors but are not permitted to wear them indoors at any time.
- Inappropriate clothing is unacceptable during the school day or at school activities. Any attire that interferes with the focus on academics and/or disrupts the educational process is not allowed. See dress code.
- Students should display respect for school property by keeping it clean and undamaged. Everyone should recycle or dispose of trash in a proper manner.
- To keep SFIS classrooms clean and the environment healthy, students should not bring food or beverages to the classroom. The only exception will be for structured class activities.

ACADEMIC INFORMATION

The Middle School is composed of students in grades 7 and 8. The High School consists of students in grades 9 through 12. Students generally begin accumulating credits toward graduation in 9th grade.

ACADEMIC HONORS

To encourage and celebrate students' academic successes, the school is proud to present the following awards:

Valedictorian – This award is given to the student with the highest GPA over four years of High School.

Salutatorian – This award is given to the student with the second-highest GPA over four years of High School.

Governors' Award – This is the highest honor given by the school to a senior at graduation. The student receiving this award exemplifies the ideal SFIS student. He or she also demonstrates the SFIS core values and excels in these areas: academics, behavior, leadership and extracurricular activities.

Senatorial Award – This is the second-highest honor given by the school at graduation to a senior who exemplifies the ideal SFIS student. He or she also excels in these areas: academics, athletics, civic duty, behavior, and extracurricular activities

Middle School Board of Trustees Award - At the eighth-grade promotion ceremony, the student with the highest GPA for their eighth-grade year receives this award.

Middle School Teachers' Award - At the eighth-grade promotion ceremony, an eighth-grade student who has been on the honor roll for his/her 7th and 8th grade years, has displayed citizenship, and has been violation free, receives this award. The recipient of this award is chosen by the eighth-grade team.

Honor Roll – At the end of each of the first three quarters, students' grades will be used to calculate grade point averages. Students earning a GPA of 3.5 or above and who have no Fs will be placed on the Superintendent's Honor Roll. Students earning a GPA of 3.0-3.49 and who have no Fs will be placed on the Principal's Honor Roll.

Academic Excellence Award – This award is given to students who have a straight "A" average for three consecutive terms.

Significant Increase Award – This award is given to students whose term GPA increases 0.5 or better from the previous term.

Perfect Attendance Award – This award is given to a student who does not miss a single class period during the term. Activity absences do not count against a student.

Excellent Attendance Award – This award is given to a student who does not miss a day of school during the term. Activity absences do not count against a student for this award.

ACADEMIC ASSISTANCE

There are many forms of academic assistance available to students. Some of the programs available for academic assistance are:

Academic Counseling--The academic counselors handle scheduling and academic questions for SFIS students. Counselors work with their grade-level team and students on academic goals, career exploration and social adjustment; they also provide classes, workshops and counseling sessions to support student well-being and academic achievement. Each counselor is designated a grade level. Parents with questions about their child's grades, academic status, or who desire to meet with teachers should contact the academic counselors. Clinical counseling services are provided by the Counseling Center. Please refer to the SFIS Counseling Services section.

Intervention Courses-- Students needing extra support in reading or mathematics are assigned to small classes for intensive work in the area of need.

Tutoring – SFIS provides a tutoring program for all students that is held after-school and is supervised by the Extended Learning Coordinator. (See Day Student section)

Guided Study Hall – This program is required for dorm students whose GPA falls below a 2.0 or have D and /or F grades and is supervised by the Extended Learning Coordinator.

Student Assistant Team (SAT) - The SFIS Student Assistance Team (SAT) is designed to screen and assist students who may need special services in order to succeed in school. The High School SAT consists of a department head or team leader, a counselor, and a teacher; the Middle School SAT consists of, but is not limited to, a school administrator, counselor, classroom teacher, parent, and student. If you think your student may need extra help, contact the grade level counselor.

PASS – This program is for those students who need to refocus. It is held in an alternative academic setting. It provides academic and behavioral intervention or mental health support within a smaller class setting where the student remains in the PASS classroom during the regular school day, either for the entirety of the day or for individual classes. This program requires a referral to the Principal and may include the components offered in PASS II.

Senior Honors Project Mentorships - Mentors are SFIS faculty and staff who assist in guiding seniors through their senior honors projects research and presentations.

ACADEMIC DISHONESTY/PLAGIARISM

SFIS wants to graduate honest, responsible students. Cheating of any kind negatively affects the atmosphere of respect, dignity and family that defines SFIS and can create a feeling of distrust among members of the school community. Therefore, SFIS does not tolerate plagiarism or academic dishonesty of any variety, whether as a result of a failure to understand proper academic and scholarly procedure or as intentional misbehavior. For the purposes of SFIS and its students and staff, plagiarism and academic dishonesty include:

- stealing or using someone else's work and presenting it as one's own
- using or copying part or all of another student's work and presenting it as one's own or submitting anything that is not one's own work as his/her own
- sharing or giving work to another student to copy/use/hand in for a grade
- submitting a paper that someone else has written
- using information from a print or non-print source, or from the Internet, without citing the source or sources
- copying and pasting information or pictures from any source without citing
- having someone else do work for another student or buying a paper or project from any source
- submitting the same paper for more than one class without the permission of the instructors involved

- copying another student's answers on a quiz or examination or using unapproved study/answer aids on a quiz or examination

Anyone guilty of plagiarism or academic dishonesty at SFIS at any point in the semester will be given a failing grade on the assignment in question and may be subject to further consequences determined by his or her instructor and/or representatives of the SFIS community. Students should understand that a lack of points on any assignment or multiple assignments may lead to failure of the course.

SFIS ACADEMIC CURRICULUM

The SFIS curriculum is aligned to the SFIS Mission, Vision, Common Core State Standards for Math and English, Next Generation Science Standards, and other NM State Standards.

Teachers are responsible for following and implementing the SFIS course curriculum, which includes, and is not limited to the Ideal Graduate Skills, Foundational Topics and New Mexico and/or Common Core State Standards. Teachers are expected to follow the scope and sequence and guidelines outlined within the course curriculum.

SFIS IDEAL GRADUATE STATEMENT

Santa Fe Indian School graduates will understand the issues facing tribes in the Southwest and will be committed to maintaining Native American cultural values. They will participate in the culture of their communities and will have the skills to pursue the education or careers that will benefit them, their families and their people. These skills will include:

- Creative problem solving, using the analysis of complex problems, the synthesis of collected data, and the communication of clear solutions;
- Critical, confident, independent and interdependent, life-long learning;
- Working productively with all types of people and making good choices.

SFIS IDEAL GRADUATE SKILLS (5/5/16)

<u>IG Skill #1:</u>	Find, evaluate, and give credit to diverse sources.
<u>IG Skill #2:</u>	Gain knowledge and expertise through integration of inquiry, research, and study.
<u>IG Skill #3:</u>	Record and organize information.
<u>IG Skill #4:</u>	Maintain oversight of a process and persevere to complete tasks.
<u>IG Skill #5:</u>	Represent and analyze information to make sense of a problem and its possible solutions.
<u>IG Skill #6:</u>	Critique the reasoning of others and construct viable arguments.
<u>IG Skill #7:</u>	Identify contributing factors to community issues, understand the scope, and develop suitable solutions.
<u>IG Skill #8:</u>	Communicate and collaborate with people of diverse backgrounds.
<u>IG Skill #9:</u>	Demonstrate command of Standard English, adapting communication as appropriate.
<u>IG Skill #10:</u>	Employ multi-media to meet communication goals.

SFIS FOUNDATIONAL TOPICS

The Foundational Topics are common themes occurring in Pueblo communities. Since 2000, the Santa Fe Indian School Leadership Institute has held Community Institutes, which are community based think-tanks generating both discourse and policy recommendations on the most pressing issues facing New Mexico tribes, with implications for Indigenous peoples worldwide. These topics represent deep struggles in response to federal Indian policies, but, most importantly, are signs of strength and resilience pointing to visions for our communities over the next 100 years. The topics include: governance; land and cultural resources; law; health, community and economic development; art; language; environment; family; and education.

COMMON CORE STATE STANDARDS

SFIS implements the English Language Arts and Mathematics Common Core State Standards (CCSS), as well as the SFIS Ideal Graduate rubric in the curriculum, to increase the depth of teaching and learning,

EXAMS

All High School teachers are required to give written semester exams. Teachers also design a performance task assignment for each course to assess students' achievement and growth of the Ideal Graduate Skills. The academic programs will not schedule any activities for students the week prior to exams or during the week of exams. Parents should keep students in school during exams. Please reference the school calendar for exam dates.

SFIS uses the following standard grading scale:

- A (90 -100%)
- B (80 – 89%)
- C (70 – 79%)
- D (60 – 69%)
- F (0 – 59%)

Some classes will receive a non-standard grade:

- Pass (60% or better) or Fail (Less than 60%) with credit for High School students.
- Satisfactory (60% or better) or Unsatisfactory (Less than 60%) - Students do not receive credit for these courses.
- No Grade, i.e., School to Work
- Incomplete - A student may receive an incomplete for extreme situations that keep students out of school, but an incomplete grade must first be approved by the Principal.

GRADE CHANGES

A grade change can be made due to unforeseen situations. Any grade change must be made within two weeks after grades are due. The teacher has to complete a Grade Change Form and the change must be approved by the Principal.

Grade Point Average and Grading System

Students' grade point averages are calculated when credit is granted at the end of each semester. Points are assigned to grades as follows:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

Grades for some accelerated courses are weighted and given a higher-grade point value based on the subject's degree of difficulty. Courses with weighted grades include Advanced Placement (AP, not Pre-AP) courses and concurrent enrollment. Dual credit courses are not weighted. The assigned grade values for these courses are:

- A = 5.0
- B = 4.0
- C = 3.0
- D = 2.0
- F = 0.0

Sample GPA Calculation for One Semester:

Course	Semester Grade	Value
English III	B	3
Algebra II	C	2
U.S. History	F	0
Drawing	A	4
Spanish II	D	1
PE	C	2
Chemistry	C	2
7 classes		14

To determine the GPA, divide the total value by the total number of classes taken. Thus, 14 divided by 7 = 2. The GPA is 2.0.

REPORT CARDS

A report of student progress will be issued to Middle School and High School students every four weeks. This progress report will be available to students and mailed to parents. High School and Middle School report cards and grades are final at the end of each semester and mailed to the parent or guardian on record. . Parents and students may also access a report online through NASIS, the school's data system. If at any time a parent has a question about his/her child's grades, the parent is encouraged to contact grade level counselors.

PROMOTION REQUIREMENTS

In order to be promoted from:

7th to 8th grade, a student must pass six out of eight subjects each semester. Reading and Mathematics must be two of the six subjects passed.

8th to 9th grade, a student must pass six out of eight subjects each semester. Reading and Mathematics must be two of the six subjects passed.

Should a 7th or 8th grade student not earn promotion to the next grade level, he or she may have the opportunity to attend summer school or participate in a credit recovery class to learn the SFIS curriculum not mastered during the school year.

9th to 10th grade, a student must earn a minimum of six credits, which must include English I Composition and a High School level math class;

10th to 11th grade, a student must earn a minimum of six credits, which must include English II and a High School level math class;

11 to 12th grade, a student must earn a minimum of six credits, which must include English III and a High School level math class;

12th grade – A graduating senior must successfully complete all graduation requirements established for that year's graduating class.

SUMMER SCHOOL FOR CREDIT RECOVERY

Summer School is contingent on funding, staffing, and enrollment. Summer school is for credit recovery and not intended as credit acceleration for early graduation. As credit recovery for a failed course in the previous school year, students cannot earn a grade above a B (89%). Additionally, students cannot take a summer school course to improve the letter grade for a class they passed in the school year. Course selection is limited and may only be math or English courses. Reach out to the High School Assistant Principal or the academic counselors for more information.

GRADUATION REQUIREMENTS

All students entering SFIS shall be graduated upon completion of 24 credits in grades nine through twelve. The credit requirements for graduation are:

LanguageArts (Required: English I, II, III and IV/SHP)	4 credits
Reading Waived if student is above grade level upon entry to the High School)	1 credit
Social Studies (One credit in U.S. history, one credit in government and economics, one credit in world history, .5 credit in Native American History, and .5 credit in New Mexico history.)	4 credits
Science (Two credits in a laboratory science)	3 credits
Mathematics For the Class of 2013 onward, the state requires four math credits. (The usual sequence at SFIS is Algebra I, geometry, Algebra II, and trigonometry)	4 credits
Physical Education/Health (The required physical education course also includes health)	1.5 credits
Fine and Practical Arts One credit is required in any of the practical arts offerings; one credit is required in any of the fine arts offerings.)	2 credits

Electives	4.5 credits
(Electives may be chosen from any of the available course offerings and include two years of a language other than English.)	
SFIS Exit Requirement: Senior Honors Project.	1 credit
Total Credits	25 credits

GRADUATION EXERCISES

Only those students who have completed all the academic requirements for graduation, as established by the Board of Trustees may participate in graduation exercises. Graduation participation eligibility will be determined by both the High School Principal and the Academic Counselor. Further, this special event is representative of the values and integrity of the entire school community. Therefore, if a student is involved in inappropriate behavior as specified in this handbook, or is not appropriately attired for the ceremony, (traditional Native American attire) that student can be denied participation in the commencement exercise. A senior contract outlining these expectations will be reviewed and signed by all seniors and parents at the beginning of the school year.

SCHEDULE CHANGES

Students are given all possible assistance in selecting courses. Course selection schedule changes are highly discouraged. To change a schedule, the student must sign up for an appointment with the academic counselor. If a student initiates a schedule change, the change must be made within the first two weeks of each semester. Please consult the school website for dates.

MIDDLE SCHOOL COURSE OFFERINGS

7th Grade

Reading
Language Arts 7 Grammar
7th Grade Math or Pre-Algebra
Life Science
New Mexico History/World Geography
Computer/Keyboarding
Physical Education
Elective

8th Grade

Reading
Language Arts 8 Grammar
8th Grade Math or Algebra 1
Earth Science
U. S. History
CBE-Science
Health
Elective

EIGHTH GRADE PROMOTION CEREMONY

The eighth-grade promotion is an extracurricular activity that occurs at the end of the school year. Students who have met the academic criteria set by SFIS and have not violated the eighth-grade promotion contract will be allowed to participate. Participants are required to dress in traditional attire and be respectful during the event.

ACADEMIC PROGRAMS

Advanced Placement Program

Students who excel in English or social science have the opportunity to take Advanced Placement classes. These classes culminate with the Advanced Placement exam in the area of study, which may earn the student college credit in these areas.

Community-Based Education Department (CBED)

The goal of CBED is to teach science, math, economic development, and computer technology in a practical, hands-on environment where students do field work to help the Pueblo communities. CBED's curriculum is developed to meet each community's needs as identified by the various Pueblos involved in the program. During community visits, students conduct various field studies. When they return to class, the students enter the data into computers to inform current studies and to provide a database for future students. They present their research findings to the communities and throughout the country at special events.

Concurrent Enrollment /Dual Credit (9-12)

The Concurrent Enrollment and Dual Credit Programs allow High School students to take college courses, earning

college credit while still in High School. In order to participate in the program, students must meet requirements set by SFIS and the colleges. Students should contact the academic counselor (505-216-7406) if they are interested in this program.

Gifted and Talented

The Gifted and Talented Program (G&T) works with students identified as gifted to provide enrichment and challenging activities. Students attend G&T classes as an elective. The G&T Program also offers extracurricular workshops, internships, tutorials and lessons. Students are selected from the student population based upon a referral by a staff member, family member or self-nomination. Final acceptance decisions are made by a screening committee and an assessment process. Contact the academic grade level counselor for more information.

Intervention/Exploration Classes

Additional classes are offered to support students who need to improve their reading and/or math skills.

Native American Students Refurbishing Used Technology (NASTRUT)

In this course, students learn how a computer works and how to upgrade computers. They also study semiconductor manufacturing technology which deals with the creation of the chips used in computers. Students are introduced to basic digital electronics and take a class in robotics where they learn to hone their soldering skills.

School to Work

The School to Work program offers students a chance to learn work skills and work ethics, to gain work experience, to apply school skills to a job, and to explore career choices. The program also encourages academic achievement. School to Work is offered dependent on funding. Participants are considered based on grades, behavior, and attendance. Students can seek information in the HS Academic Office if they are interested in this program.

Senior Honors Project

As part of the SFIS graduation requirement, and to meet the Common Core State Standards, the Senior Honors Project is a culmination of community-based units incorporated into every class from grades seven through twelve. The Senior Honors Project (SHP) at the Santa Fe Indian School connects students' High School coursework with the real issues and challenges faced by Native American communities. Senior students work individually or in small groups researching interdisciplinary topics of their choice, such as the effect of intermarriage on sense of identity or the environmental impact of reservation-based coal-fired power plants on Native American lifestyles. The students synthesize their findings into action plans and multimedia presentations supported by extensive research papers. Seniors showcase their work before parents, administrators, tribal officials, Board of Trustees members, and other special guests at a Senior Honors Symposium in the spring. The community-based education approach that the SHP typifies prepares Santa Fe Indian School students to become productive members of their home communities while providing them with skills they will need to succeed in college and career.

Special Education

The Special Education program at SFIS provides specialized instruction to address the unique needs of children with disabilities eligible to receive special education services. As per the Individuals with Disabilities Education Act (IDEA) all services are individualized and provided at no cost to the parents, including appropriate related services for students to access their educational program. SFIS Special Education Department works hard to partner with parents and ensure they are informed of all procedural safeguards. For further information, please contact the Special Education office at 505-989-6505.

ACADEMIC COUNSELING

The academic counselors handle scheduling and academic questions for SFIS students. Counselors work with their grade-level team and students on academic goals, career exploration and social adjustment; they also provide classes, workshops and counseling sessions to support student well-being and academic achievement. Each counselor is designated a grade level.

Parents with questions about their child's grades, academic status, or who desire to meet with teachers should contact the academic counselors.

Clinical counseling services are provided by the Counseling Center. Please refer to the SFIS Counseling Services section.

HIGH SCHOOL FOUR YEAR PLAN

Every 9th grade or new student designs a four-year school plan with the academic counselor so that required courses are taken in the appropriate sequence. The counselor also helps the student select courses mandated by the student's college or to meet their career expectations. The four-year plan gives each student and his or her parents or guardians an overview of what is required to complete High School at Santa Fe Indian School.

Sample High School Four Year Plan

9th Grade	10th Grade	11th Grade	12th Grade
English I Composition/Literature	English II	English III	English IV
Physical Education	Geometry	Algebra II	Pre-Calculus
Algebra	Intro to Computers	Chemistry	Physics
Physical Science	Biology	World History	Government/Economics
New Mexico/Native American History	U.S. History	NASIRUT	Senior Honors Project
Music/Art Appreciation	Native Language I	Drafting	Advanced Drafting
Freshman Seminar		Native Language II	

Dual credit courses may be taken by students in grades 10-12 from any of the schools of higher education that have partnered with SFIS.

A .5 health credit is a requirement for graduation. It may be taken any time during grades 8-12.

College /Career Readiness Counseling

The 12th grade college and career counselor, grade level counselors and teachers will work closely with students to prepare them for life after High School. The students will be provided workshops on career exploration, college exploration, college-essay writing, college applications, ACT workshops, financial aid, and interest inventories. Staff will work with seniors individually to help them complete the necessary forms and scholarship applications for post-secondary education.

COMPUTER SERVICES

SFIS has a variety of technology resources for all students. Academic programs utilize computer labs, class sets of Chromebooks, and laptop carts. Seniors also have a Chromebook checked out to them for the year. Additionally, the dorms have PC laptop carts for evening and homework use. SFIS has campus Wi-Fi to which students can connect school and personal devices.

All students are assigned an email account (sfisonline.org Gmail) and are encouraged to regularly check. Students also receive a login to the student information system called NASIS to track homework and grades. Parents and guardians are also given a NASIS account to monitor student progress. While not mandatory, students can install their Google apps, including e-mail, Drive, and Classroom, as well as NASIS on their cell phones.

New and returning students complete the Internet Use contract annually, giving them permission to use the school Internet. The contract is included in the registration package and can also be requested in the academic office. Student accounts for the SFIS network computer account, Google account, and NASIS account will be issued at the beginning of the year for new students. Returning students will retain their account information from the previous year.

Students needing technical support should contact the IT Department.

- E-mail: helpdesk@sfis.k12.nm.us
- Text: helpdesk@sfis.k12.nm.us for a call back. INCLUDE YOUR NAME AND PHONE NUMBER.
- Call: The IT Office (505) 989-6377
- *SFIS ONLINE PASSWORD CHANGES*: IT Office 505-989-6377
- NASIS Password Resets: Student Information Systems Coordinator and MS Assistant Principal

LIBRARY MEDIA CENTER

The Library Media Center provides a safe space and a variety of information resources to support all students, grades 7-12. It is staffed by a certified teacher-librarian who also serves as the LMC coordinator, a library technician, and an Instructional Media Specialist.

The LMC collection contains approximately 21,000 items for checkout, including books, DVDs, and some audiovisual equipment. The LMC also houses a computer lab for student use, study areas, and studio spaces with audio and video recording capabilities. From the LMC website, SFIS students and staff have access to numerous online subscription databases for personal and academic research, as well as to access e-books, audiobooks, online newspapers, and digital magazines--all of these resources can be accessed free of charge from off-campus, with credentials provided by LMC staff. The Santa Fe Indian School Archives is housed in the library and may be visited by appointment. SFIS does not charge fines for overdue materials; however, patrons are required to pay for lost items.

LMC Hours

7:45 a.m. - 8:30 p.m.	Monday-Thursday
7:45 a.m. - 4:00 p.m.	Friday
6:00 p.m. - 8:00 p.m.	Sundays and exam week (vary by demand)

TESTING

COLLEGE ENTRANCE TESTS

An important component of college or university admissions is the ACT or SAT score. Students are encouraged to take either the ACT or the SAT test, or both, during the spring of their 11th grade year, and again early in their senior year. A student may take the tests more than once. A student should check with the college or university of his/her choice to determine which test is required for admission. Students who are applying for early admissions and some scholarships need to report their test scores to the college or university by December, so they need to take tests in enough time for the results to reach the evaluating committee. Check with colleges, universities, scholarship offices, or the SFIS 12th grade college and career counselor for specific requirements and dates.

ADVANCED PLACEMENT TESTING

SFIS actively participates in the Advanced Placement Program. Students may earn college credit if they do well on an Advanced Placement Exam. Students who are in AP classes are automatically signed up to take the AP exam for the class. If a non-AP student is interested in taking an AP Exam, he/she needs to apply with the Testing Coordinator in February to ensure that an exam is available. Exams are given at nationally scheduled times during the first two weeks of May.

SFIS participates in the following AP
examinations: English Literature and
Composition United States Government
and Politics English Language and
Composition World History

School Code Number

For testing purposes, students often need to know the SFIS "school code." The SFIS "school code" is 320625.

Required Testing

All required testing will take priority over athletic tournaments.

Academic Assessments

Students will take academic assessments in accordance with 25 CFR Part 30: Standards, Assessments, and Accountability System and the Elementary and Secondary Education Act (ESEA). In SY22-23 the Santa Fe Indian School will administer the following ESEA-required assessments in order to assess students' English, Math, Science, and English Leader performance levels:

- 7th Grade: English Language Arts and Mathematics New Mexico Measures of Student Success and Achievement (NM-MSSA);

- 8th Grade: English Language Arts and Mathematics New Mexico Measures of Student Success and Achievement (NM-MSSA) and the Science New Mexico Assessment of Science Readiness (NM-ASR);
- 11th Grade: English Language Arts and Mathematics Scholastic Aptitude Test (SAT) and the Science New Mexico Assessment of Science Readiness (NM-ASR); and
- Students with Disabilities in the 7th, 8th, and 11th grades, who have IEPs requiring an alternate assessment, will take the Dynamic Learning Map (DLM) for ELA, Science, and Math.

SFIS will provide test administration dates on the SFIS website.

The Santa Fe Indian School will provide all students' parents/guardians information on the level of academic achievement and academic growth, if applicable and available, on each of the ESEA- required assessments taken by the student. This information will be sent to parents/guardians in the report card mailing following the school's receipt of the reports from the testing company. See the school calendar for the dates of report card mailings.

Parents/Guardians have the right to request and receive in a timely manner information regarding student participation in any ESSA-required assessments. Parents/Guardians have the right to opt their student out of these assessments; contact the Principal to submit a request to opt out.

English Language Proficiency Assessment

Students identified as English Learners are required to take an annual English language proficiency assessment that meets the requirements of 25 CFR Part 30 and the Elementary and Secondary Education Act (ESEA). In SY22-23, students identified as English Learners will take the LAS Links assessment.

Measures of Academic Progress (MAP)

The Measures of Academic Performance (MAP) is an interim assessment used to assess students' levels of performance and growth in math and reading. SFIS uses it for student class placement, for monitoring academic growth, and for informing instruction.

Grades 7- 8 for placement in Advanced Classes & Intervention classes

Grades 9-11 for placement purposes, placement in exploration classes, and to inform classroom instruction.

Performance Task Assessments (High School)

Performance tasks provide the basis of SFIS' internal assessment system that is designed to gather meaningful information about student performance and progress in all IG Skills throughout their High School tenure.

Performance task assignments are creative yet relevant assignments that ask students to take on an authentic task that might be expected of them in college, career, or in the community. Each High School course is required to assign and evaluate at least one performance task each semester.

Senior Honors Project (SHP)

SFIS also requires a senior exit assessment by performance through the Senior Honors Project (SHP).

HOMEWORK

HOMEWORK EXPECTATIONS

It is the intention of the Santa Fe Indian School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom academic objectives. Homework is a necessary extension of the school day and an important part of a student's educational experience that helps to build responsibility, self-discipline and lifelong learning habits. Homework provides students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework provides a positive opportunity for parents to share in their children's educational experience while providing the opportunity to create a powerful partnership between teachers and parents to ensure student success.

HOMEWORK FOR EXTENDED ABSENCES

If a student is absent from a class or classes for more than three days, a parent/guardian may request homework. For High School students, parents or guardians should call the grade level academic counselor. The counselor will then

work with the teachers to collect the necessary homework and make arrangements to have the homework picked up. For mid-school students, parents or guardians should call the mid-school academic counselor. Please allow at least a full day for counselors to gather all assignments.

LATE WORK (NOT DUE TO UNEXCUSED ABSENCE)

SFIS expects students to turn in their work to their teachers on time. By not turning work in on time, students severely limit their own academic progress and diminish the quality of instruction for all. Late work is accepted; however, the grade may be reduced.

ATTENDANCE

SFIS encourages all students to be in class at all times to fully benefit from the learning process. When a student is absent from school, that student will not derive the same benefits as those who are in the classroom, students who are actively engaged in learning through discussion, hands-on activities, and direct instruction by the teacher. The make-up work a student is assigned after missing a class is not equal to the learning that occurred in the classroom. That particular opportunity to learn is lost to the absentee and can never be recaptured. Because we value the learning process and want each and every one of our students to acquire a quality education at Santa Fe Indian School, we have established attendance policies that discourage absenteeism for any but the most important reasons. In addition, all schools in the nation are evaluated by attendance rate. Every unexcused absence endangers our ability to maintain the mandated 92% attendance rate. The following is important information for parents, students, and staff members about attendance procedures at SFIS. All students are expected to be present and on time for all classes.

It is the expectation of Santa Fe Indian School that all students attend class every school day. Class attendance is a responsibility of each student and his/her parents. Parents and students are responsible for providing information to the Principal or his/her designee about the reason for their child's absence to determine whether the absence is excused or unexcused.

ATTENDANCE POLICY

Every student has the right to an education. Students have the responsibility to attend classes on a regular basis. The attendance policy is necessary because SFIS wants each child to receive the best education possible. In order to achieve this, students must be in class. Excessive absences will negatively impact a student's grades. Excessive absences mean a student has accumulated seven or more cumulative unexcused or excused class absences.

STUDENT ABSENTEEISM

Consecutive Absences

A student who accumulates ten consecutive unexcused absences will be dropped from the school program on the eleventh day. The attendance counselor will notify the parent/guardian. In the event that a parent cannot be contacted, the school will notify the respective tribal leadership and request their assistance to make parental contact. The Principal will notify the parent/guardian of the drop via a formal letter.

Cumulative Absences

The attendance counselor is required to call the parents of a student who accumulates four cumulative unexcused/excused class absences per semester. A meeting with the parents may also be scheduled. The meeting may include, but is not limited to, the parent, student, attendance counselor, and/or the Principal. In the event that a parent cannot be reached, the school will notify the respective tribal leadership and request their assistance to make personal contact.

When a student accumulates seven cumulative unexcused/excused absences during a semester, the Principal via a formal letter will notify the student's parent or guardian. A copy of the letter will also be sent to the respective tribal Governor's office. The Principal or designee will notify the Superintendent.

Excused Absences

The following are excused absences:

- Illness and medical appointments: a doctor's note is required to excuse absences for three consecutive days or more. For medical appointments, a doctor's note is required. The school will accept a note from parents if the student is ill for one or two days.

- Death or serious illness of a family member.
- School-sponsored activities.
- Religious/cultural absences. Documentation from an authorized tribal official and approval from the superintendent is required.
- Educational activities outside of SFIS will be considered excused absences depending on an individual student's attendance record and approval by the Principal.

Note: When the school nurse sends a student to the dormitory due to illness, the nurse designee will inform the academic office, dormitory, and the parents.

Unexcused Absences

Unexcused absences are absences from class for which the student does not have a legitimate excuse. A student who accumulates fifteen unexcused absences in one school year may be dropped. The Principal will notify the parent/guardian of the dismissal via a formal letter, and a copy of the letter will be sent to the respective tribal governor.

Students with an unexcused class absence will be required to make up missed work. The grade a student earns for an assignment because of an unexcused absence will not exceed 70%.

All absences without proper documentation are considered unexcused until proper documentation is provided to the Attendance counselor. It is the parents'/guardians' responsibility to personally contact the school regarding absences within 24-hours of the student's return to school. A student who has been absent and does not have proper documentation has 24 hours, upon return to school, to provide proper documentation or the absence will remain unexcused.

Tardy Policy

A student who is tardy to class during the academic day must report to detention during the lunch hour. Failure to report to detention may result in further consequences. A student who accumulates three unexcused tardies is subject to consequences.

SFIS ATTENDANCE MATRIX

Tardy Unexcused					
1 to 2 Times Unexcused Tardy	3 Times Tardy Unexcused	4 Times Tardy Unexcused	5 or more Times Unexcused Tardy		
1st tardy: Lunch Detention 2nd tardy: Lunch Detention Attendance Counselor meets with student Parent Notification	Counselor Referral Lunch Detention Parent Notification Attendance Counselor meets with student	Parent Notification and/or Possible Parent Meeting Lunch Detention Attendance Counselor meets with student	Major Violation i.e., activity restriction, in-dorm, PASS Possible Tribal Collaboration/ADR		
Unexcused Absences					
1 to 3 unexcused absences	4 unexcused absences	7 unexcused absences	8 unexcused absences	10 consecutive unexcused absences	15 unexcused cumulative absences per semester
Attendance Counselor meets with student Parent Notification	Parent Notification Meeting with Parents	Attendance Counselor meets with student Letter to parents-copied to offices of respective Tribal Governor and Superintendent Possible Tribal Collaboration/ADR	Tribal Collaboration/ ADR will take place.	Attendance Counselor notifies parents Student Dropped from NASIS: Student may be readmitted on conditions Principal sends letter to parents	May be dropped

Students with an unexcused absence are required to make up missed work. The grade a student earns shall not exceed 70%.

Excused Absences

Excused absences will be handled on an individual basis for medical or religious activities. For excused absences, the office will accept up to two notes or phone calls from a parent excusing the student. On the third absence, the parent must provide proper documentation, i.e., a doctor's excuse or a letter from the respective governor for religious events. Without documentation, the absence is considered unexcused. Consequences under the unexcused section will then apply.

Student/Parent Role

If a student will be absent from school, the parent or guardian must call the appropriate attendance office before 8:30 a.m. on the day of the absence.

The High School number is 505-989-6327, and the Mid-School number is 505-216-7413.

The school will excuse students for religious reasons, medical reasons, family emergencies, and school-sponsored activities. In the case of religious reasons, a letter from the Governor's office is necessary to excuse the absence. A doctor's note is required to excuse absences of three days or more for medical reasons. For medical absences of less than three days, an explanatory note or a phone call from the parent or guardian is usually sufficient.

If the Attendance Counselor notices a pattern of absences supported by parental excuses, those absences may be considered unexcused if not supported by third-party documentation.

If a student has been absent, he/she is responsible for requesting and completing make-up work in each class missed. If the absence was excused, the student has two school days for each day absent to make up new assignments. Previously assigned work (for which the deadline was missed due to absence) is due on the day the student returns. If the absence was unexcused, the student is allowed to make up the work, but will not receive full credit.

If a student will be absent 3 or more days and it is pre-arranged with the Principal/designee, they can work with their teachers to get their assignments prior to their absences. If a student will be absent for three days or more unexpectedly, a homework request should be made through the appropriate Middle School or High School academic counselor.

A student who is absent, unexcused, during the final examination period will not be allowed to make up the test unless approved by the Principal.

DAILY AND ALTERNATIVE SCHOOL SCHEDULES

Daily and alternative school schedules will be provided by the school on a yearly basis.

EXTRA CURRICULAR ACTIVITIES (CLUBS)

AISES (American Indian Science and Engineering Society) 9-12

AISES welcomes any High School student with an interest in science-related topics. The goal of the club at SFIS is to encourage students to experience science and engineering activities, raising awareness about environmental issues pertinent to our communities. Students work on projects throughout the year, including recycling. They attend workshops and conferences with other schools and visit various sites to build scientific skills needed for projects and other course work. Part of their work in previous years have involved a trip to Chaco Canyon and to Costa Rica to work on environmental projects.

Born Braves 9-12

The Born Braves Society is a club that provides support and a safe environment for the staff and students who are a part of the LGBTQ+ community and their allies. Our goals for this club are to spread awareness of the issues and work towards creating a supportive and open environment at SFIS.

Café Scientifique 9-12

Café Scientifique New Mexico is a free, fun way for teens to explore the latest ideas in science and technology. Stimulating conversations with scientists, engineers and inventors take place in an informal and relaxed setting. Free food is served! The program is run by teens for teens, and several meetings will be held at SFIS as well as other central locations in Santa Fe. Meetings are held once a month from 7-8:30pm. It was inspired by the adult Café Scientifique programs that have become popular throughout the world. All teens are welcome at any Café. The club is always looking for energetic youth leaders to help guide and organize the Café meetings.

Chess Club 7-12

The SFIS New Mexico State Champion Chess Club consists of players in grades 7-12. They compete in the New Mexico Athletic Association Northeast Regional District. They compete in district tournament matches throughout the year and in the New Mexico State individual and team competitions at the end of the year. Students are ranked according to a club ladder and can challenge their standing to move up. Critical thinking skills and anticipatory skills are taught and perfected.

Cultural Exchange 9-12

The Cultural Exchange club exposes SFIS students to other Native students and their cultures. The main activity is a cultural exchange trip. In past years, SFIS students have traveled to Six Nations in Ontario, Canada; Hawaii and Seattle. SFIS students assume the roles and responsibilities as cultural ambassadors and develop cultural presentations to share and exchange with other indigenous students.

Fashion Club 9-12

The purpose of the student-led Fashion Club is for students to learn about careers in the fashion industry and to meet local fashion designers, especially those who are Native American. Students' creativity and interests will lead to projects revolving around fashion design.

Green Team 9-12

As involved community members, the Green Team is a group of staff and students who are interested in doing what they can to both educate and "green" up the school. The Green Team's goals are to: a) make the SFIS campus and community more sustainable/healthier, especially in terms of its attention to environmental and community issues; b) work toward more interaction with the extended Santa Fe and Pueblo communities in the direction of sustainability; and c) promote service-learning opportunities as an integral part of the SFIS.

Highway History Tour 7-8

The Middle School students prepare throughout the school year to travel in the spring to Native American historical sites around the western part of the United States. They study Native American history and also learn about the sites they will visit through oral history and supplemental materials, like pictures, photographs, and various writings. They must be in good academic standing and display appropriate behavior to attend the tour. Together the tribe, family, and school fund the program.

International Cultural Experience 11-12

The group facilitates International Cultural Experience trips to primarily Asian destinations for students to engage with local communities. Previous destinations include India, Japan, Singapore, Bali, and Indonesia. The cultural experience trips work with local artists, schools, and groups to provide students with a rich experience in art, cuisine, school life, and cultural events. The group explores the commonalities of all people in the world, especially those of indigenous backgrounds. Students participating engage in group fundraising, language and cultural classes before departure, health and safety classes, and group activities that help to foster a positive group dynamic. Sophomore students are encouraged to participate, with travel during their junior year. This is so they may share their experience during their senior year. Students who participate in the trips will play an important role in selecting students for the next trip.

Math Circle 9-12

Math Circle is open to any student who wants to attend regardless of math ability or academic success. In the Math Circle, students are challenged with exciting puzzles that are outside of the traditional math curriculum. Low entry (everyone can get started), high ceiling (everyone can find challenges) problems are introduced with the focus on exploration, creative problem solving and sharing of ideas. As a member of the math circle, students will learn new kinds of math, explore challenging problems, play games, develop problem-solving strategies, think creatively, make new friends, and have fun!

Natural Helpers 9-12

Natural Helpers provides training to students who have been identified as "listeners" by their peers and by school staff. These trained helpers learn to respond effectively when their fellow students experience a wide range of difficulties (depression, self-harm, anxiety, bullying, etc.). They receive valuable training in connecting vulnerable peers to appropriate resources. Natural Helpers are chosen through participation in the Summer Health Careers Academy at which time they receive Mental Health First Aid training from UNM mental health professionals. The Mental Health First Aide training, along with training from the NM Suicide Intervention Project provides the foundation by which they can build to be of support to their peers. They continue to receive support and tools they need through additional training from their sponsors.

National Junior Honor Society (NJHS) 7-8

Membership in the National Junior Honor Society is awarded based on a student's outstanding performance in the areas of scholarship, service, leadership, citizenship, and character. Criteria for selection: Cumulative GPA of 3.6 or

Partnership for Success Handbook

higher, teacher recommendation, and no record of behavior violations.

National Honor Society (NHS) 10- 12

The SFIS Chapter of the National Honor Society recognizes students for the highest academic and leadership achievements. Students are considered for membership in their sophomore, junior and senior years if they have maintained a 3.5 cumulative grade point average, have no D's or F's; are incident free under the school's student rules and regulations, and have demonstrated leadership abilities and commitment to service. After a process of expressing an interest and participating in interviews conducted by current NHS officers and members along with a faculty advisory committee of five members, and assisted by the SFIS NHS Advisor, students are inducted by invitation. The NHS Induction is held during the fall semester. During the year members initiate, and are involved in, required service projects across the campus.

Robotics 9-12

Students learn to program the NXT Brain and then build a robot using the LEGO Mind storm kit for competition at different robotics contests. The activities culminate in the International Robo-RAVE (robots are very educational) competition in Albuquerque, New Mexico every May.

Ski Club 7-12

Students interested in skiing or snowboarding in the beautiful snow-covered mountains of New Mexico have the opportunity to travel to local ski basins to improve their skills or challenge themselves on the slopes. Students must be in good academic standing, be incident free, and have written parent permission to participate in the activities.

Student Council 7-12

The Student Council is a governing body of the school. Elections are held each year to determine membership. Once elected as officers or representatives, students must maintain a 2.5 GPA, be incident-free and display a commitment to the job. The council's main objectives are to develop leadership qualities, maintain school spirit, provide a forum for student expression, promote a better school environment, and assist in directing student activities.

Weight Room 7-12

SFIS has a well-equipped weight room at the Francis L. Abeyta Memorial Gym and the Everett F. Chavez Pueblo Pavilion where students may go for strength and conditioning training. Students must be supervised by staff.

GENERAL INFORMATION

CLASS MEETINGS

Class meetings focus on student data, election of class officers, planning activities, student input for program implementation, setting class goals, and other topics as needed.

SCHOOL DANCES

Students may not invite outside guests to SFIS dances, with the exception of the Junior-Senior prom. In the event that a student invites a person who is a non-SFIS student to prom, prior to the day of the prom, the student must see the Dean of Students for a "Prom Guest Approval Request Form." This form must be filled out in its entirety. Individuals 21 years or over and mid-school students are permitted to attend prom as dates or escorts. Parents and guardians are welcome to attend all MS dances.

FAMILY EMERGENCY

If a student's family has an emergency situation during the school day, and a student needs to be contacted, the parent or guardian should call either the High School Academic Office (505-989-6330) or the Middle School Academic Office (505-989-6393). A member of the office staff will get the student from class and have the student contact home.

FIELD TRIPS – OVERNIGHT OR OUT-OF-TOWN

Before a student is allowed to go on a school field trip, the student must have a "Parent Permissions Form" signed by the parent/guardian and on file with the school at the admissions office. An overnight or out of town field trip requires an additional signed parent permission form. All school rules are applicable to students while they are on

school-related trips. Field trips are not allowed during exam week.

GUESTS

In general, SFIS does not allow students to bring guests to campus during the school day. Exceptions are made in certain circumstances, but definitely not during exam periods. Students must get approval from the High School Principal or the Middle School Principal prior to bringing a guest to campus.

HALL TRAFFIC

Due to the large number of students on campus, running, shoving, and other forms of rowdiness that can cause accidents are prohibited.

LOCKERS

Students are assigned lockers at the beginning of the year. They must keep their lockers neat and clean. They are also encouraged not to share lockers.

LOST AND FOUND

The "Lost and Found" is located in both the High School academic office and the Middle School office.

PROFESSIONAL DEVELOPMENT DAYS

To ensure that the staff of SFIS is current about educational issues and teaching strategies, the staff will be involved in in-service activities. Professional development time may also be scheduled at the discretion of the administration during faculty, leadership, and department meetings. Information about professional development days can be found on the website or in community newsletters. There are no classes on in-service days.

SCHOOL PICTURES

Pictures are taken for the yearbook at the beginning of the school year. Students may purchase pictures for themselves if they complete a request form and pay in advance. Senior portraits will be taken by appointment during the fall semester. Seniors are required to take their pictures in both their caps and gowns and in their traditional clothing to be included in the yearbook.

SKATEBOARDS AND ROLLERBLADES

Skateboards are not allowed on campus during the school day due to the personal injuries and physical damage that these activities can cause. However, in response to student interest, the SFIS Student Living Department sponsors a school club for off campus skateboard activities.

TEXTBOOKS

Textbooks are issued to students at the beginning of a semester, quarter or unit. It is expected that students will take care of the text and return it by the given due date or in the event of withdrawal. Students must pay for any books that they lose or damage.

Students who want to check out books for study purposes simply need to contact their individual teachers.

WITHDRAWAL FROM SCHOOL/TRANSFERS

Please refer to the Admissions section.

STUDENT LIVING PRIORITIES

The Student Living Program provides a supportive community to encourage lifelong learning in various aspects. Partnerships are built between programs on campus to support individual student learning. The evening program provides positive opportunities to holistically embrace students and to create a home away from home. Santa Fe Indian School is a unique place to inspire students to practice their core values, beliefs, and expectations that reflect their individual Native American communities.

The goal of the school-wide health and wellness program is to provide programming that enables and teaches SFIS students to make healthy choices regarding physical, emotional, and social/behavioral wellness by embracing Native American Values.

The goal of the Student Living Program is to provide a safe, healthy and comfortable environment that guides students to become self-reliant, responsible young adults prepared for independent living. The Student Living Program promotes discipline, positive decision-making and student empowerment. It strives to create an environment where students can build on respect in a stable, caring atmosphere by taking ownership in a place students can call home.

STUDENT LIVING EXPERIENCE

The student living program is a **privilege** and an option for students who live in both neighboring and distant Native American communities. Living in the dormitory provides students an opportunity to meet and interact with students from these different communities.

Students will experience independent living, learning how to live in and contribute to their communities. Students are expected to keep their dorm rooms, surrounding areas, and common areas clean.. Community living requires certain personal obligations and responsibilities that promote a healthy, safe and comfortable environment. Students are expected to have respect for themselves, for other students, and for staff and guests.

Students will be responsible for following all schedules and learning individual discipline. It is each student's responsibility to perform well in school and follow school rules and guidelines.

WHAT IS IN YOUR DORM ROOM

A student's dorm room is part of a "suite" consisting of two adjoining rooms connected by a shared bathroom. Each bathroom has towel racks, a toilet, shower and/or a bathtub or a handicapped accessible shower. The suitemates share the responsibility of maintaining and keeping the bathroom clean and sanitary.

Depending on the configuration of the room, a student may have up to three roommates. Each student has a bed with two drawers beneath it for clothing, a desk and chair, along with a closet with hardware for locks, shelves for personal items, a vanity with a sink, drawers, mirror, and a cabinet to store toiletries.

WHAT TO BRING

- Linen: twin sheets and pillowcase (2 sets), pillow, and blanket
- Toiletries: toothpaste, toothbrush, brush or comb, shampoo, lotion, body or foot powder, deodorant, feminine hygiene products, shaving supplies, facial tissue, and bath soap
- Towels: two sets of bath and hand towels and washcloths, shower caddy for the storage of personal shower/bathing needs. (shampoo, conditioner, soaps, sponge, etc.)
- School clothes (See Dress Code): casual and dress clothes, gym shoes, gym clothes, warm coat, a light jacket, and under garments
- Laundry supplies: Liquid detergent or pods, laundry basket or bag, fabric softener, and clothes hangers
- Personal appliances: curling iron, blow dryer, and alarm clock
- School supplies: notebook and loose-leaf paper, pencils and pens, tape, three-ring binder, scissors, combination lock, and reusable water bottle
- Healthy snacks with storage container

WHAT NOT TO BRING

- TVs
- Refrigerators
- Electronic appliances (Hair clippers)
- Game consoles, (e.g. Play Station, Wii, Xbox, Nintendo Switch, etc.)
- Coffee makers
- Fragrance plug-ins
- Essential oil diffusers/wax warmers
- Hot water kettles
- Aerosol sprays (hygiene and cleaning supplies)
- Protein supplements/muscle enhancers
- Individual weights and dumbbells

TYPICAL WEEKDAY STUDENT LIVING STUDENT SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
5:00 AM	High School early wakeup call (Put in request with staff.) -- Early morning runs must be cleared and arranged with floor staff and coaching staff.				
6:00AM	Middle School early wake up call. (Put in request with staff.)-- Early morning runs must be cleared and arranged with floor staff and coaching staff.				
6:00 AM 7:00 AM	High School first wakeup call Middle School first wakeup call				
7:00 AM	Breakfast starts.				
8:00 AM	Dorms close. Students must leave the dorms.		Students checking in after 8 am must check in at academics.		
8:30 AM	Classes begin.				
Dorms are closed 8:00 a.m. to 3:30 p.m. No students are permitted in dorms.					
3:30 PM	Classes over--Dorms open. Review daily room inspections. Check in with floor staff and sign in.				
4:00 PM TO 5:30 PM	High School: See seasonal after school study hall schedule.				
4:00 TO 5:00 PM AND 6:30 PM TO 7:30 (Wed)	Middle School after school study hall				
5:00 PM	Dinner starts.				
6:00 PM	Middle School evening check in				
6:30 PM	High School first curfew check & study hall check-in--Cell phone use restricted.				
8:00 PM 8:30 PM	Middle School curfew check Middle School cell phones turned in				
8:00 PM TO 9:00 PM 9:00 PM TO 9:30 PM	Middle School details; Room cleaning; Showers; Extra study time or down time. High School details; Room cleaning; Showers; Extra study time or down time.				
9:00 PM 9:30 PM	Middle School bed check and lights out; All students in their own rooms High School bed check; freshmen lights out. All students in their own rooms				
9:30 PM TO 10:00 PM	High School silent and sustained reading--Quiet time.				
10:00 PM	High School bed check and lights out--All students in their own rooms.				
*Activities and times are subject to change.					

DORM AMENITIES

Laundry Room

Part of the experience of living in a dorm is doing one's own laundry. Each floor has washers and dryers available for students to use free of charge. Please remember the following:

- Students must sign up for a laundry schedule at the beginning of the week.
- Monitor your clothes—never leave your clothes unattended. Do not remove other students' clothing from the machines. Inform a staff member if clothes need to be removed.
- Keep the laundry room clean.
- Staff members are not responsible for any lost or stolen items/clothing.
- Students must provide their own laundry supplies. Please use liquid detergent or pods.

Kitchen

High School Student Living main common area has a small and large kitchen for staff and student use. Middle School Student Living also has one kitchen in the rotunda for staff and student use.

Study Rooms (High School Only)

Each floor has a common study room for students that may include reference books, desktop computers and workspaces for group or individual study.

Chromebooks (laptops) are available at both High School and Middle School dorms for student use.

Medical Isolation Rooms

Medical Isolation rooms are available in the health center on campus to prevent the spread of infectious disease/illness.

Parent/Guardian Rooms

Student Living has limited parent rooms available for use by traveling families of students 7-12 who are visiting their student and SFIS. Contact High School Student Living for more information.

STUDENT EXPECTATIONS

Students are expected to keep their living areas, rooms, classrooms, lockers and other assigned areas clean and in order. Students also have the responsibility of maintaining the campus by keeping it clean and free of litter.

STUDENT BEHAVIORAL CONSEQUENCES AND INTERVENTIONS

Students Living in the residential program will be held to the same consequences and interventions outlined in the SFIS Violation Matrix for violations.

Behavior Referral

Referrals are written warnings given by student living staff. For example, if a student is not meeting expectations within the residential program, a referral will be issued to help redirect students in a positive and encouraging manner to prevent them from continuing in unacceptable behavior. .. Parents will be notified of the referral and correlating interventions. Below is a list of possible consequences/interventions to redirect a student from further disciplinary actions.

- In-Dorm
- Community Service
- Dorm Time-out
- Extra details
- Counseling referral
- Mediation referral

Three Referrals will result in an incident report followed by a Family Conference Session (FCS)

GENERAL COMMUNITY INFORMATION

UNAUTHORIZED VISITATION

Students are limited to visitation in common areas of each floor. Visiting in private living quarters or rooms is prohibited at all times.

Middle School students may not visit High School students without permission and a pass from the designated residential staff on duty. High School students may not visit Middle School students without permission and a pass. Students must sign-out before they leave.

NEIGHBORHOOD WATCH

Students may not enter another student's bedroom without the consent and the presence of one of the assigned roommates. Everyone should be alert to people entering others' bedrooms. Unauthorized visitors should be reported to student living staff.

USE OF VEHICLES

Students are prohibited from operating vehicles on campus at all times, even while on authorized leave. However, under special circumstances, a written parental request for a waiver must be submitted to the Superintendent via the SR&R Coordinator/designee to be considered on a case-by-case basis. Refer to the Transportation section for more information.

Students may not accept rides from unauthorized adults. Students are not allowed to operate school personnel's private or school vehicles.

AUTOMATIC DOOR LOCKS

All doors within the student living program, both Middle School and High School, automatically unlock/lock at various scheduled times. It is highly recommended that students check in prior to doors' closures.

High School parents and visitors who arrive during off hours must use the plaza entrances to the dormitories.

Parents and Visitors who arrive during off hours can ring the doorbell at the front entrance or call the numbers that are posted.

CELL PHONE USE

All students must practice personal responsibility in caring for their own devices. All students are expected to turn off cell phones after lights out.

CURFEW

Curfew times in the evenings vary according to the time the sun sets. In an effort to reflect Pueblo community values and teachings, we expect students to be indoors before it is dark outside.

KEY FEE

Student Living students are issued a room key upon check-in at no cost. However, a \$5.00 fee is assessed each time a student loses or misplaces their dorm room key.

LABELING AND SECURING VALUABLES

Students are personally responsible for labeling and securing valuables. Please keep in mind that SFIS is not liable for stolen, missing or damaged items. Students should use locks on the closet doors.

ORDERING FOOD

To order carry out or delivery, please observe posted notices by the Student Living Director. 3rd party delivery services are not allowed on campus. Examples are Uber Eats, DoorDash, GRUBHUB, and Dashing Delivery.

HEALTH SERVICES

Please refer to Student Health Section

During evening hours, a student who is feeling ill or is injured should immediately report the situation to the student living staff on duty. School personnel will follow emergency procedures. Parents will be notified of the situation.

The SFIS School Health Center is open Monday through Thursday from 8:00 AM to 8:00 PM, Fridays from 8:00 AM to 4:00 PM, and Sundays from 4:00 PM to 8:00 PM, concurrent with the school calendar. The health center hours may be subject to change.

OFF-CAMPUS AND LEAVE AUTHORIZATION

OFF CAMPUS

High School students using "Off Campus" privileges or who participate in school-sponsored activities such as athletic events, field trips, dual-credit programs, or other supervised outings must abide by school rules and will be held accountable for any violations. Students with an alleged offense outside of the school setting or who have violated applicable city, county, state, federal or tribal laws will be subject to those governments' respective laws and consequences. Students should also be aware that they may be turned over to appropriate authorities for prosecution.

OFF-CAMPUS SELF SIGN OUT

Juniors and seniors who are not on restriction and have a signed parent Permission and Release of Liability Form on file may have the privilege of self-sign-out after school, as determined by the school. Times are subject to change due to seasonal changes. Off-campus privileges may be canceled at the director's discretion.

Middle School, freshman, and sophomore students do not have this privilege.

CHECKOUT PROCEDURES

For a student to be checked out, the individual who is checking out the student must be 21 years of age or older.

When checking out a student, the authorized adult must be listed by the parent on the student's checkout list and provide ID upon request (state/tribal ID). Parent/guardian must physically check out students and sign them out properly.

Authorized adults must be present to properly check students in/out with staff personnel. If a student is not checked out properly it may result in an Absence Without Leave (AWOL) incident report. See Violation Matrix

Check-ins are not allowed after 10 pm or before 6 am. **An authorized adult must physically check in the student and sign them in properly.** Santa Fe Indian School reserves the right to refuse the release of a student if the authorized adult appears to be impaired or under the influence.

CHECKOUT BY SCHOOL PERSONNEL

School personnel who are authorized to check out a student must follow check out/in procedures and accept complete responsibility for that student. They **must have a signed Release and Hold Harmless Agreement on file.** Parents/guardians may list school personnel on their student's checkout list.

WEEKEND STAYS

We recognize the importance of young people's participation in interaction with and positive contribution to their family and home communities. Therefore, we encourage all students who live within a 60-mile radius of the school to go home on the weekends.

TYPICAL WEEKEND SCHEDULE

	FRIDAY EVENING	SATURDAY	SUNDAY
10:00 AM		Wake up call for all students; Curfew check	
10:30 AM		Details/Cleaning duties	
11:00 AM		Brunch	
12:00 PM		Recreation and Leisure time -- 2pm curfew check	
5:00 PM	Dinner starts. Friday and Saturday Nights: No Food Orders after 9:00 p.m. Deliveries will not be permitted after 10:00 p.m.		Dinner starts. No Food Orders after 6:00 p.m. Deliveries will not be permitted after 7:00 p.m.
6:00 PM	Recreation and leisure time--7 pm curfew Middle School recreation and leisure time & evening check		High School 7:00 PM Sunday study hall/quiet time--Please be prepared.
8:00 PM 8:45 PM	Middle School curfew check High School curfew check; floor meetings with staff		
9:00 PM TO 9:30 PM	Middle School bed checks (Friday & Saturday)		Details; room cleaning; showers; extra study time or down time
9:30 PM	High School bed check.		Bed check and lights out for freshmen floors
10:00 PM	Bed check -- All students in own rooms--quiet time.		
11:00 PM	Lights out		
	* Study hall/ Curfew times are subject to change due to seasonal changes. Mid-school schedule may be slightly different.		

TRANSPORTATION

CHRISTMAS AND SPRING BREAK TRANSPORTATION

Santa Fe Indian School provides Christmas transportation for student living students (dorm) from the school to his or her home residence. Transportation back to school after Christmas will be provided for students who live outside the 60-mile radius.

For Spring Break transportation, transportation will only be provided to the home community; the return trip back to the school will not be provided.

NEW MEXICO RAIL RUNNER

Students who are authorized to ride the New Mexico Rail Runner on Friday and Sunday evenings must have a *Hold Harmless Release Form* on file. Parents/Guardians must call their students' respective floors by Thursday evening of each week to place students on the Rail Runner permission form. Ticket purchasing is the responsibility of the student or parent. MS and HS students are not permitted to ride the Rail Runner during the academic week.

Middle School students who ride the Rail Runner are required to take the bus transportation provided by the school from the school campus to the South Capitol Station on Fridays (4:20pm train only) and from the station to the campus on Sundays (7:50pm train only). MS students are not permitted to ride the Rail Runner during the academic week. On early release days and Holidays, the train times may change.

SFIS does not provide supervision on the train rides and therefore is not liable once the student boards the train. If a student does not take school transportation to the Rail Runner, the liability of the school ends when the student leaves campus.

Students must sign themselves out with student living staff on their respective floors before leaving to the Rail Runner station. SFIS reserves the right to revoke Rail Runner privileges for good cause or amend this Policy from time to time. (See Rail Runner in Transportation section of this handbook for more information.)



Public Transportation

Your parent or guardian must
give written consent for you to
use the city or state transit system.

STUDENT LEADERSHIP

HIGH SCHOOL DORM LEADERSHIP

Students who are on the leadership team assist with the development of a healthy and fun living and learning environment rooted in Native American traditions: building community, developing student leaders, recruiting future leaders, advocating students' rights, acting in a manner that serves as an example to the greater student body, and caring for others. All students are encouraged to participate.

MIDDLE SCHOOL DORM COUNCIL

The Middle School Dorm Council consists of 12 students, grades 7-8, who represent their peers and staff in building a positive environment in the dorm. Dorm Council members are elected by peers or selected by their Student Living Advisor. Some of their responsibilities are community service, planning monthly activities that include parent involvement, providing student voice, and serving as role models. During weekly caseload meetings, Dorm Council members are responsible for communicating upcoming activities and soliciting concerns from students. The Dorm Council meets on a bimonthly basis.

FREQUENTLY ASKED QUESTIONS- FAQs

How can I add someone to my student's checkout list?

Legal guardians may add authorized people, who are over 21 years of age, to the checkout form in person. However, during emergencies, the Director or Middle School Coordinator may authorize an addition to the list by calling and submitting a request in writing. See school directory.

How many authorized adults may I add to my students check out list?

There is a limit of six authorized adults on each individual check out list. If there are more than six individuals on the list the parent/guardian will be required to remove or replace one for the new authorized adult. Parents/Guardians need to be physically present to add individuals to the checkout lists.

My student lost his room key; how much will it cost to replace it?

Lost keys will be replaced for \$5.00. Remember that SFIS is not liable for stolen or lost items, so it is important that a student has his or her keys at all times. Students must report missing keys as soon as possible.

My student wants to change rooms or roommates; what needs to be done?

The Student Living Advisor assigns room and roommates at the beginning of the year and will make periodic changes based on room availability, behavior, cleanliness, etc. Parents/Guardians should talk to the SLA on their son or daughter's floor about any situations that may need to be resolved through room changes. All SFIS students are encouraged to live and learn together in a positive manner.

If my student is absent/out of the dorm for a while, will they lose their room?

The parent/guardian must submit a written request for a change from temporary dorm to day status through the Admissions Office to ensure that students' rooms are not reassigned to other students. If prior arrangements are not made and a student is out for more than **10 days**, he/she may be dropped from the student living program.

Is it really important to keep my son or daughter in the dorms for most of the week?

In order to successfully teach students the life skills for independent living, they are encouraged to fully participate in the program.

Where do I send mail to my student?

Send mail to P.O. Box 5340, Santa Fe, NM 87505 (include student Name and Grade). Send packages to 1501 Cerrillos Rd., Santa Fe, NM 87501

My phone number or address has changed; who should I notify?

Contact the Admissions Office at 505-989-6370 for any address changes. Also notify your son/daughter's student living staff as soon as possible.

How is study hall organized?

Study hall is an important component of the Student Living Program and is a structured time for students to complete homework and study. Students may be placed in Guided Study Hall, Regular Study Hall or Independent Study Hall. Placement is based on grades.

Students have a wide range of study options depending on their preference or situation. Athletes, for example, may be required to attend "Athletic Study Hall" that is monitored by their coaches. The Library Media Center (LMC) is also open for students. Computer labs are also available. Tutors and staff make rounds on the floors for any additional help. Chrome books are also available for additional support.

How do I change my student's enrollment status, for example, day student to dorm student?

A written request must be submitted to the office of Admissions indicating the type of status change. Refer to Admissions.

How does the Student Living Program address vandalism?

Intentional destruction of school property will result in immediate dismissal from the student living program, and the student will be required to pay restitution or perform community service in lieu of restitution.

STUDENT RIGHTS AND RESPONSIBILITIES OFFICE

505-989-6337

Every student has a right to an education. It is a privilege to attend Santa Fe Indian School.

The SFIS community makes a pledge to care for and guide students with respect, compassion and firmness along with a continuing commitment to providing a quality educational experience. Each student has a right to this education; with this right comes responsibilities. The following table outlines the rights and responsibilities for each student:

YOUR RIGHT	YOUR RESPONSIBILITY
You have a right to an education free of disruption.	You have the responsibility to uphold the school's regulations. You have the responsibility to allow others to learn without disrupting the classroom environment.
You have the right to freedom of speech.	You have the responsibility to express yourself respectfully and in a way which does not infringe on the rights of others and to refrain from making personal attacks, using obscenity or slanderous statements.
You have the right to individual dignity.	You have the responsibility to treat each person with dignity as an individual. You also have the responsibility to act in a dignified and appropriate manner.
You have the right to a safe and secure environment.	You have the responsibility to maintain a clean, safe and wholesome environment throughout the campus, in the classroom, and in the dorm.
<p>You have the right to freedom from unreasonable search and seizure.</p> <ul style="list-style-type: none"> · Possessions or persons will not be searched <i>without a reasonable suspicion</i> that illegal or dangerous items are being concealed. Lockers, closets and dorm rooms, although assigned to students, remain the property of the school and are subject to search. Search also includes the monitoring of student internet use and personal network folders. 	You have the responsibility to refrain from bringing illegal items to school that are against school policies.
You have a right to attend classes and reside in the Student Living Program without fear that may arise from harmful/criminal activity.	You have a responsibility to see that the SFIS campus remains free from acts that pose a threat to the safety of the school.
<p>You have the right to due process.</p> <ul style="list-style-type: none"> · If charged with a violation of school rules, you have the right to know what the charges are and to have a fair chance to tell your side of the story. 	You have the responsibility to initiate the due process procedures when you have been suspended for more than 10 days or have been recommended for dismissal.. It is your responsibility to be familiar with the due process protocols taken from "25CFR, Section 42 – Student Rights" in formal disciplinary hearings.

STUDENT EXPECTATIONS

As a student at SFIS, a student and his/her parents are making an educational commitment to work with the school and to hold themselves to high standards.

DRUG FREE POLICY

SFIS is an alcohol and drug-free campus.

SFIS believes that the use or possession of alcohol or other drugs by students is a great offense because of the harm it inflicts on individuals and on the community. It also interferes with healthy adolescent development.

Possession of alcohol and illegal drugs will result in discipline by the school and be reported to law enforcement.

CLOSED CAMPUS

SFIS is committed to providing a safe environment for our school community. For this reason, **SFIS is a closed campus**. Only students and authorized staff are allowed to be on campus. All students and staff must wear their school ID while on campus. All visitors to campus must enter through the guard station to be permitted entry and must sign in at the respective program office.

All day students must remain on campus during the academic day and may only exit the campus by using the day-student buses, parent transportation, public transportation, authorized student vehicles or by walking. Once a day student leaves campus, he/she may only return the same day for a school sponsored event. Day students that stay beyond the academic day must participate in school sponsored activities, remain on campus, and **follow school rules**. Day students cannot participate in student living off campus privileges. Leaving campus without following proper procedures is considered AWOL.

All dorm students must remain on campus throughout the day and into the evening. Once a dorm student arrives on campus, he/she cannot leave without properly being checked out. Leaving campus without following proper procedures is considered AWOL.

Only individuals, 21 years and older who are authorized on a student's checkout form, can check out students from the academic and residential programs.

ANTI-BULLYING AND ANTI-HARASSMENT

It is the policy and mission of the Santa Fe Indian School to maintain tradition and culture, emotional health, physical health, and social behavioral health that is free of discrimination, bullying and harassment for all students and staff. Discrimination, bullying and harassment diminish the Santa Fe Indian School's core values and hinder educational learning and equal access to student life. Discrimination is the unfair or prejudicial treatment of people and groups based on color, age, size, gender, race, ethnicity, tribal affiliation, disability, and/or sexual orientation. It **will not** be tolerated at the Santa Fe Indian School.

A claim of bullying or harassment may be reported to any SFIS staff. Students, staff, and parents can report any incidents of bullying to any staff member or faculty member to begin the process of an investigation of the complaint. Individuals who file the claim are protected from retaliation.

Students who engage in bullying will be required to attend educational sessions conducted by the PASS Program. The program is meant to inform students about bullying, harassment, and discrimination and ways of preventing these behaviors at the SFIS. Offenders may be referred to counseling service and may have other consequences. See *Violation Matrix*. Students who are targets will be offered counseling services and other support as necessary.

Santa Fe Indian School has a commitment to ensure a learning and living environment in which respect and acceptance thrive to protect student identity, culture and tradition, and voice. (This statement was crafted and developed by the Class of 2020.)

PUBLIC DISPLAYS OF AFFECTION (PDA)

It is the responsibility of students to act in an appropriate and dignified manner. It is never appropriate to display conduct of a sexual nature in public, in or out of school.

DRESS CODE

It is a student's choice to be a part of SFIS and following the school's policies and procedures is part of that choice. Each student has a responsibility to promote the SFIS community values of respect, compassion, understanding, civility, and caring. From the moment a student steps on campus, he or she should reflect the morals and values of his/her respective family and community.

All SFIS staff have the right to intervene if any student is in violation of the school's dress code.

- All items of clothing must be clean and appropriate for school and school related activities. They cannot be improperly revealing or allow undergarments to be seen.
- Shorts, skirts, and slits in skirts cannot show excessive skin. Shorts and skirts cannot be shorter than the length of a student's finger tips when arms are in resting position against their legs.
- Ripped, torn or shredded jeans cannot show excessive skin.
- Spandex shorts, spaghetti strap shirts, and cut-off t-shirts are not to be worn during the academic day unless they are required for a specific activity.
- Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts and abdomen are fully covered with fabric that is not able to be seen through
- Students must wear clothing of appropriate size. Shirts, jackets and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized. Sagging, extremely baggy, wide-legged pants are not allowed.
- All types of dog collars, gang-related attire, and clothing with metal spikes or metal accessories are not allowed.
- Clothing, garments, jewelry, hats, caps, backpacks, tattoos and any personal items at school must not display emblems/logos or relates to alcohol, illegal or abused substances, gangs, violence, sex obscenities, satanic symbols, and/or the occult . Clothing must be free of words or symbols that are offensive to the SFIS community and inconsistent with the SFIS core values.
- High School students are allowed to wear hairnets in the dormitory on their floor but not outside of their living area.
- Sunglasses, caps, hats, hoods and beanies must be removed upon entering all classrooms, the dining hall and at other formal gatherings on school grounds. Sports events or recreational areas are excluded.

If a student is in violation of the dress code, the student will be asked to correct the dress code violation. Continued violation of these expectations can result in disciplinary action. See Violation Matrix.

SEXUAL HARASSMENT

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome conduct of a sexual nature that makes a person feel offended, humiliated or intimidated where such reaction is reasonable. Examples of sexual harassment include, but are not limited to:

- Any sexual advance that is unwelcome
- Sexually oriented comments about an employee's or student's body
- Suggestive comments or jokes, sexual orientated insults or taunts
- Displaying posters, magazines or screensavers of a sexual nature
- Sending sexually explicit emails, text messages or inappropriate advances on social media
- Sexual nonverbal gestures, movements, or sounds

If students at SFIS are experiencing or witnessing sexual harassment, students must report the situation to a trusted SFIS staff member. Staff are required to report such instances to their immediate supervisor. All reports of sexual harassment will be addressed immediately and dealt with accordingly depending on whether it is student -to-student, student-to-staff, staff-to-student, or staff-to staff. The Santa Fe Indian School **will not** tolerate sexual harassment on any level.

INTERNET/COMPUTER USE

All SFIS students receive a computer account that provides access to the school network, including a personal folder and connection to a nearby printer. Use of the computer system is essential for participating in class and for completing homework. WIFI services are a privilege and not a right.

In order to receive Internet privileges, every student (and a parent/guardian for students under 18 years of age) is required to sign an internet contract annually. The computer system is subject to other SR&R rules that govern appropriate behavior at SFIS. For example, drug, emo, violent, and other prohibited imagery are not allowed to be stored on the SFIS network. The use of such imagery as desktop wallpaper will be treated as a behavioral referral and is subject to the appropriate consequences. Additionally, staff authorized by the Superintendent or his/her designee have access to the content of a student's personal folders and a history of visited websites.

Internet Abuse

Students who violate the terms of the Internet contract are subject to the consequences outlined in the Violation Matrix.

CELL PHONE POLICY

Cell Phone and Electronic Device Use

Mobile devices, including but not limited to cell phones, smart watches, and iPads, cannot be used by students during class, assemblies, presentations and other formal gatherings. Students are provided appropriate technology for educational purposes that can be used at the teachers' direction in the classrooms.

Electronic/Mobile devices will be confiscated if they are being used in opposition to classroom or school rules and turned over to the HS/MS Dean of Students.

Headphones are not to be worn in the ear and on the body during class, assemblies, presentations and other formal gatherings.

High School residential students cannot use these devices after lights out in the dormitory.

Middle School residential students cannot take their phones to evening program structured activities and are required to turn in their cell phone and charger before 8:30 pm.

Weekend MS dorm students may use their phones beginning Friday afterschool and may use it throughout the weekend until 4:00 PM on Sunday.

Violation of Cell Phone Policy

Personal mobile devices will be confiscated for violating any of the guidelines set above. This policy serves as a first warning to students and parents. Therefore, the first time an electronic device is taken, it will be confiscated until the end of the school week at which time the student can sign it out. The second time an electronic device is confiscated, it will be held for 7 days and the student can sign it out. The third time an electronic device is confiscated, or if a student refuses to turn over his/her device, a student will be written up for insubordination and a family conference will be held. During the academic day, devices will be confiscated and held in the Academic Office. During the evening, devices used contrary to school rules will be confiscated and held by their student living advisor. Devices will be returned according to policy as determined by the school.

A student's cell phone may be confiscated and searched if there is reasonable suspicion that illegal or dangerous activity is occurring and to protect the health and safety of students and school staff. Designated staff have permission to view phones as per policy.

Loss/Damage of Personal Electronics and Mobile Devices

SFIS provides sufficient technology for students to complete their work in both academic and residential programs. Therefore, SFIS advises students not to bring personal laptop computers or other mobile devices on campus. SFIS is not responsible for loss, damage, or theft of these items.

SFIS VIOLATION MATRIX

Consequences and accountability interventions listed on this matrix will be followed but will not be limited to those listed. SFIS reserves the right to implement a creative, alternative resolution for guidelines not yet included.

Infraction Class	First Offense Intervention	Second Offense Intervention	Third Offense Intervention
Level One Infraction Includes: Forgery (minor) Violation of Internet (minor) Dress code violations Public displays of affection Being in restricted area	Parent Notification Detention and/or Community Service Athletic Restrictions	Parent Notification Student Contract Detention Community Service Activity Restriction In-dorm Redirection Counselor Referral Late Bus Suspension Athletic Restrictions	Parent Notification Family Conference Session Commitment Plan PASS Tribal Collaboration/ADR Long Term Bus Suspension Athletic Restrictions
Level Two Infraction Includes: Ditching Insubordination Cheating/Plagiarism Health & Safety Violations Theft (Less than \$100) Violation of Internet Policy (major) Unauthorized Visitation	Parent Notification Detention Community Service Temporary Bus Suspension Community Service Athletic Restrictions Student Restitution	Parent Notification Family Conference Session Commitment Plan Mediation Staffing Dorm Timeout Long Term Bus Suspension Student Restitution Athletic Restrictions	Parent Notification Family Conference Session Commitment Plan PASS Student Restitution Tribal Collaboration/ADR Dorm Dismissal Bus Dismissal Athletic Restrictions
Level Three-A Infraction Includes: Vandalism/Graffiti (Less than \$100) Fighting/Acts of aggression Substance use/possession Gang related activity Relationship/Dating Violence Sexual Harassment Tobacco/ Nicotine use/possession Possession of substance Paraphernalia	Parent Notification Family Conference Session Commitment Plan- probation, in-dorm, activity restriction & counselor referral PASS Out of School Suspension for Acts of Aggression & Substance Use Infractions Student Restitution Dorm Time out Revocation of Bus Privileges Five (5) Day Athletic Suspension Law Enforcement Notification	Parent Notification Family Conference Session Commitment Plan- probation, in-dorm, activity restriction & counselor referral PASS Student Restitution Tribal Collaboration/ADR Athletic Suspension for duration of school year Dorm Dismissal Law Enforcement Notification	Parent Notification Family Conference Session Commitment Plan-Strict probation, in-dorm, activity restriction & counselor referral Student Restitution Dismissal-Due Process Parental Withdrawal Option
Level Three-B Infraction Includes: Absence without Leave (AWOL) Bullying/Cyber Bullying Hazing, Theft (More than \$100) Major Forgery Violation of Commitment Plan Gross Insubordination Vandalism/Graffiti (More than \$100)	Parent Notification Family Conference Session Commitment Plan- probation, in-dorm, activity restriction & counselor referral PASS Student Restitution Possible Out of School Suspension Athletic restrictions Revocation of Bus Privileges Five (5) Day Athletic Suspension Dorm Timeout or Dismissal	Parent Notification Family Conference Session Commitment Plan-probation, in-dorm, activity restriction & counselor referral PASS Student RestitutionTribal Collaboration/ADR Athletic Suspension Dorm Dismissal	Parent Notification Family Conference Session Commitment Plan-Strict probation, in-dorm, activity restriction & counselor referral Student Restitution Dismissal-Due Process Parental Withdrawal Option
Level Four Infraction Includes: Trafficking Weapons Assault (Physical/Sexual/Verbal)	Dismissal/Parental Withdrawal Option Law Enforcement Notification. Due Process Athletics Suspension		

*The items in bold are required actions and all others are possible consequences/interventions.

Santa Fe Indian School complies with federal regulations under the Individuals with Disabilities Education Act and applicable regulations, as may be amended from time to time.

PREVENTION

SFIS is committed to working with students in a positive and encouraging manner to prevent them from engaging in unacceptable behavior. Most unhealthy and disruptive behavior can be prevented by creating an environment of respect and by understanding the needs of students and staff. SFIS desires students to become assets to their families and communities, as well as to SFIS. In order to assist them, SFIS provides the following aid:

Health and Wellness

The Purpose of the SFIS Health and Wellness Program is to provide programming that enables and teaches SFIS students to make healthy choices regarding physical, emotional, and social/behavioral wellness by embracing Native American values.

This initiative is facilitated by a team of representatives from both Student Living programs and SFIS departments to ensure the health and wellness program integrates activities, events, and curricula that cultivate students' lifelong health and wellness.

Early Intervention

Early intervention activities are provided by the SFIS staff through the following programs.

- Student Mentorship
- Tutoring
- Evening Programming
- After-School Busing

In addition, SFIS has highly qualified, licensed professional counselors on staff who meet with students on a referral basis. The following providers are available to students.

- Academic Counselors
- Clinical Counselors (Academic and Residential)
- School Nurse
- LADAC – Licensed Alcohol & Drug Abuse Counselor
- Prevention/Recreation Specialist
- School Psychologist
- Other licensed professionals on an as-needed basis

Guidance

Guidance is provided through the academic and residential programs in a variety of activities. SFIS relies heavily on tribal communities to provide guidance to students about proper behavior. Therefore, SFIS invites and welcomes community members to the school.

- Residential and academic staff who represent the communities and serve as community resources
- Tribal and local community resources
- Alternative Dispute Resolution (advisement)
- Tribal Leadership

Protective Factors

Protective factors are defined as activities that provide the opportunity for students to engage in activities that promote positive student behavior. This includes student training and activities as well as student/staff training and activities.

INTERVENTION

Inappropriate student activities or behavioral incidents that are inconsistent with SFIS core values will result in a consequence. The violation matrix provides clarification on the level of the infraction, consequence, staff/student accountability, and whether an action may be appealed.

MEDIATION

Mediation can take place because of a conflict or infraction. As part of the intervention process, students who engage in the Level 3 violation of Fighting/Acts of Aggression have an option for mediation. The Deans of Students will oversee the mediation process.

Mediation Process

Mediation is critical in resolving conflicts among students. The mediation process is as follows:

1. The student consents to participate in the mediation.
2. Prior to Mediation - Information gathering; parent notification and individual student interviews.
3. Engage the conflicting parties in the mediation.
4. Clearly identify the conflict, reasons for the conflict and methods for resolving the conflict.
5. Mediation contract is signed by the participating students. Copies will be provided to students and for file.
6. Cell Phones will not be permitted in the Mediation session

SEARCH AND SEIZURE

Any authorized school representative may conduct a justified search of a student's person, school property, including a students' academic lockers, dormitory rooms, student backpacks, computers, network files, vehicles, or any other property including student cell phones. A justifiable search will be conducted when there is a reasonable suspicion that illegal or dangerous activity is occurring by a student or group of students. This is done to protect the health and safety of students and school staff. In some instances, a law enforcement (BIA) K-9 will be brought on campus with the Superintendents' approval to conduct a general search/sweep to identify suspected students in possession of illegal drugs and/or alcohol. If a student or a student's belongings are identified by the K9, a designated SFIS staff will conduct a search of the student and the student's possessions. Refusal to cooperate in a search will result in an automatic Gross Insubordination Violation.

ALCOHOL/DRUG TESTING: STANDARD FIELD SOBRIETY TEST

The health and safety of SFIS students is of the utmost importance. When a student is suspected of being under the influence of alcohol, a certified breathalyzer test will be administered. If the reading registers at .02% (legal intoxication for a minor) or greater than .02%, the school may seek medical clearance to ensure the safety of the student.

If a student is suspected of being under the influence of other drugs, such as unauthorized medications, over-the-counter medications or inhalants, and he/she fails the Standard Field Sobriety Test, the student may be charged with a Level 3 substance use violation. Trained school staff administer the above referenced tests. If a student refuses any field sobriety test this will result in an automatic Gross Insubordination violation See Violation Matrix for consequences.

PARTNERSHIP FOR ALTERNATIVE STUDENT SUCCESS (PASS)

PASS is an alternative program designed to support students who need to participate in the school community in an alternative manner. The program was designed from the core values of caring and traditional restorative justice which support individual success by building self-esteem and community relationships. To do this, the program utilizes the following components:

- Family Conferencing
- Academic Support
- Behavioral and Mental Health Support
- Cultural Mentorship
- Prevention and Intervention Education
- Life Skills
- Community Service
- Leadership Skills

The purpose of the PASS program is three-fold:

1. Provide an alternative space for students to refocus.
2. Hold students accountable for inappropriate behavior while allowing them to remain in school and complete academic requirements.
3. Keep students academically engaged when they are required to be out of school for more than 10 days due to cultural or health reasons.

THREE-TIERED PROGRAM AND REFERRAL PROCESS:

PASS I

The purpose of PASS I is for refocusing in an alternative academic setting. It provides academic, behavioral

intervention, or mental health support within a smaller class setting where the student remains in the PASS classroom during the regular school day, for the entirety of the day or for individual classes. This program requires a referral to the Principal and may include the components offered in PASS II.

PASS II

Inclusion in PASS II is for behavioral violations and incidents that require a referral to PASS, an FCS, and an Individual Service Plan to target the behavior. PASS II takes place outside of the core academic program and after school, focusing on the essential components of the PASS program. PASS II may include day services offered in PASS I.

PASS III

PASS III is for the purpose of cultural or health circumstances that require a long-term off-campus stay (longer than 10 days) in the home community, treatment facility, or alternative setting. A minimum of 5 hours a week of academic instruction by a certified PASS teacher is provided. Use of a 504 Plan may be implemented. PASS III requires appropriate documentation and referral to the Principal.

Referral Process

Anyone in the school community can refer a student to PASS through the MS and HS Principals. A Family Conference Session (FCS) may be held for each student prior to entering the program. The FCS includes a parent or guardian and any school employees who will provide support to the student.

DISMISSALS

Parental withdrawals will be an option for all dismissals.

Students who violate a Level 4 infraction of trafficking, weapons, and/or assault will be allowed to withdraw with a Parental Withdrawal if they choose not to have an expulsion on their record or the outcome of a disciplinary hearing still results in an expulsion. However, if the receiving institution contacts the school, the SR&R Coordinator/designee must disclose the reasons for the dismissal. This stipulation is noted on the transfer/withdrawal form.

The SR&R Coordinator/designee oversees the dismissal process. Dismissals occur in consultation with the Superintendent, the Principal, and/or the Student Living Director/Coordinator.

Students recommended for dismissal have the right to a due process disciplinary hearing.

Santa Fe Indian School complies with federal regulations under the Individuals with Disabilities Education Act and applicable regulations, as may be amended from time to time.

DUE PROCESS

To guarantee the protection of student rights, all students will be provided Due Process before a suspension in excess of 10 days or expulsion and consistency in the disciplinary process. The student rights and due process procedures herein are consistent with the language contained in 25 CFR Part 42, the regulations that govern grant and contract schools funded by the Bureau of Indian Affairs.

Student Due Process rights are as follows:

- The student has a right to be present at the hearing (physically or via teleconference except when deemed that safety or privacy may be compromised).
- The student has a right to have a parent(s) /guardian(s) or their designee present or be represented by a legal counsel of the student's choice. Legal counsel will be at the student's expense.
- The student has the right to present an explanation of the alleged misconduct and support their explanation through witnesses, introduction of documents, or through other physical evidence.
- The student has the right to confront and examine all witnesses (except in cases when deemed that witness rights, including personal safety or privacy, may be compromised).
- The student has a right to a record of the hearings about disciplinary actions, including written findings of fact and conclusions.
- The student has a right to administrative review and appeal.
- The student has a right to not testify against him/herself.

Due Process is a formal hearing; therefore, the student or parent/guardian must request a hearing in writing to the SR&R Coordinator/designee within three business days after an FCS. The right to a hearing will be waived and the disciplinary action will be upheld if the request is not submitted as stated.

When a request for a hearing is received, the school must respond to the student within five business days from the time the request is received to schedule the hearing and to provide the following:

- a written notice of the charges
- a copy of the school policy allegedly violated
- facts related to the allegations
- information about any statements that the school has received relating to the charge and how to obtain copies of those statements through the SR&R Coordinator/designee
- information regarding those parts of the student's record that the school will consider in rendering a disciplinary decision.

The Hearing Officer is the individual who presides over a due process hearing by holding a fair and impartial hearing. The SR&R Coordinator/designee appoints the Hearing Officer who is not an employee of SFIS and must not have a personal or professional interest that conflicts with the objectivity of the hearing.

The Hearing Officer shall make findings of fact and conclusions as to whether the student is in violation of school policy based upon the evidence presented at the hearing.

Within five business days of the hearing, the Hearing Officer shall determine the outcome of the hearing in a written decision provided to the school and to the student. The decision may either uphold or reverse the allegation(s) of misconduct.

The student has a right to have the allegation(s) of misconduct and related information removed from the student's record if the student is determined not guilty of the misconduct. A student facing dismissal may request guidance about due process procedures immediately upon request for a hearing from the office of the SR&R Coordinator/designee.

TRIBAL COLLABORATION FOR INTERVENTION AND RESTORATIVE JUSTICE

Owned and operated by the 19 Pueblo Governors, The Santa Fe Indian School reserves the right to address an academic concern, behavioral concern, or school violation through collaboration with tribal leadership. These processes are formal and informal and fall into two categories: prevention and intervention (Alternative Dispute Resolution).

Prevention Process

A student may be referred for a tribal collaboration meeting by a parent and/or school staff member. The referral is requested through the SR&R Coordinator/designee. This type of collaboration is not the result of a violation but a concern by a parent or school staff member and may be related to academics, behavior, or social and emotional concerns.

Intervention Process

A student may be referred for a tribal collaboration meeting due to a school violation as a form of tribal restorative justice. The referral is given to the SR&R Coordinator/designee who initiates the process. The SR&R Coordinator/designee, in consultation with the Principal and Superintendent, will determine whether SFIS will utilize Alternative Dispute Resolution.

Alternative Dispute Resolution

25 CFR Sections 42.4 and 42.5 gives full faith and credit to traditional laws and customs. It is the intent of SFIS to utilize the tribal leadership, whenever possible, as a result of a violation of school rules and/or violation of the law on the SFIS campus. Use of the ADR allows students to be restored as contributing members of the school and home community. The school may address an alleged violation through the ADR process described in 42.4, unless one of the conditions of this section applies:

- The violation of the student is a Level 4 Violation which requires immediate expulsion (see Violation Matrix).
- When the use of the ADR process would not be compatible with the Individuals with Disabilities Act for a student with disabilities.
- When all parties do not agree to use an ADR
- If the ADR process does not resolve matters or cannot be used, the school must address alleged violations through the formal disciplinary proceedings.

POLICIES AND PROCEDURES FOR MAJOR VIOLATIONS

The High School and Middle School academic Principals along with the High School Student Living Director are the program administrators responsible for student discipline. MS and HS academic Principals and the HS Student Living Director or their designees are responsible for leading the investigations, processing all paperwork, suspending, and making final recommendations.

The Investigation process begins at the direction of the HS and MS academic or student living personnel who will oversee the investigation process (Principals, Assistant Principals, Deans of Students, Student Living Director, or their designee to include Dorm Supervisors and SLAs or RAs).

Academic/Student Living designated staff will interview student(s) and request a written statement from the student(s) involved. A search of person, dorm room, and lockers may also take place by approved school personnel.

Staff will immediately confiscate all communication devices and will obtain cell phone passwords. Academic/Student Living designated staff or security can begin an initial review of the phone to see if there is any information relating to the incident that can be acted on immediately and to see if other students are involved. Phones will then be placed in a secure location. If the student is charged with a drug or alcohol violation, the phone will be confiscated and turned over to security for further review and will be returned to the student after the Family Conference Session. If the student is not charged with a violation, the phone may be returned to the student once the student is cleared.

Based on the investigation, if a student is to be written-up for a major violation, MS and HS Academic Principals, the Student Living Director, or their designees will follow up in completing and processing the written incident report.

The Dean of Students or Student Living staff will make parent contact and inform parents of the violation/s. Parents may have to pick up the student if there is a suspension. A family conference session (FCS) will be scheduled, and if the student is suspended, the FCS must take place prior to their child returning to school or the dorms. The Deans of Students are responsible for scheduling the meeting time.

HS and MS Principals and HS the Student Living Director will make a final recommendation using the Violation Matrix,

Security may be requested to assist in the following areas:

- Monitor the area and assist with supervision if multiple students are involved in the incident
- Confiscation of communication devices
- Search of Person - gender must be the same, male to male or female to female and two staff members should always be in the room when a search of person is conducted
- Search of Dorm Rooms -two staff members will conduct a search together, and members should include at least one dorm staff member
- Search of Student Lockers - two staff members will conduct a search together and should include at least one academic designee
- Field Sobriety Tests (eye exam, DAX: Data Analysis Expression machine and Breathalyzer) may be conducted by security officers to assist in determining if the student is under the influence

School Resource Officer (SRO) and Northern Pueblos Agency (NPA)

If the School Resource Officer (SRO) arrives during the investigation, the SRO will monitor the area for safety, but will not be involved in the school's investigation. The SRO cannot be in the room while school personnel are conducting investigations and/or while students are being interviewed. If SRO needs to interview a student suspected of a crime, parental notification is required.

The School Resource Office (SRO) will be informed regarding confiscation of any illegal drugs, alcohol, physical assault that requires medical attention or is related to drug trafficking. If the SRO is not available, Northern Pueblos Agency will be contacted. Illegal drugs or alcohol confiscated by school personnel will be turned over to law enforcement.

Once the SFIS investigation is complete and parents have been notified, NPA can begin to conduct their investigation or may conduct their investigation in coordination with the school administration. The SRO/Responding Officer will not take part in any school disciplinary actions: he/she will only accompany the school staff if there is a threat of violence.

If the incident is a violation of the law, the school resource officer may assist in determining if law enforcement action is appropriate.

Any documentation collected by the school shall be retained by the school. At no time will student statements and/or incidents reports be provided to NPA, unless there is a search warrant. The only information provided to the SRO or responding officer will be the student NASIS information sheet with parent contacts. If security or the SRO/Responding Officer requests copies of an incident report and statements, SFIS staff will redirect them to the SR & R Coordinator who is the official record keeper.

Code of Federal Regulations (CFR) Court and Bureau of Indian Affairs (BIA), Northern Pueblo Agency (NPA)

The Santa Fe Indian School campus is under the police jurisdiction of the U.S. Bureau of Indian Affairs, Northern Pueblos Agency (NPA), and is under the court jurisdiction of the Court of Indian Offenses, also known as a Code of Federal Regulations (CFR).

Once a student incident rises to a criminal level and the police or the court get involved, the school has limited control over the situation. The school reserves the right to discipline a student for an incident separate from any criminal prosecution by the police or court.

Students who are charged under the CFR court by law enforcement will be notified by the court of the charges and the court date. The student will be referred to the school's Partnership for Alternative Student Success (PASS) for intervention services and support. The BIA OJS Staff Assistant informs the student and parents by certified mail of court hearing and charges.

SFIS Support for CRF Court Hearing Process:

- BIA/OJS Staff Assistant informs SFIS Student Success Specialist of court hearing date and charges.
- Student Success Specialist contacts parents to confirm the date of court hearing and charges.
- Success Specialist will have pre-hearing meeting with student and parent.
- Success Specialist meets with student to go over court etiquette.
- Success Specialist will have complete file of student's progress, i.e. attendance, grades, behavior, and completion of other school contract requirements.
- Prior to court beginning, the Judge requests that the Prosecutor, Parents and Student Success Specialist meet to provide recommendations.
- Judge begins the hearing with the explanation of students' rights and assurance that the student understands the proceedings.
- Prosecutor then presents recommendations to the Judge.
- Judge will decide to prosecute or defer the case.
- Or, upon reconvening of hearing, if the student completes all recommendations successfully, the case is dismissed with prejudice.

SFIS COUNSELING CENTER SERVICES

The SFIS Counseling Center has licensed clinical counselors on campus to support all high and Middle School students. The SFIS Counseling Center utilizes a holistic wellness framework that honors the whole person and the profound influence of the family system on the adolescent. Its services embrace the SFIS Core Value of Acceptance (inclusive of diversity) and are provided in a trauma-informed and culturally sensitive manner.

Staff are available Monday through Thursday, 7:00 AM to 8:00 PM and Fridays 7:00 AM to 5:00 PM. The counseling offices are located in the High School Dormitory and the Middle School Dormitory

The Counseling Center provides the following services:

- Drop-In counseling available Monday-Friday, 8:00am to 4:00pm, accessed via the School Health Center
- Short term (8-12 sessions) of individual, group or family therapy
- Treatment of common issues such as anxiety and depression, substance abuse, grief/loss, life transitions, trauma, ADHD, suicidal ideation and self-harm, family stress, and peer relationship problems
- Provide community referrals and resources as needed for additional student and family support
- Telehealth family therapy sessions

The SFIS Counseling Center does submit claims to Medicaid and other third-party Managed Care Organizations to reimburse our providers for services rendered. The center does not bill for or collect co-payments. Services are provided regardless of a student's ability to pay for services and no out of pocket costs are ever collected.

CONSENT FOR TREATMENT

Clients 14 years of age and older have the legal right to consent to and receive mental health services without the consent of a legal guardian. However, SFIS believes that parental or guardian involvement in therapy and other services, when possible, is an integral part of an effective process. Therefore, it is the Counseling Center's practice to request an agreement with a child between 14 and 18 years of age and their legal guardian that the Center's staff be able to share general information about the progress of the child's treatment and their attendance at scheduled sessions. Any other communication will require the child's authorization. Legal guardians have the right to review records of children under 14 years of age unless SFIS decides that such access is likely to cause emotional harm to the child. It is the Center's practice to respect a child's request regarding this issue whenever possible. *With children under the age of 14 years, SFIS expects consistent parental or guardian involvement in the form of formal, scheduled sessions with legal guardians at a frequency that in agreement is appropriate. Sessions which include legal guardians typically occur after every 4-6 sessions with individual children.*

CONFIDENTIALITY OF COUNSELING SERVICES

The SFIS Counseling Center provides confidential counseling services. Confidentiality and privacy are preserved unless there is a Release of Information form signed by the client or parent on file. The licensed counselors are required, as mandated reporters by law, to report any concerns of safety to the proper tribal and legal authorities for any person under the age of 18. See 45 CFR Section 164.512 (a), (c). The following refers to **limits of confidentiality**. The law protects the privacy of all communications between therapist and client *except* in the following situations:

- If **abuse or neglect** of a child is suspected, or if a child discloses abuse or neglect directly to counselors, they are required by law to inform the appropriate authorities, which begins with the SFIS designated administrator and then proceeds to appropriate law enforcement or social service agency who has jurisdiction over the child.
- If there is a belief that a client presents a substantial and **imminent risk of serious harm to another person**, counselors are required by law to take protective action which may include notifying the potential victim, contacting the police, or seeking hospitalization for the client.
- If a client presents a **substantial risk or serious harm to himself/herself**, counselors are required by law to contact family members (usually a legal guardian) who can help provide protection and to facilitate hospitalization for the client. Once notified, it is the guardian's responsibility to provide this protection and appropriate medical and/or mental health care for their child.

- Personal identifying information may be given to **emergency medical services** in order to protect the client in the event of an imminent risk to self or others or in the case of a medical emergency.
- **Insurance companies** require that we disclose some information regarding assessment and treatment in order to be reimbursed for the cost of services. Counseling Center personnel make it a practice to disclose the minimum information required.
- If a student is involved in a **court proceeding** and Santa Fe Indian School is ordered by the court to disclose information, the Counseling Center is required by law to do so.

COUNSELING CENTER REFERRAL

Students can be referred to the counseling center by school faculty and staff, family, other students, community members, or by themselves. Depending on the level of urgency for the referral, a meeting with a counselor will occur within 24-48 hours to determine counseling needs. A student seeking counseling services can request a pass to the School Health Center and speak to a counselor directly during Drop-In Counseling hours.

SCHOOL HEALTH CENTER

505-216-7418

The SFIS Health Center is open during the school day and evenings, concurrent with the school calendar. *The health center hours may be subject to change without prior notice.* The School Health Center is located within the Student Life Center Complex.

A Supervisory School Nurse, a School Nurse, and a Medical Clerk staff the School Health Center. SFIS also has several certified School Health Assistants who provide support to students in other departments. Providers from the Indian Health Service-Santa Fe Service Unit are available to students at the School Health Center on Tuesday afternoons, Wednesday afternoons, and Thursday mornings by appointment only.

MEDICAL CONSENT FOR TREATMENT

An SFIS School Health Center Medical Consent is included in each student's registration packet along with emergency contact information, student medical history form, allergies and any medications the student is currently taking. **THIS INFORMATION IS REQUIRED TO BE ON FILE.** Parents must fill out this form each year at registration and submit it to the School Health Center to be kept in the student's chart.

RETURNING TO SFIS WITH A MEDICAL NEED

If a student is returning to the SFIS campus with a medical need, such as taking a new prescription that needs to be administered by school staff, requiring any accommodations (example: student was seen in urgent care over the weekend and was prescribed medication, student is on crutches and needs accommodations including using elevators) parents/guardians should take their student to the School Health Center to discuss their student's health issues with the school nurse. The school nurse will help communicate a plan to residential and academic programs. If a student returns to campus after hours or when the School Health Center is closed, parents should call the School Health Center and leave a detailed message. A school nurse will follow up as soon as possible.

MEDICATIONS

Santa Fe Indian School recognizes that:

- Some students require long term medications for control of chronic medical conditions
- Some students require short term medication for management of acute illness or infection
- Common minor illnesses are often treated symptomatically with over the counter medications such as analgesics, antihistamines, decongestants, or antacids

For the School Health Center staff to administer medications for long term and or acute illnesses or conditions, an Authorization to Administer Prescribed Medication form is required. **The provider and the student's parent or guardian must fill out this form.** The completed form will be kept in the student's chart in the Student Health Center.

>>Helpful hint: Students/Parents/Guardians should keep a hard copy of this form readily available. If a student is seen by a doctor when home on leave, he/she will need to take this form to the doctor's visit as it needs to be signed by the prescribing provider. All School Health Center forms are available on the SFIS Website. If you need a hardcopy of any forms, please call the Health Center for assistance.

A student's parent or guardian is required to deliver medication to the School Health Center staff with instructions along with a provider's notes as to why the student is on the medication. The medications must be delivered to the

School Health Center in the original container labeled with the student's name, provider's name, name of medication, dosage, and instructions for administration. The School Health Center staff will work with the student and residential staff to ensure that medications are administered in accordance with the delivery requirements.

In order for the School Health Center to administer over-the-counter medications to students, a Consent for Over-the-Counter Medication form must be filled out and signed by the parent or guardian. This form is included in the registration packet. The consent form contains a check list of over-the-counter medications the health center can provide, and each medication must be checked in order for the health center staff to administer it.

USE OF PRESCRIPTION NARCOTIC MEDICATIONS

The policy of SFIS is to require students who have been prescribed medication containing narcotics such as oxycodone or hydrocodone (commonly referred to as painkillers) to stay at home while on the prescription for the following reasons: If the student's pain level is high enough that he/she needs narcotics, the student is likely unable to focus on schoolwork. If the student is given narcotics during school hours, the student will be impaired and unable to focus on schoolwork as well as be at a higher risk of accident or injury.

Also, there is a high risk of addiction to narcotics. If pain symptoms are not properly monitored by staff, the administration of narcotics to students can contribute to this. Storage and administration of narcotics require proper legal documentation and counting procedures for which the staff will not be responsible. Finally, these types of medications have a high rate of theft and abuse. If theft of these medications occurs on campus, a person can be charged with a felony, experience an injury while impaired, or overdose.

INDIAN HEALTH SERVICES-SANTA FE SERVICE UNIT OR CHRISTUS ST. VINCENT'S ER

If an SFIS student needs an evaluation or treatment that the School Health Center is not able to provide, the student may be referred and transported to another facility for the care needed. School Health Center staff will make every effort to contact the parent before the student is referred.

Parents who wish their student to receive any care (medical or dental) at IHS-SFSU need to have a chart on file at IHS-SFUS including a signed consent to treatment. Parents are required to fill out and submit these forms directly to the Santa Fe Service Unit. To determine if your student has an open chart or to schedule a medical/dental appointment please call 505-988-9821. In the event of a medical emergency, students will be transported to Christus St. Vincent's Hospital Emergency Room via ambulance. If a student is transported, parents are expected to meet their student at the facility as soon as possible.

SFIS is not responsible for transporting students to off campus appointments scheduled by parents. For all appointments at IHS-SFSU, students under the age of 14 require a parent or guardian to accompany the student.

STUDENT TOO ILL/INJURED TO GO TO CLASS

In the event a student's illness or injury prevents them from attending school, the school health center staff will call the parent or guardian and request the student be taken home. Sick or injured students must be picked up by a parent or authorized adult as soon as possible. Students will not be permitted to ride public transportation home. The school nurse may require the parent or guardian to return with the student to provide a clearance from a health care provider for the student to return to school.

FOOD SERVICES

505-989-6358

The Santa Fe Indian School (SFIS) Food Services program is grounded in the school's Core Values. Food Service personnel strive to provide healthy, tasty and nutritious meals including traditional Native American foods, respect for the environment, and meeting dietary needs of the diverse SFIS school community.

The Food Services Department participates in the School Breakfast (SBP), National School Lunch (NSLP,) and the Supper Programs which are federally assisted meal programs operating under the U.S. Department of Agriculture (USDA). SFIS receives cash subsidies and donated foods from USDA for each meal served to students. All meals meet Federal nutrition requirements. In addition, food is provided for snacks, extracurricular and school-related activities, such as banquets, field trips, and athletic road trips.

All meals served at SFIS are at no cost to enrolled students. All breakfasts and lunches must meet nutrient standards based on the Dietary Guidelines for Americans (DGAs), a critical tool to help Americans make healthy choices in their daily lives. In addition to nutritional content, portion sizes are measured to ensure optimal health. SFIS encourages students and staff to increase their consumption of fruits and vegetables. The DGA's focus is on disease prevention, thus providing guidance that helps individuals improve and maintain overall health and reduce the risk of chronic diseases such as diabetes, high blood pressure, and heart disease.

Healthy school meals help to encourage and support healthy choices at home. School meals include low fat proteins, a variety of fruits and vegetables, low fat or fat free milk, and whole grain items which provide students with needed nutrients to ensure they are ready to learn and grow their bodies and minds. Well-nourished students have higher test scores, increased school attendance, improved concentration, and improved classroom behavior. Students who are well nourished and physically fit sleep better and are better able to handle the physical and emotional challenges that they encounter during the day. Students are encouraged to be active for at least 60 minutes, five times a week.

In addition, all SFIS students in the cafeteria are expected to demonstrate respectful behavior. This behavior includes not wasting food, utilizing the compost bins, and cleaning up after themselves. No outside food is allowed.

At SFIS, the goal is for our students to be healthy and productive and grow to be adults who not only have the academic skills they need to succeed, but also have learned to eat and exercise for a lifetime of wellbeing.

Students with food allergies or special dietary needs or requests can work directly with the MS and HS Assistant Principals.

SCHOOL SAFETY

Each classroom and office in every building on campus has been furnished with “Santa Fe Indian School Emergency Procedures” and “Secure in Place Procedure” instruction sheets, which outline what to do during an emergency situation. Teachers and dorm staff are to review these documents with students at the beginning of each school year. Fire Safety and Secure in Place drills will be held periodically throughout the school year.

FIRE SAFETY RULES

- Sprinkler heads and doorways shall not be obstructed.
- Fire escapes or exits located in the High School dorm shall not be used for daily exit or entry.
- Students should never play or tamper with fire-fighting equipment such as extinguishers, sprinkler heads, smoke detectors, fire alarms, or any other detection or suppression life safety equipment or systems.
- Incense or candles are prohibited in the dorms.

BUILDING FIRE EVACUATION INSTRUCTIONS – FIRE DRILLS

Fire drills and other safety drills occur at periodic intervals as required by law and are important safety precautions. It is essential that when the first signal is given, everyone must follow procedures promptly and if the process demands, quickly clear the building by following posted evacuation routes, or exiting through the nearest and safest exit if these areas are unsafe to use. Teachers or other school personnel within affected areas shall provide specific instructions for safe evacuations, instructions which students are expected to follow.

All students, school personnel and visitors will leave the building immediately. If safe to do so, students and/or staff should ensure all windows are closed and lights are turned off.

Exiting the building should always be done in a calm, controlled, and orderly fashion. There should be no talking, running, pushing, or horse playing.

During an evacuation drill or emergency, students should proceed to designated meeting locations a minimum distance of 100 feet away from the buildings.

Students should stay clear of any driveway or entrance that might be used by emergency responders.

In case of actual fire, an alternative route may be necessary. Students will be instructed to be calm, quiet, and listen for special instructions as they evacuate.

If students are in the dining room when they hear the fire alarm, students will evacuate upon instructions from the kitchen staff and/or designated personnel.

EVACUATION ROUTES & MEETING SITES

- High School Academic Buildings (*See Building Evacuation Routes and Meeting Site Maps Located in each classroom*)
- High School Dorms (*See Building Evacuation Routes and Meeting Site Maps Located on each floor*)
- Everett F. Chavez Pueblo Pavilion (*See Building Evacuation Routes and Meeting Site Maps Located near building exits*)
- Francis L. Abeyta Memorial Gym (*See Building Evacuation Routes and Meeting Site Maps Located near building exits*)
- Health Education Building (*See Building Evacuation Routes and Meeting Site Maps Located near building exits*)
- Student Life Center (*See Building Evacuation Routes and Meeting Site Maps Located near building exits*)
- Middle School Academics (*See Building Evacuation Routes and Meeting Site Maps Located near building exits*)
- Middle School Dorms (*See Building Evacuation Routes and Meeting Site Maps Located near building exits*)
- Administration (*See Building Evacuation Routes and Meeting Site Maps Located near building exits*)

LOCKDOWN, LOCKOUT, AND EVACUATION PROCEDURES

Refer to the Santa Fe Indian School Emergency Procedure handout.

CAMPUS AREAS THAT MAY BE USED BY STUDENTS

The SFIS campus consists of one main road that circles the new buildings. It is the area within this circle, including the baseball and softball fields and the play area by the Middle School that is designated for student use. Paolo Soleri is strictly off limits. Consult the map at the end of the handbook indicating other restricted areas.

CAMPUS SURVEILLANCE POLICY

Policy Overview

The Santa Fe Indian School ("SFIS") Board of Trustees ("BOT") seeks to promote school safety and provide an effective educational and work environment. The BOT has carefully considered a person's right to be free from invasion of privacy and has balanced it with the interest and duty of SFIS to promote the health, welfare and safety of students, parents, staff, and visitors. The BOT supports and reserves the right to install and utilize surveillance cameras, when necessary and appropriate, within specific areas of all academic buildings, athletic facilities, support buildings, school buses and/or within the external boundaries of the SFIS Campus.

Policy Statement

SFIS is committed to the deployment of best practices of safety and security. SFIS acknowledges that the use of video surveillance technology is to be a part of the SFIS Emergency Operations Plan and overall campus safety plan.

Viewing

1. Information regarding student violations may be accessed by key administrators investigating and or processing student violations, as identified in the SFIS Violations Matrix.
2. Information regarding student violations, requested by law enforcement will be approved as determined by Superintendent or designee according to law.
3. The existence of this Policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week; however, the SFIS reserves the right to do so.
 1. The surveillance camera system does not guarantee that someone on SFIS campus property is safe from crime or injury.
 2. There is no guarantee that SFIS Security will be able to observe and respond to a crime or other emergencies in progress.
 3. Victims and witnesses of crime should immediately contact SFIS Security. In the event of life threatening and or medical emergencies, dial 911 immediately.

TRANSPORTATION

505-989-6340

DAY STUDENT BUS TRANSPORTATION POLICY

Bus stops and buses are an extension of the SFIS campus; therefore, all campus rules and disciplinary consequences outlined in this handbook apply according to the violation. The following outlines the regulations that apply to students on the bus:

- A completed annual bus contract must be on file with the Transportation Office before a student is permitted to ride the bus.
- Using obscene language will not be permitted or tolerated.
- Smoking, alcohol, and controlled substances are not allowed on the bus or at the bus stop.
- Students will remain seated in the proper seating area at all times while the bus is in motion.
- Safety is the first priority. Students should not conduct themselves in a distractive or disruptive manner. The throwing of any object within the bus or out the windows is prohibited.
- Students must remain at a safe distance when the bus is loading and unloading.
- Vandalism, graffiti, or defacement to any part of the bus will result in disciplinary actions, possible charges for damages, and revocation of bus privileges.
- Students riding the bus on a temporary basis for athletics, academic, or residential functions are subject to the same rules and regulations.
- Failure to ride the bus consistently *will result in forfeiture* of the student's right to transportation.
- Students can only enter and exit the bus at designated bus stops. Buses will not pull over to allow tardy students aboard. Parents should refrain from flashing lights at the driver or waving them down or stopping in front of the bus in an attempt to have the bus pull over.

EVENING BUS TRANSPORTATION POLICY

****Note:** Evening bus transportation is contingent upon availability of funding to provide services. It is a privilege and not a right to ride the evening bus, and students who do not follow expectations and/or abuse the privilege will not be allowed to ride the bus.

An Evening Bus Contract, which is in addition to the day student bus contract, **MUST** be completed before riding the bus. It must be returned to the Transportation Office at least two days prior to riding the evening bus.

Students **must** be participating in sanctioned afterschool programs to be allowed to ride the evening bus. Students will be required to check-in with the afterschool monitor in the library immediately after school, each time they stay on campus for programs that will require them to ride the late bus. The first time a student does not sign up with the afterschool monitor and shows up for the evening bus, the afterschool monitor will give the student a verbal warning, allow them on the bus and contact parents. The second time, the student will not be allowed on the bus, and parents will be notified and must pick up their child. The third time, the student will be suspended from the late bus for 2 weeks, and parents will be notified and must pick up their child.

Day and evening bus contract rules must be adhered to or evening bus privileges can be revoked. Evening bus hours may be adjusted and/or cancellations may occur at the discretion of the Academic Principals in coordination with the Transportation coordinator.

INCLEMENT WEATHER

Heavy snow days occasionally cause hazardous road conditions, forcing a delay for day busses to arrive at school on time. The following local television stations will announce the bus delay: Channels 4, 7, and 13. The hotline number for bus delays is (505) 989-6399.

TEMPORARY PERMISSION

Temporary permission to ride the bus is granted based on availability of space. A residential student who wishes to ride the day student bus on a temporary basis must make the request in writing. The parent authorizing the request must submit a letter to the Transportation Coordinator for approval. The letter must state the purpose of the request and the length of the time for the request. Upon approval, the Transportation Coordinator will inform the bus driver.

A student who is granted temporary day student status must ride the bus both in the morning and at the end of the day. Temporary day students lose their residential privileges for the duration of the time and are not permitted to enter the dorms. Students on a dormitory time out will not be permitted to ride the bus during their time out period.

PERMANENT PERMISSION (Dorm to Day Student Status)

Permanent permission to ride the bus is granted based on availability of space on the day bus. A residential student who wishes to become a day student and ride the day bus on a permanent basis must make the request in writing. The parent requesting the change of status of their student must submit a letter to the Office of Admission and Student Living Residential Program. Students will need to turn in room keys and clean their residential room. Once completed, the Residential Program will notify Admissions that the student is approved to be a day student. Upon approval of the written request, the Admissions Director or Assistant will inform the Transportation Coordinator of the change. The Transportation Coordinator will contact the parent informing them of availability and will provide all transportation documentation. This is a 2-5 day turnaround process.

PUBLIC TRANSPORTATION

SFIS is a closed campus.

****SFIS strongly discourages parents from making requests for their students to ride the Rail Runner during the academic day between 8:00 am and 3:30 pm. SFIS will not provide student transportation to/from the train station during the academic day, and will not be liable for a student's actions, incidents, or injuries.**

A student may request to ride the New Mexico Regional Transit District (RTD) bus or the Rail Runner as follows:

- Middle School students must obtain approval to ride public transportation from the Middle School Principal during the Academic Program hours (8:30 am to 3:30 pm) and from the Middle School Residential Coordinator during Student Living Program hours (3:30 pm to 8:30 am).
- High School students must obtain approval to ride public transportation from the High School Principal during the Academic Program hours (8:30 am to 3:30 pm) and from the High School Student Living Director during Student Living Program hours (3:30 pm to 8:30 am).
- A Hold Harmless Agreement **MUST** be signed by a parent/guardian and be on file for students to ride any public transportation.

A. NEW MEXICO REGIONAL TRANSIT DISTRICT BUS (RTD)

Students who ride the RTD commuter "blue" bus/Popay Messenger must have a hold harmless agreement on file signed by a parent/guardian.

B. RAIL RUNNER

HS Students who ride the Rail Runner on days other than the weekend release time must have permission from the respective program director (see above) and a Hold Harmless Agreement on file before being permitted to commute via the Rail Runner. Parents need to submit a written request to the program director for their student to ride the Rail Runner. Transportation to the Rail Runner is not provided during the academic day. See additional information for Residential students in the Student Living section of the handbook.

Middle School students who ride the Rail Runner are required to take the school bus from the campus to the station on Friday and from the station to the campus on Sunday.

In the event a student does not take school transportation to the Rail Runner, the liability of the school ends when the student leaves campus. The School reserves the right to revoke Rail Runner privileges for good cause or amend this Policy from time to time.

Students who are sick or injured will not be permitted, for safety reasons, to ride public transportation home. In such instances, the student **must** be picked up by a parent or authorized adult.

*****Students who use public transportation, and students residing locally who wait for parents to transport them, use city transportation, walk home, or students who must participate in an organized after school activity – a club, a sport, or study hall – should report to their designated areas immediately upon arrival and after school. Students will not be permitted to roam the campus unattended.***

STUDENT DRIVING PRIVILEGES

Students in good standing are allowed to drive private vehicles upon written request by the parent/guardian to the SR&R Coordinator/designee. The following documentation must be provided with the request:

- Vehicle Registration
- Proof of Insurance
- Student's Driver's License

Student Driver Request Procedure

1. Parent makes a written request to the SR&R Coordinator/designee, who approves the request.
2. Student is issued a student entry tag and must park in a designated area. (ECPP Parking lot)
3. Day student drivers must turn in vehicle keys to Academics.
4. Student drivers cannot transport other students unless written permission is granted in writing by both sets of parents/guardians and approve by the SR & R Coordinator.
5. Dormitory students who are approved to drive, must turn their keys into the High School Student Living Director or designee (SLA) upon arriving to campus on Sunday evening and can pick them up prior to departure on Friday afternoon. Residential students are prohibited from operating vehicles on campus at all times, even while on authorized leave. Dorm students are not permitted to transport other students besides their siblings. A written request from the parent/guardian must be submitted to the SR & R Coordinator for approval.
6. Students must get permission from the HS Principal or the Student Living Director in order to leave campus outside of regular driving times for appointments or other events coordinated with the parents.
7. Athletes who drive to campus during weekend practices or holidays but do not have approval from the SR&R Coordinator to drive on a regular basis, must present a valid Driver License to security in order to drive on campus and are only allowed to drive directly to the athletic facility. Students who arrive on campus with other student athletes are not allowed to have additional students in their vehicle once they are on campus and they cannot take additional students off campus with them when they depart.

SFIS assumes no liability for any damages to private vehicles or damages to other property.

Student Driver End of Year Checkout Procedure

As part of the end-of-year checkout procedure, all student drivers are required to turn in their entry tags to the SR&R Coordinator/designee.

Returning students who would like to continue driving onto campus will need to resubmit an application for each new school year by following the Student Driver Request Procedure.

Any violation will result in the voiding of this privilege.

PARENT AND FAMILY ENGAGEMENT POLICY

SFIS is committed to work in cooperation with parents and community members to ensure effective parent and family involvement as a way to improve the academic achievements of SFIS students. The SFIS Parent-student Staff Compact is part of the annual registration and outlines how parents, staff, and students will share the responsibility and develop a partnership to help all students improve their academic achievement.

PARTNERSHIP FOR STUDENT SUCCESS INITIATIVE

The Partnership for Student Success Initiative delegates the Family Engagement Coordinator to serve as a liaison for the school and partner with families and communities. This partnership provides opportunities within the SFIS school community to engage and empower SFIS parents so they can take an active role in their children's education.

FAMILY ENGAGEMENT COORDINATOR

The Family Engagement Coordinator works with school programs to create, organize, plan and implement family engagement opportunities for parents. The goal is to strengthen and engage partnerships with parents by implementing classes, workshops, events, activities, and outreach programs that maximize family engagement.

PARENT INVOLVEMENT HOURS

The Partnership for Student Success initiative encourages SFIS parents to complete ten Parent Involvement hours per school year. These hours can be completed in a number of ways. Opportunities to complete these hours include, but are not limited to, attending parent trainings, parent/teacher conferences, volunteering at school activities/sporting events, spending a day on campus shadowing their students, or by attending PAC meetings or activities. Parents are also encouraged to attend parenting trainings and events held in their communities. Parent Involvement hours are documented on the Parent Involvement cards, and parents who have fulfilled the required hours will receive an SFIS Athletic Pass to attend any SFIS hosted non-tournament sporting event.

PARENT ADVISORY COUNCIL (PAC)

The Parent Advisory Council (PAC) supports and serves in a liaison capacity to the Superintendent and the Board of Trustees to support SFIS strategic initiatives and parent activities associated with the continuous school improvement process.

The Parent Advisory Council has seven members with the following representation: two members from the Eight Northern Pueblos, two members from the Middle Rio Grande Pueblos, two members from the Southern Pueblos, and one At-Large member. PAC members serve on a voluntary basis, and SFIS encourages parents and guardians of enrolled students to serve as members of the PAC.

The PAC meets a minimum of six times per school year. All PAC meetings are open meetings, and meeting dates will be posted on the school website.

PARENT CONCERN PROCESS

SFIS encourages parents to resolve any issues or concerns at the point of origin. If a parent feels that resolution was unsatisfactory or unresolved, they may contact the Principal or immediate supervisor.

PARENT/GUARDIAN ESEA RIGHT-TO-KNOW INFORMATION

The latest reauthorization of The Elementary and Secondary Education Act (ESEA), the Every Student Succeeds Act (ESSA), requires all schools receiving federal Title I funds, including the Santa Fe Indian School, to inform parents and guardians of the following.

Parents/Guardians have the right to request and receive in a timely manner the following information regarding the professional qualifications of students' classroom teachers:

- whether the teacher has met the applicable New Mexico qualification and licensing criteria for the grade levels and

subject areas they teach;

- whether the teacher is teaching under emergency or other provisional status through which applicable New Mexico qualifications have been waived;
- whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- whether the student is provided services by paraprofessionals and, if so, their qualifications.

Parents/Guardians may request information about the professional qualifications of their student's classroom teachers by contacting the Human Resources Department.

In addition, the Santa Fe Indian School will provide timely notice to parents/guardians if a student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable New Mexico certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

ADMISSIONS

505-989-6370

The Office of Admissions assists parents and students with changes and updates to their students' enrollment status.

CHANGE OF PARENT CONTACT INFORMATION

Parents must contact the Office of Admissions to update their contact information in NASIS. To ensure parents receive notifications from the school, it is important that addresses, phone numbers, and email addresses are current.

STATUS CHANGE OF STUDENT

A parent/guardian requesting a change to the enrollment status of their student, from dorm to day or day to dorm status, must submit a written request to the Office of Admissions indicating the type of status change. Approval for a status change is dependent on the availability of space either in the dorm or on the bus.

Upon approval of a status change from dorm to day status, the Admissions Director will inform the Transportation Coordinator of the change. The Transportation Coordinator will contact the parent informing them of availability and will provide all transportation documentation.

Upon approval of a status change from day student to dorm student, the Admissions Director will inform the parent and Student Living Director of the change. The Student Living Director will contact the parent and arrange for the student to move into the dormitory.

WITHDRAWALS/TRANSFERS

A student who needs to withdraw from school or transfer to another school **must** have their parent/guardian start the withdrawal process by completing a withdrawal form at the Office of Admissions.

The withdrawal process takes several hours to complete. Each of the student's teachers must sign the withdrawal form acknowledging the student has turned in all books and SFIS property that is issued to the student. Students are expected to pay for books, school materials, or SFIS property issued that is lost or damaged. All outstanding fees must be paid with cash, a money order, or online at sfis.k12.nm.us/finance. A student's transcript will not be released until all fees are paid in full.

TRANSCRIPTS

A student who is planning to transfer to another school or is applying to college must complete a transcript request form a week before transferring or on the day of transfer. Transcript requests will take a week to process depending on whether all student fees, including books, uniforms, etc. are paid in full. Once all fees are paid, the official sealed transcript will be mailed directly to the receiving school. Unofficial transcripts can be hand carried.

PARENTAL AUTHORITY

It is the intention of SFIS to remain a neutral party in parental disputes concerning the care or custody of a student. To do this, SFIS relies on legal documentation from a court of appropriate jurisdiction to determine who has parental authority to make decisions regarding the education, health, safety and welfare of a child. All legal documentations, such as court orders, guardianship judgements and restraining orders, **must** be submitted to the Office of Admissions to be placed in the student's file.

PARENT/STUDENT ACCESS TO EDUCATION RECORDS

SFIS is firmly committed to maintaining confidentiality concerning student information. This means that SFIS staff will only disclose student information within the school on a "need to know" basis and in compliance with applicable federal law. If a parent/guardian objects to the school disclosing directory or other information about their student to groups as outlined in the policy, please notify the Admissions Office immediately.

DIRECTORY INFORMATION

SFIS may disclose certain information, known as *Directory Information*, without written consent unless a parent/guardian informs the school of their wish not to disclose. Directory Information is information generally not considered harmful or an invasion of privacy if published. Pursuant to the Family Educational Rights and Privacy Act

("FERPA") (20 U.S.C. § 1232g), SFIS may use directory information for the following school purposes: the annual yearbook, honor roll or other recognition lists, promotion and/or graduation programs, and program or sports activity lists.

SFIS has identified the following as directory information:

- Student's name
- Participation in officially recognized school activity or sport
- Photograph
- Awards, Honors or Special Recognitions
- Grade level

Because SFIS receives federal funding under the Elementary and Secondary Education Act (ESEA), the school must disclose students' directory information, addresses, and telephone listings to military recruiters upon their request unless a parent/guardian has advised in writing that the school not disclose them.

If you object to the school disclosing directory information about your student as outlined in the policy, please notify the Admissions Office to fill out a FERPA Opt-Out Form.

CHECKOUT PROCEDURES AND CHECKOUT LISTS

Parents or guardians who wish to make any changes to their students' checkout list must submit a written request to the Office of Admissions. Changes can be made at Admissions, Academic Offices and the Student Living Programs. Only individuals 21 years and older, who are authorized on a student's checkout form, can check out students from the academic and residential programs. Only 6 individuals are allowed on the NASIS program checkout list.

ADMINISTRATIVE SERVICES

505-989-6320

The collecting and accounting of student fees and student banking is processed by the Finance Department. The Finance Department is located on the first floor of the administration building.

FEES

Student fees are \$50 per year and are due at the beginning of every school year. If there is more than one child per family attending SFIS, the second child's fee will be \$25, and the third child's fee will be \$10. Fees are to cover admissions costs. There are also fees that are assessed to specific students or student groups, for example: Senior graduation fees. Parents can pay student fees online at sfis.k12.nm.us/finance.

Students are expected to pay for issued books, school materials, or SFIS property that are lost or damaged.

A student who owes fees will not receive a transcript/diploma..

STUDENT BANK

Personal banking accounts for students can be opened with the Finance Department by students and parents/guardians. Student bankers can make account transactions after school Monday through Friday.

MAIL

Student mailing needs are taken care of by the Finance Department. Mail services are available daily after school. Students should check for mail at least once a week.

Mailing Address PO Box 5340 Santa Fe, New Mexico 87505	Physical Address – For packages 1501 Cerrillos Road Santa Fe, New Mexico 87501
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SFIS LEADERSHIP INSTITUTE (LI)

505-989-6303

The SFIS Leadership Institute provides leadership opportunities for students. One program is the Summer Policy Academy. Participants attend political meetings and leadership institutes designed to teach about issues affecting tribal communities. During the school year, Brave Girls is offered in collaboration with the Student Living program. Contact SFIS Leadership Institute for more information.

PHILOSOPHY

Santa Fe Indian School views athletics as an integral part of students' overall education. Although offered to every student who meets eligibility requirements, participation in the athletic program is a privilege and not a right. Each student and parent must realize that a serious commitment is necessary when making the decision to participate in the athletic program.

Student athletes have the opportunity to acquire lifelong skills such as leadership, cooperation, reliability, dependability, sportsmanship, self-discipline, and a strong work ethic. A major goal of interscholastic athletic programs is to provide the opportunity for maximum development of each participant's potential. Each program should provide a positive environment for the development of physical and mental skills through extracurricular competition.

PURSuing VICTORY WITH HONOR

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal: Pursuing victory with honor. The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of our school's culture. In the belief that the impact of sports can and should enhance the character and uplift the ethics of our communities, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely. The main principles are as follows:

- Promote sportsmanship and foster good character by teaching, enforcing, advocating, and modeling the "Six Pillars of Character": trustworthiness, respect, responsibility, fairness, caring, and good citizenship.
- Conduct sports programs in a manner that enhances the mental, social, and moral development of athletes and teach positive life skills that will help student athletes become personally successful and socially responsible.
- Consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit, as well as the letter of the game and its rules.
- Cheer for the team/son/daughter in a positive manner; never yell negative remarks – be a good fan.
- Show respect for a son or daughter's coaches and the referees.
- Competitiveness is natural, but students should show respect for the opposing team and its fans.

CHAIN OF COMMAND STRUCTURE

Within the SFIS Athletic Program, the following chain of command has been established. Except under extraordinary circumstances, individuals must not "skip" a step in the chain. This linear structure will also serve for all necessary communications relating to athletic activities: Assistant Coaches > Coach > Athletic Director > Superintendent > Board of Trustees.

SPORTS OFFERINGS

Athletic programs offered at Santa Fe Indian School include football, volleyball, boys and girls cross-country, soccer, boys and girls basketball, boys and girls track, baseball, softball and golf.

ELIGIBILITY

All NMAA rules and regulations will apply to all students who wish to participate in the extracurricular programs offered by Santa Fe Indian School.

Use of Semester Grades Only – Eligibility will be determined by official semester grades (9 week marking period grades will only be used to gain eligibility). A student cannot fail any classes and must maintain a 2.0 grade point average or better for the previous grading period average (must have a minimum of four classes). A grade of "INC" will be counted as an "F" for eligibility purposes. Eligibility status cannot be changed for an athlete once teachers have input grades. Extenuating circumstances will be considered if there is proof of errors and/or omissions. Within 7 days of the grade period/posting an reinstated student must be approved by the Principal. A student with one (1) F is automatically ineligible.

BASIC ELIGIBILITY STANDARDS

According to the NMAA rules, the student is eligible if he/she meets each of the following standards:

1. The athlete is eligible if his/her parents have signed the parental consent form stating there are no objections to his/her participation in athletic contests.
2. An athlete is eligible if he/she has filed a form with the school indicating he/she has passed a current physical examination, has health, accident and injury insurance, and has catastrophic insurance.
3. An athlete is eligible if he/she is a regularly enrolled student in the 7th, 8th, 9th, 10th, 11th, or 12th grade.
4. An athlete is eligible if he/she has attended High School, grades 9 – 12, and less than eight semesters.
5. An athlete is eligible if he/she has not become 19 years of age before Sept. 1 of the present school year.
6. An athlete is eligible if he/she has not participated in more than four seasons, including the current season, in any sport during grades 9 – 12.
7. An athlete is eligible if he/she has passed four subjects during the last grading period, not failed any classes, and has a 2.0 G.P.A. or better during the previous grading period.
8. Eighth grade participation at the High School level is permitted by SFIS per NMAA bylaw 6.4.1 A2. The "8th grade participation form" must be submitted to the NMAA prior to participation. Once the election is made to participate on a High School team, that is the student's open enrollment choice.
9. Change of school attendance after this open enrollment choice is governed by the transfer rules outlined in Section VI.
10. SFIS Athletics takes precedence over any other league/club such as AAU league/club.

OTHER ELIGIBILITY REQUIREMENTS

Student athletes are required to be in school (the full day or until they leave for a game) the day of a game. Students who miss school the day of a game are not allowed to participate in a game that same night. The only exceptions are death in the family, a written doctor's or dental excuse, and cultural responsibilities. Any absences interfere with game strategies and can result in decreased playing time.

OTHER RESPONSIBILITIES

- Students and parents must comply with all established rules and regulations that govern Santa Fe Indian School. Such rules and regulations are in the District Policy Handbook, Athletic Handbook and Student Handbook.
- No student can participate in practices or games unless he/she has on file with the Athletic Director a completed athletic packet.
- Students will ride to and from games with the team unless parents request an exception and have permission from the coach. The parent/guardian must properly sign the student out. A copy of the checkout form must be provided to the dorm staff.
- Students will accept responsibility for care of all equipment issued to them. Students will pay for all equipment not returned at the completion of the season. Students may not participate in another sport, including practices, until all equipment from a previous sport is turned in or paid for.
- Coaches of all sports will have rules for their particular sport which are in addition to the rules in this handbook. Athletes must have a signed letter stating that they understand the team rules and will abide by them.
- The use, possession or distribution of tobacco products will result in a one-week suspension from the team for each offense.

LETTERS AND AWARDS IN ATHLETICS

TO EARN A LETTER

- Volleyball – Must complete the entire season and play in at least 30% of varsity games including playoff games.
- Football – Must complete the entire season and participate in at least 15 quarters.
- Basketball – Must complete the entire season and participate in at least 40 varsity quarters.
- Track and Field – Must complete the entire season and must score at least 2 points.
- Baseball – Must complete the entire season and play in at least 30% of varsity games, including playoff games.

- Softball – Must complete the entire season and play in at least 30% of varsity games, including playoff games.
- Cross country – Must complete the entire season and must score at least 2 points.
- Soccer – Must complete the entire season and play in at least 30% of varsity games including playoff games.
- Golf - Must compete in at least 3 HS level invites over the course of the season.

CERTIFICATE OF PARTICIPATION

A certificate of participation shall be awarded to athletes who do not earn a letter but completed the entire season.

ATHLETE OF THE YEAR AWARD

The athlete of the year award goes to one senior male and one senior female at the end of the school year. To be eligible to receive the athlete of the year award, the athlete must:

- Participate in more than one sport.
- Show good sportsmanship and have no disciplinary referrals.
- Be a positive role model and leader on and off the playing field.
- Have a 2.5 GPA or better.
- Be a senior.
- Only head coaches will nominate candidates.
- Only one male and one female will be chosen.

ATHLETICS AND ACTIVITY CODE

The parent/guardian and student are required to sign the Athletics Code Acknowledgement Form to acknowledge that the code has been read and is understood by the student and the parent/guardian, and that they agree to be bound by it. Student athletes are not allowed to practice, play or otherwise participate in the sport or activity until that student's signed acknowledgement has been returned to the coach.

GENERAL CONDITIONS OF PARTICIPATION

- The development of character and proper conduct that is promoted by athletics and activities is central to the educational mission of the school.
- Students and parents who are involved in athletics/activities are held to a higher standard of behavior because they are representatives of their school and serve as role models for others.
- Participation in all athletics and activities is a privilege offered to students, and it may be withdrawn on the basis of a failure to adhere to high standards of personal conduct and ethical behavior by the parent and student athlete.
- It is impossible to have a regulation for every possible circumstance; professional judgment will be used by coaches and administrators in situations not covered by a specific written rule or guideline.
- In addition to the specific standards set forth in the Code, the student's membership and participation, including any disciplinary action, will be determined on the basis of the student's attitude, punctuality and attendance, and on the basis of the welfare and best interest of the team or group, the school and other school districts.
- It is the responsibility of parents and students to familiarize themselves with the terms and requirements of the Athletics and Activities Code. A student or his/her parent/guardian may obtain an explanation of any part of this Code from the Administration.
- All standards, rules and requirements in the SFIS Athletic Code are in addition to the applicable standards, rules and requirements of the New Mexico Activities Association (NMAA). Parents or students who wish to review the NMAA Code may request an opportunity to do so via online access and/or from the Athletic Director.

CODE OF CONDUCT DURING ACTIVITIES AND EVENTS

Parents and student athletes are regarded as representatives of SFIS and are expected to conduct themselves as ladies and gentlemen, and as the best examples of SFIS students, on and off the playing fields and courts. Students on trips for activities or athletics remain at all times subject to all rules and standards applicable under school and district codes and policies.

The athletic director, Principal or designee will determine if a violation has occurred. If a violation occurs, the student may be removed or suspended from the team or activity. In addition, parents or other family members may be removed or banned from attending SFIS athletic activities if their behavior at an event violates any of the applicable policies.

PROHIBITED CONDUCT

A student shall be removed or suspended from any sport or activity for any of the following misconduct, regardless of whether such conduct takes place on or off campus, and regardless of whether such conduct takes place during school hours or at any other time. Students charged with or suspected of any of the following conduct may be suspended from their sport or activity pending any investigation.

- In accordance with NMAA rules, SFIS prohibits students from the use, possession, sale or transportation of alcohol and/or illegal drugs on school property, at school, on buses or at school-sponsored activities. For this rule, illegal drugs include controlled substances, prescription drugs, used or possessed without a prescription, solvents used for intoxication and those substances possessed, sold and/or used that are held out to be or represented to be controlled substances, illegal substances, inhalants, or any illegal or controlled substances.
- Fighting, trespassing, vandalism, theft or other illegal disorderly conduct, regardless of whether such conduct results in arrest, prosecution or conviction, is prohibited. In addition, any student who has been arrested for any reason may be suspended from all sports and activities pending his or her exoneration from the charges.
- Hazing is the physical or non-physical harassing, intimidating or coercing of another student with the purpose or result of embarrassment, disturbance, or humiliation. Hazing is a Level Three-B Violation. (See Violation Matrix)

Except as otherwise provided herein, a student who quits or is dismissed from a team or activity will not be allowed to participate in any sport or activity until the end of the season of that sport or the term of the activity in which he or she was participating prior to resignation or dismissal.

Students are allowed to participate in more than one sport during the same season. However, the student/athlete must identify his/her 1st choice in case both sports are on the same day and conflict with each other. When this occurs, the sport identified as the student's 1st choice will dictate what sport he/she will participate in.

SUSPENSIONS

When an athlete is suspended for an infraction, the athlete will not be allowed to participate in practice and games for the duration of the suspension. In addition, athletes will sit out a minimum of one game. (See Violation Matrix)

SCHOOL ATTENDANCE

A student athlete is expected to attend school the full day or until they leave for the game to be eligible to participate in a practice, competition, activity or performance scheduled on the same date. The only exceptions are a death in the family, a written doctor's excuse, or a dental excuse.

Participation in evening activities or competitions should not affect school attendance on the following day.

Students placed on suspension (in school/out of school) will not be allowed to practice or compete in contests during the suspension period.

RETURNING FROM OUT-OF-TOWN CONTESTS

To promote team unity, **it is highly encouraged** that student athletes return from all out-of-town contests with their squads and by school transportation.

A parent or guardian seeking an exception from this guideline must seek permission and sign out their student with their sport's coach after the game in order for the student athlete to be transported home or back to school by the parents or guardians.

Student athletes are not permitted under any circumstance to return from an out-of-town contest other than by school transportation except with permission from their coach and by being properly signed out by their parents. A student athlete who does not sign out properly with their coach shall be subject to discipline that can include, but is not limited to suspension, loss of playing time, and/or dismissal from the team. See Violation Matrix

CHANGING SPORTS

Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the Athletic Director.

A student who quits a sport or is dismissed from a sport during the season will not be eligible to join another sport or team during their pre-season practice. For example, it would be necessary to wait until the fall sports season ends before joining a winter sports team.

QUITTING A SQUAD

A student who is quitting a squad must:

- Notify the head coach in writing, explaining the reason for quitting the team.
- Turn in all school gear the same day.

INJURY REPORTS

The athletic trainer or coach must fill out an injury report and submit it to the Athletic Office. A copy of the report will be given to the parents.

Coaches will inform parents, the athletic director, and dorm staff (if applicable) of any injury which occurs at practice and/or athletic event (home/away).

ATHLETIC EQUIPMENT

In most sports, practice, and/or game, equipment is issued to athletes. Athletes are responsible for the care and custody of all equipment issued to them.

All equipment will be returned when the athlete finishes the sport, either at the end of the season or upon dropping the sport. The student will pay for any equipment not returned. The athlete will be ineligible to compete in the next sport season if there is a failure to pay for such equipment. Once fees and fines are paid in full, or equipment is turned in, the athlete will become eligible to compete again.

The athlete will pay for equipment that is lost, stolen or destroyed through negligence of the student.

The cost of unreturned, lost, stolen or destroyed equipment will be determined by the coach and will be based on the replacement cost of the equipment. New equipment will be issued only with payment receipt for lost article(s).

School-owned equipment is to be worn or used only at scheduled practice or official contests.

USE OF ALL ATHLETIC FACILITIES

- No individuals or groups are permitted to use the gymnasium or athletic fields at any time without authorized supervision.
- No one may use or be present in the gymnasium during team or squad practice except spectators who have obtained the permission of a coach.
- Athletes in the gymnasium for sports practice will refrain from using equipment other than that for their sport.
- No one is permitted in the weight room without authorized adult supervision.

OTHER RULES

- Coaches, with prior approval of the Athletic Director, may establish team rules that exceed the Athletic Code requirements.
- Coaches may establish curfews for athletes to enhance preparation for competitions.
- Coaches may impose, and enforce by appropriate means, standards regarding attendance, punctuality and attitude.
- Parents or students who wish to discuss a concern/complaint with a coach must schedule a meeting at least 24 hours after an incident or concern occurs.
- Students who violate team rules, curfews, or standards will be subject to curtailment of playing time, suspensions from games, and/or suspension or dismissal from teams or activities.
- Students whose conduct is detrimental to team cohesiveness or success will be subject to curtailment of playing time, suspensions from games, and suspension or dismissal from teams or activities.
- Coaches may require a study hall for any or all of their athletes.

FEDERAL STATUTES

AMERICANS WITH DISABILITY ACT (ADA)

Section 504 and Americans with Disabilities Act (ADA) are federal laws that prohibit discrimination against persons with a disability. SFIS recognizes a responsibility to avoid discrimination against any person with a disability. No discrimination will knowingly be permitted in any of the programs and practices at SFIS.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

The Individuals with Disabilities Education Act is a law that makes available a free and appropriate public education in the least restrictive environment to eligible children with disabilities throughout the nation and ensures special education and related services to those children. Santa Fe Indian School provides a continuum of services to meet the unique needs of all eligible children with disabilities.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The Child Internet Protection Act (CIPA), other federal law enforcement requirements, as well as network security considerations provide the foundation for the terms of the contract. To comply with CIPA, SFIS has the responsibility to both monitor student Internet use and restrict access to online content deemed obscene, pornographic, or otherwise harmful to minors. Content-filtering software is installed to achieve these goals. Internet Safety education is provided annually.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)

ESEA was reauthorized from No Child Left Behind (NCLB) to Every Student Succeeds Act (ESSA) in 2015. The purpose of ESEA is to provide all children a significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The law requires that SFIS not disclose personal, identifiable information from a child's educational records to the public without parent/guardian consent. This act does not apply to internal school documents, only to documents released for public consumption.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, was enacted on August 21, 1996. Sections 261 through 264 of HIPAA require the Secretary of HHS to publicize standards for the electronic exchange, privacy and security of health information. HIPAA provides data privacy and security provisions for safeguarding medical information.

CONSENT FOR TREATMENT BY A MINOR 14 YEARS OF AGE OR OLDER

A child fourteen years of age or older is presumed to have capacity to consent to treatment without consent of the child's legal custodian, including consent for individual psychotherapy, group psychotherapy, case management, behavioral therapy, family therapy, counseling, substance abuse treatment or other forms of verbal treatment that do not include aversive interventions. Nothing in this section shall be interpreted to provide a child fourteen years of age or older with independent consent rights for the purposes of the provision of special education and related services as set forth in federal law.

Psychotropic medications may be administered to a child fourteen years of age or older with the informed consent of the child. When psychotropic medications are administered to a child fourteen years of age or older, the child's legal custodian shall be notified by the clinician.

A clinician or other mental health and developmental disabilities professional shall promote the healthy involvement of a child's legal custodians and family members in developing and implementing the child's treatment plan, including appropriate participation in treatment for children fourteen years of age or older. However, nothing in this section shall limit the rights of a child fourteen years of age or older to consent to services and to consent to disclosure of mental

health records. (NMSA 32A-6A-15)

The Santa Fe Indian School Board of Trustees has adopted the State Consent Law as policy for the School. (May 10, 2018)

INDIAN CHILD PROTECTION AND FAMILY VIOLENCE PREVENTION ACT

Santa Fe Indian School complies with federal laws that are meant to protect the safety of our Indian children. The Indian Child Protection and Family Violence Prevention Act of 1990 (P.L.101-630) details child protection requirements with which SFIS must comply. All employees of Bureau of Indian Education funded schools and all non-federal employees have a mandated responsibility for prompt reporting of alleged incidents of child abuse or neglect.

Any alleged incidents must be reported within 24 hours to the SR&R Coordinator. Any employee who has information of an incident or suspects an incident must promptly report it to his or her immediate supervisor and to the SR&R Coordinator in a written report. The sole responsibility of SFIS is to report to the appropriate federal or state law enforcement agency. Failure of an SFIS employee to report any incident within the required timeframe can result in a fine of \$5000, imprisonment for six months, or both.

CRIME CONTROL ACT OF 1990, PUBLIC LAW 101-647

The Crime Control Act of 1990 requires any person in a professional capacity or activity on the Santa Fe Indian School campus and/or other federal land who learns of facts that give reason to suspect that a child has suffered an incident of child abuse must make a report of the suspected abuse.

Any alleged incidents must be reported within 24 hours to the SR&R Coordinator. Any employee who has information of an incident or suspects an incident must promptly report it to his or her immediate supervisor and to the SR&R Coordinator in a written report. The sole responsibility of SFIS is to report to the appropriate federal or state law enforcement agency.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The McKinney-Vento Homeless Education Act is a federal law that requires schools to immediately enroll students experiencing homelessness, even if the student is unable to provide documents such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation that are typically required for enrollment. 42 U.S.C. §11432(g)(3)(C).

The McKinney-Vento Act states that children and youth who lack “a fixed, regular, and adequate nighttime residence” will be considered homeless. 42 U.S.C. §11434A(2)(A).

STATEMENT OF NO ASBESTOS

SFIS values the health and safety of all community members. Per the Bureau of Indian Affairs, all schools are required to create a Management Plan that addresses asbestos in the schools.

In compliance with the requirements of the rule about asbestos-containing materials in schools, all academic and residential buildings at SFIS were inspected by the United States Environmental Protection Agency, Region 6, on April 29, 2008, and have been deemed free of asbestos. In accordance with the law, SFIS must inform staff and parents of this information. The documents can be found in the Office of the Superintendent or the Office of Facilities Management in addition to being posted throughout the campus.

APPENDIX

Activity Restriction

A student who is on activity restriction is not allowed to participate in any campus events or activities, (with exception of academic related events), even when a parent checks out the student. Such activities include, but are not limited to, games, off campus visits, or dances.

Advocate: A person who speaks or writes in support or defense of a SFIS student.

Alternative Dispute Resolution (ADR): The ability of SFIS staff to inform, consult, and meet with tribal officials or tribal resource personnel to assist the school with student behavioral issues. May be both preventative or as an intervention.

Assault (Physical): A deliberate, violent act against another individual that causes bodily harm or injury.

Assault (Sexual): A violent act of a sexual nature against another person or any sexual act against another person without consent.

Assault (Verbal): A deliberate verbal or written message directed to a specific person at school or specific group at school which threatens death or bodily harm with or without a weapon, causing reasonable fear.

AWOL (Absent Without Leave): A student who leaves campus or any school function held on or off campus without proper authorization and is unaccounted for during the academic day, evening program and/or school function, including but not limited to school-sponsored events, field trips, athletic functions and other school-related activities; or a student who has not returned to an identified campus location by a specified time.

Bullying/Cyberbullying: Inflicting, repeated verbal, social, or emotional abuse on another individual or individuals, including, but not limited to physical violence and attacks (could also result in assault violation); verbal taunts, name calling and put-downs; threats and intimidation; extortion or unpermitted taking of money or possessions; and ostracization and exclusion from the peer group. This includes bullying through the Internet or other electronic devices, i.e., cell phones, iPads, netbooks, etc.

Closed Campus: Day and residential students must remain on campus at all times. A student may leave the campus when proper procedures have been followed. Students who do not follow procedures are deemed as being AWOL. Only authorized individuals may check out a student from the day and residential programs.

Commitment Plan: Through a Family Conference Session (FCS), a student contract that includes strict probation, In- dorm/activity restriction, counselor referral and alternative resolution is determined.

Core Values: Those values that define who we are as tribal people.

Ditching Class: Being absent from a designated academic class (ditching) without properly checking out through the academic office or intentional failure to attend class without a legitimate reason.

Dorm Dismissal: In certain situations, a student may be recommended for dorm dismissal. Specifically, students can be recommended for day status for a major violation, for safety reasons, or for presenting a threat to other students. The parent/guardian is responsible for transportation arrangements for their student. will be required to contact transportation for day bus arrangements.

Due Process: The right to a fair and impartial hearing for a student who is facing a 10 day suspension or school dismissal as a disciplinary action.

Early Intervention: Process that identifies students that may be at risk of being involved in behavior that hinders their ability to develop their full potential.

Extra Detail

A student who is on in-dorm will be assigned extra dorm details (duties).

Family Conference Session (FCS): A mandatory meeting to re-engage a student into the normal school program after returning from In-School Suspension, Out-of-School Suspension (home suspension) or other interventions.

Family Emergency: Death of an immediate family member or illness of immediate family member. Students with excessive absences will be required to produce documentation for family illness.

Forgery (Major): The altering of official school documents, such as, but not limited to, student checkout forms and altering grades.

Forgery, (Petty): Falsifying of school procedural forms, such as, but not limited to, passes in either the academic or residential program.

Gang-Related Activity: Exhibiting behavior that reflects affiliation in a gang, such as, but not limited to, wearing, displaying, possessing, distributing or selling clothing, jewelry or emblems that reflect known gang affiliation.

Graffiti: Defacing of school buildings or other school property with markers, spray paint or other means with gang-related signs, forms of tagging or writing that is intended to slander or bully another person or damage school property. Classification as major or minor will depend on cost of repair for damaged property. Minor: incidents that result in damage less than \$100. Major: incidents that result in damage more than \$100.

Good Standing: A student is considered to be in “good standing” if he or she maintains a 2.0 GPA or higher, has no more than 1 failing grade, and has no major incidents.

Gross Insubordination: Blatantly and belligerently refusing to obey directives or requests from school staff. May include use of foul and/or vulgar language or the making of verbal threats or slanderous statements against school staff. Refusing to comply with a search and seizure, search of cell phone, and or field sobriety test will result in Gross Subordination Violation.

Gross Violation of Commitment Plan: Non-compliance of specified requirements as agreed to in a commitment plan.

Hazing: Physical or Non-physical harassing, intimidating or coercing another student with the purpose or result of embarrassment, disturbance, or humiliation.

Health/Safety Violations: Engaging in behavior that jeopardizes the health and safety of yourself and others, such as, but not limited to, activation of fire alarms, fire extinguishers, blocking doors, running in school corridors, etc.

Insubordination: Refusing to obey directives or requests from school staff. For example, being disrespectful or talking back.

In-dorm Redirection Restriction

A student on in-dorm redirection restriction must return to the dorm immediately after school. The student must remain within the building and sign in every 30 minutes at the RA desk. Students who do not sign in or sign in late or are checked out for home/off-campus leave, need to make up in-dorm time. Students who are on in-dorm can be assigned community service and are required to go home on the weekends.

While on in-dorm, a student will be engaged in positive reinforcement to support positive behaviors.

In Loco Parentis: Upon admission, SFIS assumes parental responsibility in the absence of the parent or guardian for the safety, health, and wellbeing of the student. Latin for “in place of a parent,” this phrase identifies a boarding school that is taking care of a student, including the protection of students’ rights. When parents place children in a boarding school for their education, the teachers, student living staff, and administrators of the school stand in *loco parentis* over the children entrusted to them while they are on campus or participating in a school related activity.

Internet Abuse: The transmission of any material in violation of any federal or state regulation. This includes, but is not limited to, copyrighted, threatening, or obscene material. Use for commercial activities, product advertisement, or political lobbying is also prohibited.

Mediation: Process to resolve conflicts, misunderstandings, and other difficulties among students through the use of a trained mediator.

NASIS Portal: Native American Student Information System application that allows parents/guardians to access student data, such as attendance, grades and assignments.

No Credit Status: Absences in excess of 15 days per semester will result in the loss of credit(s) toward graduation.

Parental Withdrawal: In lieu of expulsion from the school program, a student on dismissal status may request a parental withdrawal. However, SFIS is obligated to disclose all information to the receiving school if the school requests reasons for dismissal.

Public Displays of Affection (PDA): Conduct between individuals of a sexual nature in public, such as kissing, physically embracing, and inappropriate touching.

Relationship Violence: Relationship Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a relationship with the victim, such as a staff and student relationship.

Religious Absence: Excused absence for cultural purposes. Applicable documentation is provided, and the school receives documentation from an authorized tribal official and is approved by the Superintendent.

Reasonable Suspicion: An objectively justifiable suspicion based on facts or circumstances that warrants investigation.

Sexual Harassment: behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances. Could be student to student, student to teacher, teacher to student.

Strategic Planning: Comprehensive school improvement efforts to realize the school mission and vision statements.

Strict Probation: A consequence identified at an FCS and included on the commitment plan. It is the probation period that begins the day of the Family Conference Session.

Student Restitution

If an incident involves vandalism, property damage or a stolen item, the student will be required to pay restitution or perform community service in lieu of restitution.

Substance Use: Use of drugs, alcohol, unauthorized medications, over the counter medications or other substances that are intended to create a “high” or impair one’s ability to function.

Substance Possession: Possession of drugs, alcohol, unauthorized medications, over the counter medications or other substances that are intended to create a “high” or impair one’s ability to function.

Substance Paraphernalia: products, tools, chargers and other items associated with the consumption of drugs, alcohol, unauthorized medications, over the counter medications or other substances that are intended to create a “high” or impair one’s ability to function. This could include but is not limited to THC cartridges, empty THC product cartridges or boxes, pipes, THC “pens” and associated products, grinders, containers with the smell of substances or residue of substances.

Time-out from Student Living Program

Will be implemented for behavior violations in alignment with the SFIS Violation Matrix, a student’s behavior does not improve, and he/she continues to be insubordinate, he/she will be recommended for dorm time-out. and/or for health and safety concerns. During dorm time-out, the student will be required to attend academic classes, but he/she may not visit or stay at the dorm. Students on a time-out will not be permitted to ride the bus during their time-out period. The parent/guardian is responsible for transportation arrangements for their student.

Tobacco/Nicotine Products: Products containing tobacco or a nicotine product, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, and e-cigarettes.

Trafficking: The sale, supply, or distribution of drugs, alcohol, unauthorized medications or other substances that are intended to create a “high” or alter one’s ability to function in a normal manner.

Unauthorized Visitation (Academic): An individual on campus who has not gone through the proper channels to access school property.

Unauthorized Visitation (Residential): A student who is not in their assigned location after lights out.

Vandalism: Deliberate destruction of school property or property belonging to others, defined as minor and major. Minor: incidents that result in damages less than \$100. Major: incidents that result in damages more than \$100.

Verbal abuse: A type of emotional abuse. It is when someone uses their words to assault, ridicule, manipulate and/or degrade another person and negatively impact that person’s psychological health. Verbal abuse is a means of controlling and maintaining power over another person.

Weapons: Any object that may cause bodily harm to another individual.

IMPORTANT TELEPHONE NUMBERS

		Office	Cell
Superintendent's Office	Program Planner	989-6318	670-5701
	Superintendent	989-6333	467-9874
SR&R	SR&R Coordinator	989-6337	695-4650
Security	Safety and Security Coordinator	989-6306	690-1628
	On Duty Security	989-6311	690-4580
	Guard House	989-6311	
High School Academics		989-6330	
	Principal	216-7315	577-4638
	Assistant Principal	216-7409	795-0611
	Dean of Students	216-7403	699-3058
	Attendance	989-6327	670-9108
	Special Education Coordinator 7-12	216-7328	629-3210
	Extended Learning Coordinator 7-12	989-6326	469-5406
	12 th Grade/College Counselor	216-7319	660-5397
	11 th Grade/Academic Counselor	216-7406	660-4781
	10 th Grade Counselor	216-7401	660-6128
	9 th Grade Counselor	216-7410	660-3718
Middle School Academics		989-6393	
	Principal	989-6335	690-0361
	Assistant Principal	216-7412	470-1466
	Dean of Students and Attendance	216-7413	795-2867
	Parent Engagement	216-7365	819-8062
	7 th & 8 th Grade Counselor	989-6328	444-1081
High School Student Living		989-6380	500-2314
	Student Living Director	216-7307	490-5990
	Student Living Supervisor	216-7371	699-8560
	Girls – 1 st Floor RA Station	989-6361	
	Girls – 2 nd Floor	989-6362	
	Girls – 3 rd Floor RA Station	989-6363	
	Girls – Pod C RA Station	989-6310	
	Girls – Pod D RA Station	989-6339	
	Boys – 1 st Floor RA Station	989-6364	
	Boys – 2 nd Floor RA Station	989-6365	
	Boys – 3 rd Floor RA Station	989-6366	

Middle School Student Living		989-6390	
Student Living Coordinator		989-6334	670-1629
Girls – 1st Floor RA Station		989-6314	
Girls – 2nd Floor RA Station		989-6317	
Boys – 1st Floor RA Station		989-6329	
Boys – 2nd Floor RA Station		989-6344	
Student Wellness Director		216-7363	908-1315
Student Wellness Program Planner		216-7348	660-1662
Health Center		989-6358	927-2582
Cafeteria	Food Services Coordinator	989-6355	469-9924
Transportation	Transportation Coordinator	989-6340	795-1979
Athletic Director		989-6350	946-7118
Finance		989-6320	228-0521
Admissions		989-6370	690-6293

CAMPUS MAP: STUDENT AREAS OF USE

