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SANTA FE INDIAN SCHOOL
Office of the Superintendent

1501 Cerrillos Road Post Office Box 5340 Santa Fe, NM Phone: (505) 989-6318

Dear SFIS Family,

Please take some time to read our Partnership for Student Success Handbook together with your family; it is filled with very important schoolwide information. The Handbook is titled Partnership for Student Success because we value family engagement and encourage parents to be involved in their student's learning. Together, we can support our students by teaching them to live by our Core Values represented in our home and school community.

Our Board of Trustees approves this document, ensuring it reflects those values. We expect all our students to know and understand values grounded in love and respect. We aim to see all our students learn and accept the responsibilities in this Handbook. If an incident occurs, the process outlined in this Handbook will guide you in understanding potential consequences. While I hope none of our students find themselves involved in an incident, if one should occur, the Handbook is an important document for answers to questions you may have.

Your respective Deans of Students and Principals at Middle School or High School can address your questions when they arise. I ask parents to avoid seeking a resolution from the Board of Trustees, Tribal Leaders, or myself because this circumvents the important processes outlined in the Handbook. Our processes are fair and consistent, so please trust that we follow the process outlined for every incident.

In closing, we are a family, and the school culture I promote is based on my love for our students, families, staff, and communities. The expectations outlined in this document are intended to safeguard and protect our students from harming themselves or others. Help me encourage our students to make good choices "even when no one is looking" and to put forth their best efforts in completing their High School at Santa Fe Indian School. Go Braves and Lady Braves!

With Love,

Christie L. Abeyta
Superintendent

HANDBOOK INFORMATION

Statement on the Handbook

The Partnership for Student Success Handbook provides parents/guardians, students, and staff with useful information about the Santa Fe Indian School (SFIS). Students and parents are expected to be familiar with all the 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.

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. To facilitate better communication between parents and the school, important phone numbers can be found in the appendices.

When is this Handbook Applicable

The provisions of the SFIS Partnership for Student Success Handbook are enforced:

- During regular school and Student Living Program 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 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 their 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 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; and
- Working productively with all types of people and making good choices.

CORE VALUES

SFIS strives to represent and support those Core Values that our tribes have identified. The Core Values are the foundation of our school community and curriculum. 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 Schools were established in the late 1800s by the Bureau of Indian Affairs (BIA) as federal, off-reservation boarding schools. In 1976, after the passage of the Indian Self-Determination Education Act, the All Indian Pueblo Council contracted operations to assume control of the Albuquerque Indian School (AIS). In 1979, AIS merged with SFIS and relocated to its historic campus in Santa Fe, New Mexico. The success of Tribal Leadership exercising its right to educational sovereignty and self-determination has resulted in:

- SFIS becoming a tribally controlled grant school that is owned and operated by the nineteen Pueblos of New Mexico under Public Law 100-297, the Tribally Controlled Schools Act;
- The transfer of the 115 acre campus in trust to the 19 Pueblos of New Mexico as an educational institute under the Santa Fe Indian School Act;
- SFIS consistently closing achievement gaps for students, including continued growth during the pandemic, according to the Measures of Academic Progress (MAP); and
- Cognia, an international accrediting agency, identifying SFIS as a 2022 School of Distinction for exemplifying excellence in education and standing out as a global example for our service to learners.

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.



Governing Authority

Santa Fe Indian School is owned and operated by the nineteen Pueblos of New Mexico. The school is administered by a Board of Trustees whose members are appointed by the Governors of the nineteen Pueblos of New Mexico and who represent the following geographic locations: Northern Pueblos, Middle Rio Grande Pueblos, and the Southern Pueblos. 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.

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.

Partnerships

The Coalition of Educators for Native American Children (CENAC) is comprised of twelve schools that use Bureau of Indian Education 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.



ACADEMIC PROGRAM

Academic Priorities

Each year the SFIS faculty and academic support staff assess the Academic Program's 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 / GUARDIANS

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 student is studying and what they are doing in school. Check their 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 student. Parents can use the Native American Student Information System (NASIS) Parent/Student Portal to access grades, attendance and behavior. Contact the High School or Middle 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 student's performance. Conferences may be arranged through the student'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 student'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 or over.

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

STUDENT CHECK OUT PROCEDURE

To ensure student safety, only a parent or legal guardian may check a student out of school during the academic day. 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 Parent Permissions Form, which is then signed by the parent/guardian. 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.

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

Each year, hundreds of students apply for admission to SFIS. Accepting the invitation to attend SFIS obligates a student and their 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.

CHARACTER 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 Media Center.
- 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 at SFIS. |
| Salutatorian | This award is given to the student with the second-highest GPA over four years of High School at SFIS. |
| 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 Graduate. The student 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 Graduate. The student 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 their 7 th and 8 th 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. |
| SFIS Core Value Award | At the eighth-grade promotion ceremony, two students who reside in the Middle School Living Program, and who have been recognized by the Middle School Student Living Staff as a student who models our SFIS Core Values receive this award. |
| 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. |
| Bilingual/Biliteracy Seals | The seal can be awarded to students by their tribe at the High School graduation, depending on the tribes' criteria and programming. |

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 student'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 Counseling Center 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.
- **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 Assistance Team (SAT)** – The SFIS Student Assistance Team 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.
- **Partnership for Alternate Student Success (PASS I)** – 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 project's 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:

- Use of artificial intelligence tools without proper acknowledgement and appropriate citation;
- Stealing, using, or copying someone else's work and presenting it as your own;
- Sharing or giving your work to another student to copy/use/hand in for a grade;
- Having someone else do your work for you;
- Submitting for credit a paper or project that someone else has prepared, including artificial intelligence platforms;
- Sharing questions or answers to an assignment via text, email, or social media;
- Logging into or participating in an online course meeting/conference under another student's name;
- Copying another student's answers on a quiz or exam;
- Using information from a print or non-print source, or from the Internet, without appropriate citation;
- Copying and pasting copyrighted information (including images and videos) without citing;
- Submitting the same paper for more than one class without the permission of the instructors; or
- Using unapproved study aids (including phones/mobile devices) for use on a quiz or exam.

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 their 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 of the Ideal Graduate and content standards.

Teachers are responsible for following and implementing the SFIS Curriculum, which includes and is not limited to, the Ideal Graduate Skills, Foundational Topics, and content standards. Teachers are expected to follow the scope, 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 and 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; and
- Working productively with all types of people and making good choices.

SFIS IDEAL GRADUATE (IG) SKILLS

IG Skill #1: Find, evaluate, and give credit to diverse sources.

IG Skill #2: Gain knowledge and expertise through integration of inquiry, research, and study.

IG Skill #3: Record and organize information.

IG Skill #4: Maintain oversight of a process and persevere to complete tasks.

IG Skill #5: Represent and analyze information to make sense of a problem and its possible solutions.

IG Skill #6: Critique the reasoning of others and construct viable arguments.

IG Skill #7: Identify contributing factors to community issues, understand the scope, and develop suitable solutions.

IG Skill #8: Communicate and collaborate with people of diverse backgrounds.

IG Skill #9: Demonstrate command of Standard English, adapting communication as appropriate.

IG Skill #10: 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: art; community and economic development; education; environment; family; governance; health; land and cultural resources; language; and law.

CONTENT STANDARDS

SFIS implements the English Language Arts and Mathematics Common Core State Standards (CCSS), the Next Generation Science Standards, and other NM State Standards, as well as the SFIS Ideal Graduate Skills 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 Board of Trustees school year calendar on the SFIS website for exam dates.

SFIS uses the following standard grading scale:

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

Some classes will receive a non-standard grade:

- Pass (60% or better) or Fail (less than 60%) - for High School credit courses.
- Satisfactory (60% or better) or Unsatisfactory (less than 60%) - for non-credit 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 | B | C | D | F |
| 4.0 | 3.0 | 2.0 | 1.0 | 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 | B | C | D | F |
| 5.0 | 4.0 | 3.0 | 2.0 | 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 |
| Courses: 7 | | Total: 14 |
| GPA | | 2.0 |
| 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. Middle School and High 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 their student's grades, the parent is encouraged to contact grade level counselors.

PROMOTION REQUIREMENTS

Middle School

- Students must pass all Core subjects (math, reading, language arts, social studies, science) to promote from 7th to 8th and from 8th to 9th.
- Should a 7th or 8th grade student not earn promotion to the next grade level, they 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.

High School

- 9th to 10th grade, a student must earn a minimum of six credits, which must include English I 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;
- 11th 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 academic counselors for more information.

GRADUATION REQUIREMENTS

All students entering SFIS shall be graduated upon completion of 24 High School credits.

Graduation Credit Requirements

| | |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| English Language Arts | 4 credits |
| Social Studies | 4 credits |
| Science (Two credits in a laboratory science) | 3 credits |
| Mathematics | 4 credits |
| Physical Education | 1 credits |
| Health | 0.5 credits |
| Fine and Practical Arts (One credit is required in any of the practical arts offerings) | 2 credits |
| Electives (Electives may be chosen from any of the available course offerings and include two years of language other than English) | 4.5 credits |
| SFIS Exit Requirement Senior Honors Project | 1 credits |
| Total Credits | 24 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. Consult the school website for dates.

MIDDLE SCHOOL COURSE OFFERINGS

The standard course load consists of five academic courses, physical education, computer, and electives. Elective classes vary yearly. Current course offerings including electives can be found on the SFIS website.

| | |
|--------------------|------------|
| Reading | Two Years |
| Language Arts | Two Years |
| Math | Two Years |
| Science | Two Years |
| Social Studies | Two Years |
| Consumer Science | One Year |
| Physical Education | 1 semester |
| Health | 1 semester |
| Computer | 1 semester |
| Electives | Two Years |

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 academics or wish to challenge themselves 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. AP courses offered vary year to year based on faculty and course enrollment.

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 their academic counselor 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 or are provided talent development through mentorship or other programming facilitated by the school. 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 their 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.

Internship / School to Work

Internships and the School to Work 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. These opportunities also encourage academic achievement. School to Work is offered dependent on funding. Participants are considered based on grades, behavior, and attendance. Students can seek information from their academic counselor if they are interested in this program.

Senior Honors Project

As part of the SFIS graduation requirements, the Senior Honors Project (SHP) is a culmination of community-based units incorporated into every class from grades seven through twelve. The Senior Honors Project 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. 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, contact the Special Education office.

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 assigned a grade level.

Parents with questions about their student'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. Refer to the 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 their parents or guardians an overview of what is required to complete High School at Santa Fe Indian School. This plan is reviewed annually to ensure the courses selected continue to align to the students' goals and on track for graduation.

Sample High School Four Year Plan

| 9 th Grade | 10 th Grade | 11 th Grade | 12 th Grade |
|------------------------------------------|------------------------|------------------------|------------------------|
| English I | English II | English III | English IV |
| Algebra 1 | Geometry | Algebra II | Pre-Calculus |
| 9 th Grade Integrated Science | Biology | Chemistry | Physics |
| New Mexico / Native American History | U.S. History | World History | Government / Economics |
| Physical Education | Native Language | Native Language II | Senior Honors Project |
| Reading | Elective | Dual Credit** | Internship |
| Freshman Seminar | Elective | Elective | Elective |
| Elective / Health* | Elective | Elective | Elective |

*A 0.5 health credit is a requirement for graduation. It may be taken any time during grades 8-12.
**Dual credit courses may be taken by students in grades 10-12 from any of the schools of higher education partnered with SFIS.

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 informed of internship and career technical education opportunities aligned to their core academic learning and provided workshops on career exploration, college exploration, college essay writing, college applications, ACT and SAT 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 and all students are provided a Chromebook. SFIS has campus Wi-Fi to which students can connect school and personal devices.

All students are assigned an email account (@sfisonline.org) and are encouraged to regularly check their account. 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: IT Help Desk (888) 966-8557 or (505) 989-6377
- NASIS Password Resets: Student Information Systems Coordinator and MS Assistant Principal

Library Media Center

The Library Media Center (LMC) 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.

Testing

COLLEGE ENTRANCE TESTS

Required SAT School Day Testing for All 11th Graders:

As part of our commitment to preparing students for higher education and as part of the accountability assessment system, all 11th grade students are required to take the SAT School Day in the Spring. This standardized testing ensures that students receive comprehensive academic evaluation while providing valuable data for school accountability measures. Additionally, students gain familiarity with the SAT format and content, further preparing them for college admissions exams.

Benefit of Taking the SAT or ACT on the Weekend:

In addition to the required school testing, students are encouraged to take the SAT or ACT on the weekend. These weekend test dates offer flexibility for students who may need to retake the exam or who prefer to test outside of the school environment. Taking the test on the weekend allows students to focus solely on the exam without the distractions of daily school activities, potentially leading to improved performance. A student may take the tests more than once. A student should check with the college or university of their 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. SAT or ACT scores can be used to help offset a lower GPA or to determine a student's placement in college courses. Check with colleges, universities, scholarship offices, or the SFIS 12th grade college and career counselor for specific requirements and dates.

Offering SAT or ACT Fee Waivers:

SFIS offers fee waivers for the SAT and ACT exams to eligible students. These waivers cover the cost of the test administration fee, making it more accessible for students. Students can inquire with their grade level counselor to obtain a waiver.

ADVANCED PLACEMENT TESTING

SFIS actively participates in the Advanced Placement (AP) 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, they need 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.

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 activities.

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 SY 24-25 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 (ELA) and Mathematics New Mexico Measures of Student Success and Achievement (NM-MSSA);
- 8th Grade: English Language Arts (ELA) 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 (ELA) 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 and the amount of time students will spend taking the assessments 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 ESEA 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). Students identified as English Learners will take the approved assessment.

Measures of Academic Progress (MAP)

The Measures of Academic Progress (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, and to inform classroom instruction.

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

Performance Task Assessments

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

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 student's educational experience while providing the opportunity to create a powerful partnership between teachers and parents to ensure student success.

HOMEWORK FOR EXTENDED ABSENCES (Excused Absences or Unexcused)

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 Middle School students, parents or guardians should call the middle school academic counselor. Please allow at least a full day for counselors to gather all assignments.

If a student has been absent, they are 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.

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 their parents. Parents and students are responsible for providing information to the Principal or their designee about the reason for their student's absence to determine whether the absence is excused or unexcused.

ATTENDANCE POLICY

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.

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. Students may be re-enrolled on conditions.

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 parental contact.

When a student accumulates seven cumulative unexcused/excused absences during a semester, the Principal will notify the student's parent or guardian via a formal letter. 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.

Attendance Matrix

| Tardy Unexcused | | | | |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1 to 2 Times Unexcused Tardy | 3 Times Unexcused Tardy | 4 Times Unexcused Tardy | 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 Redirection, 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 |
| 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: Principal sends letter to parents |

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 AM on the day of the absence.

The High School number is 505-989-6327 and the Middle 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, they are 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 three 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 BELL SCHEDULE AND ALTERNATIVE DAILY SCHEDULES

Daily bell and alternative daily schedules for assemblies and snow days will be provided to parents at the beginning of the school year.

Extracurricular Activities (Clubs)

Santa Fe Indian School strives to offer students a variety of activities that develop their interests outside the academic realm. Extracurricular activities showcase the passions and interests of individual members of our student body and offer up great leadership opportunities for 7th through 12th grade students. The selection varies from year to year based on student interests and initiative, and students are encouraged to visit the SFIS website to learn more about what extracurricular activities are offered.

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 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.

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 or Middle School students are prohibited from attending prom. Parents and guardians are welcome to attend all Middle School 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 Office of Admissions. 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.

LOST AND FOUND

The “Lost and Found” is located in both the High School Academic office and the Middle School Academic Office.

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 school year. Seniors are required to take their pictures in both their caps and gowns and in their traditional clothing to be included in the yearbook.

RECREATIONAL EQUIPMENT

Recreational equipment such as skateboards, bikes, and scooters are not to be used 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, SFIS may sponsor school clubs for supervised or off campus recreational 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 should contact their individual teachers.

WITHDRAWAL FROM SCHOOL / TRANSFERS

Please refer to the Admissions section.

STUDENT LIVING

Student Living Priorities

The Student Living Program provides a supportive community to encourage lifelong learning for students in various aspects of independent living and cultural knowledge. Partnerships are built between different 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 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 and caring atmosphere by taking ownership in a place students can call home.

Student Living employs the concept of *In Loco Parentis* (see Appendix) on behalf of our students.

Student Living Experience

SFIS considers the Student Living Program a **privilege** and operates it as 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 and cultures.

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, for staff and for 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.

HEALTH AND WELLNESS

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.

GENDER INCLUSIVITY STATEMENT

SFIS and Student Living believe in being a gender inclusive community. We strive to ensure that all members of our community are comfortable in their home away from home. Families are encouraged to have their students self-identify concerning their gender assignment during the application process, and should inform SFIS staff if their student feels they have been misgendered. We assign students according to their gender identity, which may be other than their sex assigned at birth. Families should take this information into account when considering joining the Student Living community.

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, pillowcase (2 sets), pillow, and blanket
- Toiletries: toothpaste, toothbrush, brush or comb, shampoo, lotion, body and/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/pods, laundry basket/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 or monitors
- Refrigerators
- Electronic appliances (hair clippers, microwaves)
- Video game consoles (Playstation, Wii, Xbox, Nintendo Switch, etc.)
- Sharp utensils
- 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
- Highly valuable items: family heirloom jewelry, expensive designer clothing/accessories, performance electronic devices, large amounts of money, etc.

STUDENT LIVING STAFF

Student Living (SL) Director

Under the supervision of the Superintendent, the Student Living Director has the overall responsibility to administer a comprehensive 7th-12th grade Student Living Program. The Student Living Director works as part of the key administration leadership team to support and promote a positive and safe residential environment for students and staff that ensures the education, cultural, physical, and emotional health and wellness needs of the students, while ensuring compliance with CFR Code 25, Section 37.

High School Student Living (HSSL) Supervisor

The HSSL Supervisor is responsible for the day-to-day management of the High School Student Living Program, and supervision of the HSSL Staff, under the direction of the SL Director.

Middle School Student Living (MSSL) Coordinator

The MSSL Coordinator is responsible for the day-to-day management of the Middle School Student Living Program, and supervision of the MSSL Staff, under the direction of the SL Director.

Student Living Advisor (SLA)

Under the supervision of their respective department's leadership, SLAs are to facilitate growth in a social/academic environment. SLAs are charged with enhancing a student's living, academic, and social skills. SLAs provide the overall coordination of services to their caseload of students in the dorm.

Residential Advisor (RA)

Under the supervision of their respective department's leadership, the RA monitors students before and after school, evenings and weekends. RAs attend to the diverse needs of students.

| NORMAL WEEKDAY DORM STUDENT SCHEDULE | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Monday (All Day) Through Friday (Morning) HS = High School / MS = Middle School | |
| MORNING | |
| 5:00 AM | HS Early Wake-Up Call (Must Request With Staff) |
| 5:30 AM | HS 1ST Wake-Up Call MS Early Wake-Up Call (Must Request With Staff) |
| 6:30 AM | HS 2ND & Final Wake-Up Call MS 1ST & Final Wake-Up Call |
| 7:00 AM | Breakfast Begins, Cafeteria Opens |
| 7:15 AM | HS Students Exit Dorms, HS Dorms Closed + |
| 7:30 AM | MS Students Exit Dorms, MS Dorms Closed + |
| 8:05 AM | Classes Begin |
| Students Returning After 7:00 AM Must Check-In At Academics, Leave Belongings In The Rotunda. See CHECKOUT/CHECK-IN PROCEDURES Dorms Close 7:15 AM - 3:35 PM On School Days. No Students Are Permitted In The Dorms. | |
| AFTERNOON / EVENING | |
| 3:35 PM | Classes End, Dorms Open |
| 4:00 PM - 5:00 PM | HS/MS Study Hall + |
| 5:00 PM - 5:30 PM | MS Dinner (<i>Athletics Dinner May Extend Past</i>) |
| 5:30 PM - 6:00 PM | HS Dinner (<i>Athletics Dinner May Extend Past</i>) |
| 6:00 PM | HS/MS Curfew Check + |
| 6:30 PM | HS/MS Scheduled Dorm Caseload Activities + |
| 8:00 PM | MS Curfew Check |
| 8:30 PM | HS Curfew Check |
| 8:00 PM - 9:00 PM | MS Details, Extra Study/Down Time, Room Cleaning, Showers |
| 8:30 PM - 9:30 PM | HS Details, Extra Study/Down Time, Room Cleaning, Showers |
| 9:00 PM | HS/MS Dorms Closed To Visitors MS All Students Lights Out |
| 9:30 PM | HS Freshman (9 th) Lights Out/Bed Check |
| 10:00 PM | HS All Students, Upperclassmen (10 th -12 th), Lights Out/Bed Check |
| + Indicates Times May Be Adjusted. Dorms Closed To Visitors 9:00 PM - 6:00 AM. | |

DORM AMENITIES

Laundry Room

Part of the experience of living in a dorm is learning to do one's own laundry. Each floor has a laundry room equipped with 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.
- Student Living is 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 (during their open hours) to prevent the spread of infectious disease/illness.

Student Living maintains the use of a limited-time Dorm Medical Isolation Room for students who are sick, but whose family lives a great distance away from SFIS. In all instances of students being ill, Student Living will follow the Communicable Illness Guidance Tree, as detailed on the SFIS website. Students are required to be picked up by an authorized adult when they are sick, regardless of home distance from the school. Student Living does ask that parents/guardians build their checkout list with the possibility of a medical emergency in mind. The Dorm Medical Isolation Room is not meant to be a permanent solution to a student being sick.

STUDENT EXPECTATIONS: CLEANING

Students are expected to keep their living areas, rooms, classrooms, lockers and other assigned areas clean and in order - this does include common dorm spaces. Students also have the responsibility of maintaining the greater SFIS campus by keeping it clean, free of debris, and/or giving back through community clean-up activities.

Each evening, students are assigned a minor cleaning task for the floor. These tasks take about 10-15 minutes to complete, at most, and are assigned on a rotation basis. These tasks are called "Details" and are the responsibilities of all Dorm Students. Parents should know that there may be weeks where their student isn't assigned a Detail, but there may also be several weeks in a row where they are.

Students are expected to adhere to the daily schedule as communicated by staff.

STUDENT RESPONSIBILITIES: DAILY SCHEDULE AND CURFEW

Students are responsible to be on-time to class, study hall, sports practice, curfew checks and/or any other school-related activity they are required to attend. Unexcused absences, no shows, being tardy, and/or Absent Without Leave (AWOL) infractions will result in escalated discipline in accordance with the Violation Matrix. Curfew times in the afternoon/evenings vary according to the time when the sun sets and the seasons. In an effort to reflect Pueblo Community Values and Teachings, students are expected to be indoors before it is dark outside. Students that are unaccounted for for 30 minutes or longer from the initial report will set in motion the school's Missing Persons procedures. If a student is located after the 30-minute window and found to have not checked-in/out due to negligence and/or carelessness, the student will be considered AWOL.

CULTURAL REQUIREMENTS / RESTRICTIONS:

SFIS supports students being connected to their cultural traditions in their communities. When families must adhere to some requirements/restrictions regarding their participation in said ceremonies, please communicate with Student Living Staff so that scheduling and other adjustments can be made to accommodate as needed.

Student Behavioral Consequences and Interventions

Students living in the Student Living Program will be held to the consequences and interventions outlined in the Violation Matrix.

BEHAVIORAL REFERRAL

Referrals are Written Warnings given by Student Living Staff. If a student is not meeting expectations within the Student Living Program, Referrals are issued to redirect students in a positive and encouraging manner and to help prevent students from continuing unacceptable behaviors. Parents will be notified of the Referral and correlating interventions. Below is a list of possible consequences and interventions to redirect a student from further disciplinary actions:

- Parent Contact/Parent Meeting
- Community Service
- Extra Details
- Counseling Referral
- Mediation Referral
- In-Dorm Redirection
- Dorm Timeout
- Dorm Dismissal

Three Behavioral Referrals within the current academic year will result in an Incident Report for Gross Insubordination, with disciplinary sanctions including, but not limited to, a one-week Dorm Timeout, and additional sanctions. This will be communicated through a Family Conference Session (FCS) organized by the SL Department with the family, in order to work together on solutions for the problematic behaviors. Additional Behavior Referrals following the FCS will result in escalated disciplinary sanctions up to and including Dorm Dismissal.

General Community Information

UNAUTHORIZED VISITATION

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

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

Middle School students are not allowed in the High School areas, outside of specific all-campus events and/or unless given written permission by Student Living Staff to do so.

High School students are not allowed in the Middle School areas, outside of specific all-campus events and/or unless given written permission by Student Living Staff to do so.

ROOM ASSIGNMENT PROCESS

Student Living Advisors assign rooms and roommates at the beginning of the school year and are given the authority to make periodic changes based on the following, but not limited to, factors: room availability, behavior, space consolidation, and cleanliness. When assigning rooms, Student Living aims to foster new friendships amongst students from different communities to support a positive learning environment. SLAs do attempt to be cognizant of student peer-to-peer relationships, however direct roommate requests by families may not be considered as they can be very restrictive for the limited on-campus spaces Student Living has available. Students are encouraged to work with their SLA regarding roommate situations and assignments, but it should be understood that not all requests in this manner will be considered.

Parents/Guardians should work with their student's SLA regarding 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.

Student Living assigns spaces loosely based on the following criteria:

1. Returning Students (any grade level) that ended the prior semester living on-campus, regardless of home community distance.
2. New Students (any grade level) whose home community is outside a 60-mile radius from SFIS.
3. New Students (any grade level) whose home community is within a 60-mile radius from SFIS.
4. Returning Students (any grade level) whose home community is outside a 60-mile radius from SFIS, and **did not** end the prior semester living on-campus.
5. Returning Students (any grade level) whose home community is within a 60-mile radius from SFIS, and **did not** end the prior semester living on-campus.
6. Returning Students (any grade level) who were dismissed from the dorm in a prior academic year and have fulfilled all disciplinary requirements set forth by the school, regardless of home community distance. Space considerations may force SL to further categorize this group, if needed.

Be aware, HSSL does not employ a limit on how many students of a certain grade that can be accepted into the dormitory, but there is a limit based on gender roster spots. MSSL does have a limit based on grade level and gender roster spots available, with some parent consultation if needed.

Students who are involved in intimate relationships are not allowed to be roommates, and will be separated if they are found to be so. SFIS does not encourage intimate relationships amongst students, but does recognize its presence.

NO SINGLE ROOMS AND SPACE CONSOLIDATION NOTIFICATION

Student Living does not assign Single Rooms. All rooms where students may be without a roommate are expected to prepare to accept a roommate at any time. Students are to display an attitude of cooperation and acceptance toward any new roommate assigned to the space. SFIS reserves the right to vacate a dormitory room and/or require students to move to other accommodations.

FAMILY FINANCIAL RESPONSIBILITY

Students, and by extension their families, are liable for damages, beyond those that occur through normal wear and tear, to an assigned room during their student's occupancy. SFIS will bill the student's family for damages assessed to the room in cases where egregious damages are made. Student Living, in collaboration with the Facilities department will determine the final amount. Failure to pay will result in non-acceptance for housing the following semester(s), up until damage assessments are paid.

DORM TIMEOUT AND DISMISSAL NOTIFICATION

Student Living may place a student on Dorm Timeout for a violation of SFIS policies and procedures, regardless of distance from the student's home community. A reminder, students that are sent home on a Dorm Timeout are still required to be in class, and are not eligible to use bus transportation.

Student Living may dismiss a student from the dorm for a violation of SFIS policies and procedures, regardless of distance from the student's home community.

NEIGHBORHOOD WATCH

Students are encouraged to report criminal activity. Students should report any concerns and/or suspicious activity to Student Living Staff. Students are asked to use the Say Something - Anonymous Reporting System (SS-ARS) on the SFIS website and/or through the mobile app if they wish to report confidentially. SFIS will follow up on tips received through the SS-ARS service.

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 may be submitted to the Superintendent via the Student Rights and Responsibilities (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 and/or students, unless given express written permission to the SR&R Coordinator/Designee by the parent/guardian of the passenger student. Students are not allowed to operate school personnel's private or school vehicles.

AUTOMATIC DOOR LOCKS

All doors within the Student Living Program 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 front entrances to the dormitories. Students that check-in during the mornings after 7:00 AM Monday through Friday will be required to leave their belongings in their respective program's rotunda.

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 HSSL students are expected to turn off cell phones after Lights Out. Students found to still be on their phones after Lights Out may have their devices confiscated. Continued issues may result in HSSL implementing behavioral interventions.

At Middle School Student Living, students are required to turn their devices in by 8:30 PM each evening, this timeline may be adjusted based on student behavior on the floor. Devices are returned to students in the morning prior to leaving for the school day. Students that do not cooperate with this practice will be considered insubordinate and will receive escalating discipline in line with the severity of the violation, which will take into account how many instances have occurred within a given school year.

Students are encouraged to communicate with their Student Living Staff should there be a personal/family situation that may require extended time and/or additional understanding.

LOST KEYS FEE AND KEY TRANSFERS

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.

Students that lose their keys three times within the current academic year will receive a Behavior Referral for a Health and Safety Violation which will result in escalating disciplinary sanctions. These sanctions will take into account how many instances/referrals may have occurred within the given school year.

Students shall not transfer issued keys. Anyone found in possession of another's keys will have the keys confiscated by Student Living Staff. Both the student found in possession of another's keys and the owner of the keys may receive discipline.

LABELING AND SECURING VALUABLES

Students are personally responsible for labeling and securing valuables. SFIS is not liable for stolen, missing and/or damaged items. Students should use locks on their closet doors to secure belongings. Locks are not provided by the Student Living department. Students are encouraged to report any theft to Student Living Staff should it occur. If a family believes that their student is a victim of a crime of theft they should report the incident to the school administrators and law enforcement. SFIS is under the jurisdiction of the Northern Pueblos Agency.

FOOD DELIVERIES

The following policy encompasses both the Academic and Student Living Programs, however for clarity's sake, the policy is being detailed here in full as to mitigate confusion:

1. No third party delivery services are allowed (UberEats, DoorDash, Domino's Pizza Delivery, etc.).
2. No food deliveries during the academic day (There is an exception to this rule, which is noted in #5).
3. During weekday dorm hours, parents/guardians may deliver food between the timeframe of 4:00 PM - 8:30 PM
4. During weekend dorm hours, parents/guardians may deliver food between the hours of 8:00 AM - 8:00 PM
5. Birthday Exception - Parents/Guardians may deliver cake, treats, or food on their student's lunch period, or after 4:00 PM. Parents MUST coordinate with the ACADEMIC OFFICE for lunch period deliveries, or with the STUDENT LIVING OFFICE for afterschool delivery for this specific purpose.

Student Living requests that parents/guardians be cognizant of Study Hall times during the weekday afternoons to avoid interruptions. Food that is delivered after the cutoff times will be stored in the individual floor's refrigerator and will be given to the student the following day after 4 PM.

HEALTH SERVICES

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 as needed. Parents will be notified of the situation by School Staff.

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, closed Saturday and open Sundays from 4:00 PM to 8:00 PM, concurrent with the school calendar. The Health Center hours may be subject to change.

Refer to the Student Health Section of this handbook for more detailed information.

Off Campus and Leave Authorization

OFF CAMPUS

High School students using Off Campus Self Sign Out 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, and/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 any disciplinary restrictions, have both a current year signed Off Campus Parent Permission Form, and a current year Hold Harmless Form on file, plus additional criteria, may have the privilege of Self Sign Out after school, as determined by the Student Living Program. The days and times when the students are able to use this privilege are subject to change with respect to the seasonal weather, daylight savings time, and other factors. Off Campus Self Sign Out privileges may be canceled at the Student Living Director's discretion.

Middle School, Freshman, and Sophomore students do not have this privilege.

CHECKOUT / CHECK-IN PROCEDURES

For a student to be checked out, the authorized 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/guardian on the student's checkout list and provide ID upon request (state/tribal ID accepted). Authorized adults 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 the Violation Matrix.

Check-ins are not allowed after 10:00 PM or before 6:00 AM. **An authorized adult must physically check-in the student and sign them in properly.** Students that check-in during the mornings after 7:00 AM Monday through Friday will be required to leave their belongings in their respective program's rotunda. 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. Families that fail to follow these guidelines may face discipline including, but not limited to, a Dorm Timeout.

During calendar breaks in the SFIS school year, students are required to go home as the dormitory will be closed (see the current year's school calendar for details). Student Living requests that if parents/guardians are going to be delayed in checking out their student, please communicate with your student's Student Living Staff about the situation. If the families do not communicate and a student has been left for an extended period of time after the dormitory is considered closed, Student Living will contact Northern Pueblos Agency (NPA) to have them transported home, along with submitting a Suspected Child Abuse/Neglect (SCAN) Report.

CHECKOUT BY SCHOOL PERSONNEL

School personnel who are authorized to checkout a student must follow checkout/in procedures and accept complete responsibility for that student. Parents/Guardians may list school personnel on their student's checkout list.

5-Day and 7-Day Students: The 60-Mile Radius and Weekend Stays

We recognize the importance for students to participate in and interact with their families and home communities. Therefore, we require students who live within a 60-mile radius of SFIS to go home on the weekends. Students who are involved in sports may stay in the dorm on Fridays, if required, but must be checked out on the following Saturday, assuming that they are not needed longer. For example, a tournament may have students stay longer with continued won games. Emergency situations will be considered on a case by case basis through the respective program's leadership.

Students that are on In-Dorm Redirection are required to go home on the weekends, regardless of distance from their home community. A student's checkout list should be built with this in mind.

In the Student Living Program, students who live within a 60-mile radius from SFIS are considered 5-Day and students who live outside a 60-mile radius from SFIS are considered 7-Day. In HSSL, student floor assignments do take into account the student's home address listed in NASIS. 5-Day Students are assigned to the 2nd and 3rd Floors of their respective wings; for our female students in this same category, Pod C is included as well. 7-Day Students are assigned to the 1st Floor of their respective wings to better manage foot traffic and to localize the students who may stay the weekend for supervision purposes. MSSL does not employ these same criteria when assigning students to a floor.

Student Living considers the opportunity to stay in the dorms over the weekend a privilege. As with any privilege, it can be revoked based on egregious problematic behavior. Student Living does recommend that families consider, for those students who live outside the 60-mile radius from SFIS, to go home at least once a month. This is not a requirement, simply an ask. Students that do stay the weekend are required to participate in weekend programming their respective departments may be hosting, electing not to do so may result in escalating discipline.

| NORMAL WEEKEND DORM STUDENT SCHEDULE | | | |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------|
| Most time gaps between specific points should be considered Recreation/Leisure Time | | | |
| Times & Days | Friday | Saturday | Sunday |
| MORNING | | | |
| 10:00 AM | | Wake-Up Call All Students, Curfew Check | |
| 10:30 AM | | Details | |
| 11:00 AM | | HS/MS Brunch + | |
| AFTERNOON/EVENING | | | |
| 12:00 PM - 4:00 PM | Academics Early / Regular Release Time Frame | HS/MS Structured Weekend Activities + (Required Participation) / Student Leisure Time + | |
| 2:00 PM - 3:35 PM | | | |
| 4:00 PM | HS/MS Recreation & Leisure Time | | HS/MS Open For Check-Ins |
| 5:00 PM | HS/MS Dinner | | |
| 6:00 PM | HS/MS Curfew Check | | |
| 8:00 PM | MS Curfew Check, Details | | |
| 8:30 PM | HS Curfew Check, Details | | |
| 9:00 PM | MS Bed Check - All Students In Own Rooms | | MS All Students Lights Out |
| 9:30 PM | HS Extra Study Time/Room Cleaning/Showers | | HS Freshman (9 th) Lights Out |
| 10:00 PM | HS Bed Check - All Students In Own Rooms HS Freshman (9 th) Lights Out MS All Students Lights Out | | HS All Students Lights Out |
| 11:00 PM | HS All Students Lights Out | | |
| + Indicates Times May Be Adjusted. Dorms Close 10:00 PM to 6:00 AM. | | | |

Student Living Travel

WINTER AND SPRING BREAK TRANSPORTATION

Santa Fe Indian School provides Winter Break transportation for Student Living students from the school to their home residence if they live outside a 60-mile radius from SFIS. Transportation back to school after Winter Break will be provided for students who live outside a 60-mile radius, should numbers indicate a need.

Transportation will only be provided to the address listed on NASIS, or the next closest drop-off point. Be aware, denial of service during the first courtesy call from the student's SLA will result in the Staff not requesting further transportation updates after said point. Should a home situation change that may require department provided transportation after the initial denial of service, the parents/guardians are to contact their SLA regarding the alteration. Be aware SLAs are not able to make changes after the communicated deadline.

For Spring Break, transportation will only be provided to the home community for those students that live outside a 60-mile radius from SFIS, should numbers indicate a need; the return trip back to the school will not be provided.

SFIS reserves the right to not provide transportation for either Break without explanation or consent.

NEW MEXICO RAIL RUNNER

Students who are authorized to ride the New Mexico Rail Runner on Friday and Sunday evenings must have a current *Hold Harmless Form* on file. Parents/Guardians must call their student's respective floors by Thursday evening of each week to place students on the Rail Runner list. Ticket purchasing is the responsibility of the student and the parent/guardian. MS and HS students are not permitted to ride the Rail Runner during the academic week, except as part of a written request submitted by the parent/guardian to the respective program's leadership. These requests are only approved for situations relating to medical appointments and/or religious obligations.

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 and from the station to the campus on Sundays (7:50 PM 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 is not responsible for the operation of the Rail Runner service.**

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 to amend this policy from time to time.

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 an authorized individual, who must be over 21 years of age, to their student's checkout list by communicating directly with the Office of Admissions. However, during emergencies the Student Living Director, High School Student Living Supervisor and/or Middle School Student Living Coordinator may authorize a one-time checkout, provided that the individual meets the 21 years of age requirement and the request is submitted in writing to the specific program's leadership. For example: A Middle School student request should go to the MSSL Coordinator. Only the Office of Admissions is able to add or remove individuals from a student's Checkout List. |
| How many authorized adults may I add to my students checkout list? |
| There is a limit of six authorized adults on each individual student's checkout 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. Only the Office of Admissions is able to add or remove individuals from a student's Checkout List. |
| My student lost his room key; how much will it cost to replace it? |
| Lost keys will be replaced for \$5.00. SFIS is not liable for stolen or lost items, so it is important that a student has their keys at all times. Students must report missing keys as soon as possible to their Student Living Staff. |
| My student wants to change rooms or roommates; what needs to be done? |
| Student Living Advisors assign rooms and roommates at the beginning of the school year and are given the authority to make periodic changes based on the following, but not limited to, factors: room availability, behavior, space consolidation, and cleanliness. Parents/Guardians should talk to the SLA on their student'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. Student Living does encourage students to advocate for themselves on what they may need, though not all requests may be honored. |
| 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 temporary change from dorm to day status through the Office of Admissions 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, they 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 Student Living Program. For those students staying the weekend, participation is mandatory. |
| Where do I send mail to my student? |
| Send letter mail to PO 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 Office of Admissions at (505) 989-6370 for any address changes. Also notify your student'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 and/or Independent Study Hall, based on their grades. Student Athletes are required to attend an Athletics Study Hall in the evenings, Monday through Thursday each week. In most instances, Study Hall is held in the classrooms, but may be kept to the floors due to staff availability. Students have a wide range of study options depending on their preference or situation. The Library Media Center is also open for students. Computer labs are also available. Tutors and staff make rounds on the floors for any additional help. Chromebooks are also available for additional support. Families are asked to be cognizant of Study Hall times and to please assist in minimizing interruptions. |
| 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 the Admissions section of this handbook. For Temporary Day Status requests, students will not be cleared by Student Living until they meet their dorm responsibilities, i.e. a clean room. |
| How does the Student Living Program address vandalism? |
| Intentional destruction of school property will result in immediate dismissal from the Student Living Program, regardless of distance from the student's home community, and the student will be required to pay restitution or perform community service in lieu of restitution. |

STUDENT RIGHTS AND RESPONSIBILITIES OFFICE

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 "25 CFR, Section 42 – Student Rights" in formal disciplinary hearings. |

Student Expectations

As a student at SFIS, a student and their 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. Its use 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, they 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, they 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 Student Living 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 from prohibited discrimination, bullying and harassment for all students and staff. Prohibited discrimination, bullying and harassment diminish the Santa Fe Indian School's Core Values and hinder educational learning and equal access to student life. Prohibited discrimination means to treat someone differently, or less favorably, on the basis of a protected category. SFIS prohibits discrimination on the basis of race, color, religion, national origin, age, sex (including pregnancy, sexual orientation, gender identity, and sex characteristics), ethnicity, tribal affiliation, size, disability or genetic information. Discrimination on the basis of these protected categories **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 prohibited discrimination and prevent these behaviors at the SFIS. Offenders may be referred to the Counseling Center, along with 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).

PROHIBITED RELATIONSHIP

High School and Middle School students are prohibited from being in romantic/dating relationships with each other. In other words, a High School student and a Middle School student cannot be in a romantic or dating relationship. (Level I Infraction).

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 romantic nature in school. (Level I Infraction)

CONSENSUAL SEXUAL ACTIVITY

The school campus and facilities are a community environment and shared space. Students are expected to act with integrity and respect for themselves and others by not engaging in consensual sexual activities on campus or during school related events. Inappropriate public or private acts of intimate sexual nature, such as excessive sexual contact and sexual intimacy is not condoned. (Level II Infraction)

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, they should reflect the morals and values of their 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 relate 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 creates a hostile environment in which to learn and work, where such reaction is reasonable. Examples of sexual harassment include, but are not limited to:

- Repeated unwelcome sexual advances;
- 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; and
- Sexual assault.

Sexual harassment under Title IX includes: (1) quid pro quo (something in exchange for something); (2) “unwelcomed sex- based conduct that, based on the totality of circumstances, is subjectively **and** objectively offensive **and** is so severe **or** pervasive that it limits or denies a person’s ability to participate in or benefit” from an institution’s education program or activity; or (3) sexual assault, dating violence, domestic violence or stalking.

If students at SFIS are experiencing or witnessing sexual harassment, students are encouraged to report the situation to a trusted SFIS staff member. Staff are required to report such instances to their immediate supervisor and the SFIS Title IX Coordinator. All reports of sexual harassment will be addressed immediately and dealt with accordingly. Supportive measures will be offered to all parties.

The SFIS Title IX Coordinator, who is the Superintendent or their designee, may be contacted at: sfistitleix@sfis.k12.nm.us.

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. Wi-Fi 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 Use 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 their 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 Use 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 then the student can sign it out. The third time an electronic device is confiscated, or if a student refuses to turn over their 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 this policy.

Loss/Damage of Personal Electronics and Mobile Devices

SFIS provides sufficient technology for students to complete their work in both Academic and the Student Living Program. 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.

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 an alternative resolution.

For incidents that include multiple infractions, the more severe infraction will determine interventions.

| Infraction Class | First Offense Intervention | Second Offense Intervention | Third Offense Intervention |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level One Infraction - Behavioral Referral Includes: Forgery (Minor) Dress Code Violations Public Displays of Affection Being in Restricted Area Ditching Insubordination Cheating/Plagiarism Health & Safety Violations Theft (Less than \$25) Violation of Internet Policy Unauthorized Visitation | Parent Notification Detention Community Service Activity/Athletic Restrictions Temporary Bus Suspension Student Restitution Counselor Referral | Parent Notification/Meeting 9-Week Commitment Plan Student Contract Detention Community Service Activity Restriction In-Dorm Redirection Counselor Referral Late Bus Restrictions Activity/Athletic Restrictions | Parent Notification Family Conference Session 18 Week Commitment Plan Incident Report PASS Program Tribal Collaboration Long Term Bus Suspension Activity/Athletic Restrictions Student Restitution Dorm Timeout /Dismissal Bus Dismissal |
| Level Two Infraction - Incident Report Includes: Vandalism/Graffiti (Less than \$100) Gang Related Activity Consensual Sexual Activity Tobacco/Nicotine Use / Possession Possession of Substance Paraphernalia Theft (more than \$25) Forgery (Major) Violation of Commitment Plan | Parent Notification Family Conference Session 9-Week Commitment Plan, In-Dorm, Activity Restriction & Counselor Referral PASS Program Out of School Suspension for Acts of Aggression & Substance Use Infractions Student Restitution Dorm Timeout Revocation of Bus Privileges Athletic Suspension Law Enforcement Notification | Parent Notification Family Conference Session 18-Week Commitment Plan, In-Dorm, Activity Restriction & Counselor Referral PASS Program Student Restitution Tribal Collaboration/ADR Athletic Suspension Dorm Dismissal Law Enforcement Notification | Parent Notification Family Conference Session 12-Month Commitment Plan, In-Dorm, Activity Restriction & Counselor Referral Student Restitution Dismissal From Total School Program - Due Process Parental Withdrawal Option Athletic Suspension for Duration of School Year |
| Level Three Infraction - Incident Report Includes: Life Safety Violation Absence Without Leave (AWOL) Bullying/Cyber Bullying Hazing Fighting/Acts of Aggression Substance Use or Possession Relationship/Dating Violence Sexual Harassment Gross Insubordination Vandalism/Graffiti (Between \$100 and \$1,000) Internet Abuse | Parent Notification Family Conference Session 18-Week Commitment Plan, Dorm Redirection, Activity Restriction & Counselor Referral PASS Program Student Restitution Possible Out of School Suspension Athletic Restrictions Revocation of Bus Privileges Athletic Suspension Dorm Timeout or Dismissal | Parent Notification Family Conference Session 12-Month Commitment Plan, Dorm Redirection, Activity Restriction & Counselor Referral for Higher Level of Care PASS Program Student Restitution Tribal Collaboration/ADR Athletic Suspension Dorm Dismissal | Parent Notification Family Conference Session Student Restitution Dismissal From Total School Program Due Process Parental Withdrawal Option Referral for Higher Level of Care |
| Level Four Infraction - Incident Report Includes: Trafficking Weapons Assault (Physical/Sexual/Verbal) Vandalism (More than \$1,000) | Dismissal/Parental Withdrawal Option Law Enforcement Notification Due Process | | |
| *The items listed in bold under each intervention are required actions and all others are possible consequences/interventions. | | | |

With regard to student discipline: 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
- Therapists (Mental Health Counseling)
- 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 Academics and Student Living 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, including:

- 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 Infraction 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 student's academic locker, 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 (NPA) K-9 will be brought on campus with the Superintendent's 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 K-9, 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. See Violation Matrix for consequences.

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 they fail the Standard Field Sobriety Test, the student may be charged with a Substance Use Violation (Level 3 Infraction). 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 Family Conference Session (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 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, excessive vandalism, 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 themselves.

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; and
- 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 Nineteen 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 (including 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 Alternative Dispute Resolution (ADR) process 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 25 CFR Section 42.4, unless one of the conditions of this section applies:

- The violation of the student is a Level 4 Infraction 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 Principals along with the High School Student Living Director are the program administrators responsible for student discipline. MS and HS Principals and the 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 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 student returning to school or the dorms. The Deans of Students are responsible for scheduling the meeting time.

HS and MS Principals and HS 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; or
- Field Sobriety Tests (eye exam, Data Analysis Expression (DAX) 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 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 Officer 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, they 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 incident 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 NPA SRO/Responding Officer requests copies of an incident report and statements, SFIS staff will direct them to the SR&R Coordinator who is the official record keeper.

Any law enforcement agency seeking to interview students through the school will be required to contact parents or guardians for permission before any interview. The exceptions to this include when the crime being investigated was allegedly committed by the parents/guardians, or when there is an immediate danger to self or others.

Our internal process will follow:

1. Law Enforcement Agent (LEA) will contact and schedule an interview through SR&R Coordinator to schedule an interview. SR&R coordinator will secure a location for the interview in the administration building.
2. SR&R coordinator will provide Law Enforcement Agent (LEA) student data sheet for parent contact.
3. Parent contact by Law Enforcement or school designee (SR&R) is required before the interview. If a parent requests to attend the interview with the student, the LEA will await the arrival of the parent before conducting the interview.
4. Law Enforcement will sign out students, and the Academic office will retrieve the student from class.

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

The Santa Fe Indian School campus is under the police jurisdiction of the U.S. Bureau of Indian Affairs (BIA), 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 Office of Justice Services (OJS) Staff Assistant informs the student and parents by certified mail of court hearing and charges.

SFIS Support for CFR 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.
- Student Success Specialist will have pre-hearing meeting with student and parent.
- Student Success Specialist meets with student to go over court etiquette.
- Student 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 student's 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.

STUDENT HEALTH

Counseling Center Services

The SFIS Counseling Center has licensed therapists on campus to support all High School and Middle School students. The 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, 8:00 AM to 8:00 PM and Fridays 8:00 AM to 4:00 PM. The counseling offices are located in the SFIS Counseling Center (POD D).

The Counseling Center provides the following services:

- 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; and
- Telehealth family or individual 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 student'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 of serious harm to themselves, 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 24-72 hours to determine counseling needs. Staff and students can submit referrals online through the school website. Parents and community members can contact the Counseling Center for assistance with referrals.

Say Something - Anonymous Reporting System (SS-ARS)

SFIS has partnered with the Sandy Hook Promise to create more avenues and resources to students needing assistance. SFIS students are shown this resource at the beginning of the school year and have shown effective use of the program to make reports of questionable and/or concerning behavior.

Through this partnership our students learn to:

1. **Recognize The Signs** - Learn about different types of warning signs or threats and where you are likely to find them, especially on social media.
2. **Act Immediately, Take It Seriously** - Understand strategies to take action and overcome potential barriers to being an “upstander” rather than a “bystander”.
3. **Say Something** - Learn how to intervene by telling a trusted adult or using an anonymous reporting system.

The anonymous reporting system is available to our students via the SFIS website (under *Student Links*) and empowers them to provide ‘Tips’ of concerning behaviors, posts, or statements made by peers and/or felt by themselves. Anonymous reports are followed up on by appropriate school personnel, including our Clinical Counselors as needed.

SCHOOL HEALTH CENTER

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, or requiring any accommodations (example: 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 Student Living 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, they 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, 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 School Health Center can provide, and each medication must be checked in order for the School 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 they need 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 (IHS-SFSU) OR CHRISTUS ST. VINCENT 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. SFIS is not responsible for transporting students to off campus appointments scheduled by parents.

Parents who wish their student to receive any care (medical or dental) at IHS-SFSU need to have a chart on file at IHS-SFSU 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 call 505-988-9821. For all appointments at IHS-SFSU, students under the age of 14 require a parent or guardian to accompany the student.

In the event of a medical emergency, students will be transported to CHRISTUS St. Vincent Hospital Emergency Room via ambulance. **If a student is transported, parents are expected to meet their student at the facility as soon as possible. In the event that a parent cannot be reached, all efforts to reach the emergency contacts will be made. If parents or emergency contacts do not respond in a reasonable time, a neglect report may be made to proper authorities.**

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

The Santa Fe Indian School 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, National School Lunch, 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 (DGA), 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 - EMERGENCY OPERATIONS

The Santa Fe Indian School Board of Trustees has approved the SFIS Emergency Operating Procedures (EOP) into policy. All SFIS staff and students receive safety/emergency operations training at the beginning of the school year, and are expected to actively participate appropriately in all drills and live events.

Emergency Procedures - Standard Response Protocols (SRP)

Santa Fe Indian School operates under The “*i love u guys*” Foundation - Standard Response Protocols. The handout from The “*i love u guys*” Foundation provided on the next two pages defines each of the emergency event protocols utilized by our school. Emergency responders of the surrounding areas are aware that SFIS is utilizing these protocols and operates in conjunction with the school according to these protocols.



FIRE SAFETY RULES

- Sprinkler heads and doorways shall not be obstructed.
- Emergency fire escapes/exits located across campus shall not be used for daily exit or entry.
- Students should never play or tamper with fire safety equipment such as extinguishers, sprinkler heads, smoke detectors, fire alarms, or any other detection/suppression equipment or systems.
- Incense, candles, or other scented devices posing a fire risk are prohibited from use across SFIS campus.
- In accordance with NM State Law, SFIS holds a variety of drills throughout the school year, including monthly fire drills.

EVACUATION ROUTES AND MEETING SITES

Fires / Fire Drills

Quick and orderly response to triggered fire alarms is imperative to the life-safety of every SFIS community member in regards to emergencies involving fire. Each building has identified Evacuation Routes and Meeting Sites that can be found on the placards located at every EXIT location and inside each classroom within academic buildings. All emergency exits can be identified by illuminated (red) overhanging EXIT signs. All designated meeting sites should be at least 100 ft away from any involved building.

- Walk, do not run, to the nearest exit.
- Leave all personal belongings with the exception of your cell phone when evacuating, unlock classroom doors but ensure they are closed behind you.
- If on upper level: Use the nearest stairway - Do not attempt to use building elevators (deactivated during fire).
- Leave the building and report to the designated evacuation zone, noted at each doorway exit. Do not obstruct emergency personnel or vehicles.
- Do not return to the building until an “All Clear” announcement, or when the alarm stops sounding.
- Staff monitoring students will verify attendance at the designated evacuation zone.

Off-Site Evacuations / Drills

Four off-campus evacuation sites have been identified in the SFIS Emergency Operations Procedures (EOP) and will be selected and utilized as appropriate for any emergency situation to arise on campus. Maintaining student and staff safety and accountability throughout this process is of utmost importance.

- Initial evacuation will proceed as noted above to the designated on-site evacuation point.
- If further evacuation is needed, an authorized administrator will identify which predetermined off-site locations to use, and direction will be given to staff members responsible for facilitating student movement.
- Designated evacuation location(s) will be shared via the integrated intercom system.
- SFIS Staff monitoring students will maintain attendance records prior to leaving SFIS campus, during transition to evacuation site, upon arrival at the designated location, and continuously throughout stay.
- The same process will be followed during a transitional trip to a reunification site or for a return trip to the school (drill).



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The “I Love U Guys” Foundation’s Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a “Term of Art” and is then followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

“In Your Classroom or Area”

Students are trained to:

- Clear the hallways and remain in their area or room until the “All Clear” is announced
- Do business as usual

Adults and staff are trained to:

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



SECURE

“Get Inside. Lock outside doors”

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

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



LOCKDOWN

“Locks, Lights, Out of Sight”

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

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



EVACUATE

“To a Location”

Students are trained to:

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

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

“State Hazard and Safety Strategy”

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

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

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



SCHOOL SAFETY - SECURITY

Santa Fe Indian School maintains a security presence of at least two Security Officers on campus at all times. SFIS operates under the legal jurisdiction of Northern Pueblos Agency (NPA). The designated NPA School Resource Officer (SRO) is posted on campus during the majority of academic hours. All illegal/criminal activity on campus is managed in accordance with federal laws under the authority of NPA.

Campus Areas That May Be Used by Students

Santa Fe Indian School is a closed campus secured by encompassing fencing and a security station at each entrance/exit. SFIS HS/MS Academic and Student Living Programs maintain scheduled days/times students may access specified areas on campus (typically areas within the drive circling campus). Permission for students to access areas outside of the typical student access locations/times are coordinated between these programs and SFIS Security. Active construction sites and the Paolo Soleri remain strictly off limits to students.

Students who remain on campus after academic hours to participate in an organized after school activity (sports, clubs, study hall, etc.), or those approved to use public transportation, reside locally and are waiting for parents to arrive, or walk home are not permitted to roam the campus unattended.

CAMPUS SURVEILLANCE POLICY

Policy Overview

The Santa Fe Indian School 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 a part of the SFIS EOP and overall campus safety plan.

Viewing

- Information regarding student violations may be accessed by key administrators investigating and/or processing student violations, as identified in the Violation Matrix.
- Information regarding student violations requested by law enforcement will be approved as determined by Superintendent, or designee, according to law.
- 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, SFIS reserves the right to do so.
- The surveillance camera system does not guarantee that someone on SFIS campus property is safe from all crime or injury.
- There is no guarantee that SFIS Security will be able to observe and respond to a crime or other emergencies in progress.
- Victims and witnesses of crime should immediately contact SFIS Security.

In the event of life threatening and/or medical emergencies dial 911 immediately.

TRANSPORTATION

SFIS transportation forms, schedule, and contact information can be found on the SFIS website by selecting the *Community* tab > Transportation. While aboard SFIS Transportation Services, students are expected to uphold and demonstrate the SFIS Core Values and as outlined in the Bus Contract - showing respect to their peers, drivers, and other staff members that may be present during transportation. Deviance from these values may result in disciplinary action in accordance with the Violation Matrix, and potentially resulting in revoking the right to transportation services based on severity and consistency of occurrence.

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 distracting 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, waving them down, or stopping in front of the bus in an attempt to have the bus pull over.

Evening Bus Transportation Policy

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.

A signed Bus Contract must be completed prior to riding the bus and must be returned to the Transportation Office at least two days prior to riding.

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 parents will be contacted. The second time, the student will not be allowed on the bus, parents will be notified and must pick up their student. The third time, the student will be suspended from the late bus for two weeks, and parents will be notified and must pick up their student.

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

Various weather conditions, including snow and ice, may cause unsafe or hazardous road conditions, leading to day bus delays and/or early dismissal/departure from SFIS. Changes to SFIS transportation services will be relayed via school messaging (text/email) and announced via local television stations (Channels: 4, 7, and 13). Additional information regarding changes to transportation schedule can be found by calling the transportation hotline at (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 High School Student Living Director/Coordinator/Supervisor and 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 and the student will be issued a bus pass.

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 Dorm Timeout will not be permitted to ride the bus during their timeout 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 have their parent/guardian make the request in writing. The parent/guardian requesting the change of status of their student must submit a letter to the Office of Admissions and Student Living. Students will need to turn in room keys and clean their residential room. Once completed, Student Living will notify the Office of 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. All required documentation as noted in the Day Bus Transportation Policy above, will need to be completed and turned into Student Living/Admissions/Transportation. This is a 2-5 day turnaround process.

TRANSPORTATION OF STUDENTS IN FOSTER CARE

SFIS is committed to ensuring educational stability with minimal disruption for all admitted and enrolled students, including those placed in foster care. In accordance with the Elementary and Secondary Education Act (ESEA) as amended in the Every Student Succeeds Act (ESSA), SFIS will communicate and collaborate with tribal, state, and local child welfare agencies to maintain SFIS enrollment for students in foster care when it is in their best interest.

When an accepted/enrolled SFIS student is placed in foster care, or changes residence while in foster care, the student's case manager and/or the child welfare agency with oversight will complete and submit the Transportation of Foster Student Request Form to the Admission Director.

SFIS will consider the following potential ways that the student could be transported:

- An existing bus route can be used.
- Specialized transportation offered to other students can be accessed, such as special education.
- Enrolling in the dormitory.
- Public transportation, such as Rail Runner, Santa Fe Trails city bus, Regional Transit District (Blue Bus), etc.
- Reimbursing foster parents for transportation costs.

Public Transportation

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

- Students must obtain approval to ride public transportation from the Principal during Academic Program hours (8:30 AM to 3:30 PM) and/or from the Student Living Director, Coordinator, or Supervisor 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 public transportation.

Students riding public transportation are expected to uphold and demonstrate the SFIS Core Values and follow all rules pertaining to public transportation.

Students who are sick and/or injured will not be permitted to ride public transportation home and must be picked up by a parent or authorized adult.

NEW MEXICO REGIONAL TRANSIT DISTRICT (RTD) BLUE BUS AND PO'PAY MESSENGER

Students who ride the RTD commuter Blue Bus and/or the Po'pay Messenger must have a *Hold Harmless Agreement* on file signed by a parent/guardian. Students riding the Po'pay Messenger must contact the office in San Juan to complete paperwork before riding.

RAIL RUNNER

Friday / Sunday Transportation

Parents/Guardians must call their student's 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. Students riding the Rail Runner agree to pay the NM Rail Runner ticket fees accordingly. Avoiding to pay ticket fees will result in revocation of riding privileges.

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 (4:20 PM train only) and from the station to the campus on Sundays (7:50 PM train only). 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 as necessary.

Academic Day Transportation

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.**

WINTER AND SPRING BREAK TRANSPORTATION

SFIS provides Winter/Spring Break transportation for residential students from the school to their home community, or a coordinated nearby location. Transportation back to school following Winter Break may be provided for students who live outside the 60-mile radius, dependent on student ridership. A return trip to SFIS, from students' home communities, will **not** be provided following Spring Break.

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. Students are expected to display their parking permit in the appropriate location at all times the vehicle is on campus. Students are not allowed to access their vehicles during the academic day, or without approval of the SR&R Coordinator or designee.

Student Driver Request Procedure

1. Parents make a written request to the SR&R Coordinator/designee for approval. Request must include:
 - Vehicle Registration
 - Proof of Insurance
 - Student's Driver License
2. Students are issued a student parking permit by SFIS Security and must park in a designated area (PPWC parking lot).
3. Day Student drivers must turn in vehicle keys to Academics upon arriving to campus and can pick them up prior to departure.
4. Student drivers are not permitted to transport other students besides their siblings unless a written request has been submitted to the SR&R Coordinator by both students' parents/guardians for approval (also applies to residential student drivers).
5. Residential students who are approved to drive, must turn their keys into the High School Student Living Director or designee upon arriving to campus and can pick them up prior to departure. Residential students are prohibited from operating vehicles on campus at all times.
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 as 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 and from the athletic facility.

8. Students who have not received approval to transport non-siblings as noted above (#4) are not allowed to have additional students (including other student athletes) 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 parking passes 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 of the procedures listed above will result in the voiding of this privilege.

PARENT AND FAMILY ENGAGEMENT POLICY

SFIS is committed to work in cooperation with parents, families, and community members to ensure effective parent and family engagement as a way to improve the academic achievement of SFIS students. This engagement includes: involving parents and families in the development and evaluation of SFIS' strategic plan and programs; identifying parent and family needs regarding assisting with their students' learning; identifying evidence-based strategies, programs, and activities for effective parent and family engagement; and identifying barriers to parent and family participation in these programs and activities.

The SFIS Community Compact is part of the annual registration and outlines how parents, educators, and students will share the responsibility for improved student academic achievement and develop a partnership to help all students graduate as SFIS Ideal Graduates.

Partnership For Student Success

The Partnership for Student Success provides opportunities within the SFIS school community to engage and empower SFIS partners - parents, families, and our communities - to take an active role in their student's education. As part of the Partnership for Student Success, the Family Engagement Coordinator serves as the school's liaison with our partners and works with our school programs to create opportunities for engagement in their student's educational experiences. This includes providing the technical assistance and other supports necessary to plan and implement effective parent and family engagement strategies, programs, and activities to improve students achievement and school performance.



Parent / Guardian Engagement

The SFIS Community Compact encourages SFIS parents/guardians and families to complete five Partnership for Student Success hours per school year. Opportunities to complete these hours include, but are not limited to, attending trainings, parent/teacher conferences, volunteering at school activities or sporting events, spending a day on campus shadowing their students, or attending Parent Advisory Council meetings or events. Parents and families are also encouraged to attend parenting trainings held in their communities. Parents/Guardians and families who complete five Partnership for Student Success hours will receive an incentive.

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, 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 and details will be posted on the school website.

PARENT CONCERN PROCESS

SFIS encourages parents to resolve any issues or concerns directly with the teacher, residential staff, or SFIS employee involved. If parents are not satisfied with the outcome or if the issue remains unresolved, they may contact the Principal or immediate supervisor. Parents/Guardians must not "skip" a step in this linear process when resolving any concern: Parent/Guardian/Student > SFIS Staff > Staff's Supervisor > Director/Principal > Superintendent.

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 ESEA, Title I funds, including the Santa Fe Indian School, to:

- Hold an annual meeting in order to inform parents and families of the school's participation in ESEA, Title I; explain the requirements of ESEA, Title I; and explain the rights as parents and family members to be involved; and
- 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 student's 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.
 - 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.
 - Parents/Guardians have the right to request and receive in a timely manner information regarding student participation in any ESEA-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. For more information on student assessments see Academic Assessments.

Parent / Guardian Input

SFIS encourages our parents to share in the development of SFIS' strategic plans and policies. Surveys and meetings provide opportunities for our partners to provide their input and feedback. Notifications are communicated using our communication systems (SFIS' Messenger System, Text, Email, SFIS' Website, and Facebook).

ADMISSIONS

The Admissions Department supports the SFIS Vision, Mission, and purpose to provide a challenging, stimulating, and nurturing learning environment that shares the responsibility with the community, parents, and students to develop students' potential to meet obligations to themselves and their communities as the Ideal Graduate.

At the forefront, the Admissions Department serves as a bridge for prospective students seeking admittance through targeted outreach and support throughout the admissions process. We strive to recruit students who will recognize and honor SFIS Core Values and who aspire to achieve the caliber of the Ideal Graduate.

In service to our current students and their families, the Admissions Department provides management of student records ensuring the accuracy and integrity of electronic and physical files and administration of the annual School Registration and Intent to Return processes.

Native American Student Information System (NASIS) Parent Portal

The Santa Fe Indian School utilizes an online student information system to house our student data. SFIS students and their parents are provided with their own accounts. Parents with a Parent Portal account can view their student's information such as their grades, attendance, student and parent contact information, and emergency contacts. Requests for updates to contact information or emergency contacts can be submitted using your Parent Portal account. Admissions will provide parents with information on how to set up their student information system Parent Portal account at the beginning of the school year and can assist parents with retrieving their usernames and resetting their passwords.

CHANGE OF PARENT / GUARDIAN CONTACT INFORMATION

The school's ability to maintain contact with parents is critical. Parents must keep their addresses, phone numbers, and email addresses current and correct to ensure communication is open and viable. Parent contact information can be updated by submitting a request using their NASIS Parent Portal or by contacting the Office of Admissions by phone or email. Timely participation in the annual school registration process is another way of maintaining the integrity of your contact information in NASIS. Requests for changes to parent contact information will be completed within two school days.

Status Change of Student

A parent requesting a change to the enrollment status of their student, from residential to day or day to residential, must submit the request by email or letter to the Office of Admissions. The request must include the name of the student, their grade level, the type of status change being requested, and whether the student is needing access to ride the bus. Approval of a status change is dependent on various factors including availability of space in the Student Living Program and on the bus. The Office of Admissions will route the request to the Student Living Director or Coordinator, and if necessary the Transportation Coordinator, for their review. If approved, the Office of Admissions will coordinate a move-in/out date and a start date for bus transportation. Transportation releases must be on file and current prior to a student riding the bus. The outcome of a request for a change in status will be communicated to the parent/guardian by the Office of Admissions. Status change requests should be submitted at least five school days in advance to provide staff time to process the request.

Withdrawals / Transfers

A student who needs to withdraw or transfer to another school must have their parent start the withdrawal by contacting the Office of Admissions and completing a Withdrawal/Transfer Form.

All SFIS property issued to the student must be returned to SFIS. Parents/Guardians are responsible to pay for SFIS property issued to the student that is lost or damaged. Student Fees must be paid in full using the online payment option on the SFIS website or at the Student Accounts Office. A copy of the student's unofficial transcript and their Withdrawal/Transfer Form will be the only documentation released until all SFIS property is returned and the student's fees are paid in full.

Transcripts

Requests for transcripts are accepted by email to admissions@sfis.k12.nm.us and must include the student's name, grade level, the recipient's information, and the type of transcript needed (official or unofficial). If not noted, an unofficial transcript will be provided. Requests by third-parties other than the current student's parent or guardian will not be processed without a Release of Information on file in the Office of Admissions. Requests for transcripts may take up to three school days to process.

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 student. 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 objects to the school disclosing directory or other information about their student to groups as outlined in the policy, notify the Office of Admissions immediately.

DIRECTORY INFORMATION

SFIS may disclose certain information, known as "*Directory Information*", without written consent unless a parent informs the school of their wish not to disclose. Directory Information is information generally not considered harmful or an invasion of privacy if released. Pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Directory Information may be used for the following school purposes: the annual yearbook, honor roll or other recognition lists, promotion and/or graduation programs, and program or sport activity lists.

SFIS has identified the following as directory information:

- Student names;
- Participation in officially recognized school activities or sports;
- Photographs;
- Awards, Honors or Special Recognitions; and
- Grade levels.

Because SFIS receives federal funding under the Elementary and Secondary Education Act (ESEA), the school must disclose students' names, addresses, and telephone listings to military recruiters upon their request. If a parent objects to the school disclosing Directory Information about their student as outlined in the policy, contact the Office of Admissions to fill out a FERPA Directory Information Opt-Out Form.

Checkout Procedures And Checkout Lists

Parents who wish to make changes to their student's checkout list may submit a request via the NASIS Parent Portal, email the request to admissions@sfis.k12.nm.us, or contact the Office of Admissions by phone. Requests must include the legal name of the person being added, their phone number, date of birth, and the order they should be in the emergency contact list. Only individuals 21 years and older may serve as an authorized checkout/emergency contact. Six individuals are allowed on a student's authorized checkout/emergency contact list in addition to two parents/guardians for a maximum total of eight.

Administrative Services

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 \$50.00 per year and are due at the beginning of every school year. If there is more than one student per family attending SFIS, the second student's fee will be \$25.00, and the third student's fee will be \$10.00. 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/community/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 | Physical Address - For packages |
|-------------------------------------------|---------------------------------------------------|
| PO Box 5340 Santa Fe, New Mexico 87505 | 1501 Cerrillos Road Santa Fe, New Mexico 87501 |

SFIS LEADERSHIP INSTITUTE (LI)

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.

ATHLETIC PROGRAM

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/students in a positive manner; never yell negative remarks – be a good fan.
- Show respect for a student'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.

Sports Offerings

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

Eligibility

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

Eligibility will be determined by official semester grades (nine 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. Reinstatement of a student must be considered by the Principal within seven days of the grade period posting. A student with one "F" is automatically ineligible.

BASIC ELIGIBILITY STANDARDS

According to the NMAA rules, the student is eligible if they meet each of the following standards:

1. An athlete is eligible if they have filed a form with the school indicating they have passed a current physical examination, have health, accident and injury insurance, and have catastrophic insurance.
2. An athlete is eligible if they have not become 19 years of age before September 1 of the present school year.
3. An athlete is eligible if they have not participated in more than four seasons, including the current season, in any sport during grades 9-12.
4. An athlete is eligible if they have passed four subjects during the last grading period, not failed any classes, and have a 2.0 GPA or better during the previous grading period.
5. 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.
6. Change of school attendance after this open enrollment choice is governed by the transfer rules outlined in Section VI.
7. SFIS Athletics takes precedence over any other league/club such as Amateur Athletic Union (AAU) leagues/clubs.

Additional 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 they have 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

| | |
|-----------------|-----------------------------------------------------------------------------------------------------|
| Baseball | Must complete the entire season and play in at least 30% of varsity games, including playoff games. |
| Soccer | |
| Softball | |
| Volleyball | |
| Cross Country | Must complete the entire season and must score at least 2 points. |
| Track and Field | |
| Basketball | Must complete the entire season and participate in at least 40 varsity quarters. |
| Football | Must complete the entire season and participate in at least 15 quarters. |
| 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 their parent/guardian may obtain an explanation of any part of this Code from the Administration.

All standards, rules and requirements in the SFIS Athletics and Activities 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 their 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 Infraction (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 they were 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 their first 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 first choice will dictate what sport they will participate in.

SCHOOL SUSPENSIONS

When an athlete is placed on out-of-school suspension for an infraction, the athlete will not be allowed to participate in practice and games for the duration of the suspension. Once a student athlete returns from the out-of-school suspension, the athlete will be required to:

- Participate in the PASS Program;
- Sit out a minimum of 5 full days during the PASS Program and will require a clearance from the Student Success Specialist to the Athletic Director confirming completion of the full 5 days;
- Not participate in practice or attend any games scheduled during the 5 days in PASS;
- Miss a minimum of one game per infraction from the time of suspension (See Violation Matrix); and
- Miss a minimum of one game per infraction resulting in suspension, regardless of when the suspension or PASS commitment is over (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).

CHANGE OF ATHLETIC STATUS OR 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.

Athletes are strongly discouraged from quitting a sport while it is in season. A student who no longer wants to participate in a sport must notify their coach and turn in their uniform immediately.

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.

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 events (home/away).

Athletic Equipment

In most sports, practices, and/or games, 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 subsequent sport seasons 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 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 Disabilities Act (ADA) and Section 504

The Americans with Disabilities Act (ADA) and Section 504 are federal laws that prohibit discrimination on the basis of 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 (IDEA) ensures a free appropriate public education in the least restrictive environment to eligible children with disabilities and ensures special education and related services are provided to those children. SFIS complies with applicable IDEA requirements to provide a continuum of services to meet the unique needs of all eligible children with disabilities.

Title IX

Title IX is a Federal civil rights law, which protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX is enforced by the U.S. Department of Education. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Under Title IX, SFIS must operate education programs and activities in a nondiscriminatory manner free of discrimination based on sex, including sexual orientation and gender identity. Title IX jurisdiction includes: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment, including sexual assault and other forms of sexual violence; treatment of pregnant and parenting students; treatment of LGBTQIA+ students; discipline; single-sex education; and employment. Title IX also prohibits retaliation against any individual for having testified, assisted, or participated or refused to participate in a proceeding under Title IX. Any form of retaliation is considered a violation of Title IX. For more information about Title IX or to file a complaint, contact the Title IX Coordinator, who is the Superintendent or their designee, at: sfistitleix@sfis.k12.nm.us.

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA), other federal law enforcement requirements, as well as network security considerations provide the foundation for the terms of the Internet Use 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)

The Elementary and Secondary Education Act (ESEA), which is currently amended as the Every Student Succeeds Act (ESSA), was first passed in 1965 to provide Federal funding through the U.S. Department of Education to schools and state agencies. All Bureau-funded schools, including Tribally Controlled Schools, receive ESEA funding and are designated schoolwide programs, which means that the ESEA funds may be coordinated and consolidated with all after funding sources to upgrade the entire educational system. As a recipient of ESEA funding, SFIS complies with applicable ESEA requirements.

Family Educational Rights and Privacy Act (FERPA)

The law requires that SFIS not disclose personal, identifiable information from a student'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 Health and Human Services 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 their 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 \$5,000, 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 their 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

Santa Fe Indian School complies with the McKinney-Vento Act, 42 U.S.C. § 11432(g)(3). SFIS is not a New Mexico public school and therefore is not a local education agency for any geographic school district, including Santa Fe. SFIS has adopted the definition of "homeless" used in the Act, which will be interpreted by the SFIS McKinney-Vento Committee. Contact the Family Engagement Coordinator for more information or to make a referral.

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, in April 2008, recently inspected September 8, 2023, and have been deemed free of asbestos / safe to occupy. In accordance with the law, SFIS must inform staff and parents of this information. The documents can be found with the Office of the Superintendent or the Office of Facilities Management in addition to being posted throughout the campus.

APPENDICES

| Glossary | |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 either 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 or specific group 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. A student being unaccounted for longer than 30 minutes triggers SFIS Missing Persons Protocols. |
| 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). |
| 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 checkout a student from the Day and Student Living 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. |
| Discrimination | Prohibited discrimination means to treat someone differently, or less favorably, on the basis of a protected category. SFIS prohibits discrimination on the basis of race, color, religion, national origin, age, sex (including pregnancy, sexual orientation, gender identity, and sex characteristics), ethnicity, tribal affiliation, size, disability or genetic information. |
| 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 will be responsible for transportation arrangements for their student. |
| Dorm Timeout | Will be implemented for behavior violations in alignment with the Violation Matrix, if a student's behavior does not improve, and they continue to be insubordinate, they will be recommended for Dorm Timeout. Dorm Timeout can also be for health and safety concerns. During Dorm Timeout, the student will be required to attend academic classes, but they may not visit or stay at the dorm. Students on a Dorm Timeout will not be permitted to ride the bus during their Dorm Timeout period. The parent/guardian is responsible for transportation arrangements for their student. |
| In-Dorm Redirection | 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 Redirection time. Students who are on In-Dorm Redirection can be assigned community service and are required to go home on the weekends. While on In-Dorm Redirection, a student will be engaged in positive reinforcement to support positive behaviors. |

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| 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 Redirection 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 death/illness. |
| Forgery (Major) | The altering of official school documents, such as, but not limited to, student checkout forms and altering grades. |
| Forgery (Minor) | Falsifying of school procedural forms, such as but not limited to, passes in either the Academic or Student Living Programs. |
| 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 the cost of repair for damaged property. Minor incidents result in damage less than \$100. Major incidents result in damage more than \$100. |
| Good Standing | A student is considered to be in "good standing" if they maintain a 2.0 GPA or higher, have no more than one failing grade, and have 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 Insubordination 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. |
| <i>In Loco Parentis</i> | 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 the student's rights. When parents place children in a boarding school for their education, the teachers, Student Living staff, and administrators of the school stand <i>in loco parentis</i> 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. |

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| Public Displays of Affection (PDA) | Conduct between individuals of a romantic 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. |
| 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. |
| 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. |
| 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 result in damages less than \$100. Major incidents 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

| Department | | Office | Cell |
|--------------------------------------------|---------------------------------------------------|--------------|--------------|
| Superintendent's Office | Program Planner | 505-989-6318 | 505-670-5701 |
| | Superintendent | 505-989-6333 | 505-470-6807 |
| Student Rights and Responsibilities (SR&R) | SR&R Coordinator | 505-989-6337 | 505-469-9710 |
| Security | Safety and Security Coordinator | 505-989-6306 | 505-690-1628 |
| | On Duty Security | 505-989-6311 | 505-690-4580 |
| | Guard House | 505-989-6311 | |
| Emergency Management | Emergency Response Coordinator | 505-216-7365 | 505-470-0118 |
| High School Academics | | 505-989-6330 | |
| | Principal | 505-216-7315 | 505-257-8982 |
| | Assistant Principal | 505-216-7393 | 505-670-7908 |
| | Dean of Students | 505-216-7403 | 505-699-3058 |
| | Attendance | 505-989-6327 | 505-670-9108 |
| | Special Education Coordinator 7-12 | 505-216-7328 | 505-629-3210 |
| | Extended Learning Coordinator 7-12 | 505-989-6326 | 505-699-2973 |
| | 12 th Grade/College Counselor | 505-216-7319 | 505-660-5397 |
| | 11 th Grade/Academic Counselor | 505-216-7406 | 505-660-4781 |
| | 10 th Grade Counselor | 505-216-7401 | 505-660-6126 |
| | 9 th Grade Counselor | 505-216-7410 | 505-660-3718 |
| Middle School Academics | | 505-989-6393 | |
| | Principal | 505-989-6393 | 505-709-7395 |
| | Assistant Principal | 505-216-7412 | 505-690-8901 |
| | Dean of Students and Attendance | 505-216-7413 | 505-795-2867 |
| | 7 th & 8 th Grade Counselor | 505-989-6328 | 505-660-3041 |
| High School Student Living | | 505-989-6380 | 505-500-2314 |
| | Student Living Director | 505-216-7307 | 505-490-5990 |
| | Student Living Supervisor | 505-216-7371 | 505-699-8560 |
| | Girls – 1 st Floor RA Station | 505-989-6361 | |
| | Girls – 2 nd Floor RA Station | 505-989-6362 | |
| | Girls – 3 rd Floor RA Station | 505-989-6363 | |
| | Girls – Pod C RA Station | 505-989-6310 | |
| | Boys – 1 st Floor RA Station | 505-989-6364 | |
| | Boys – 2 nd Floor RA Station | 505-989-6365 | |
| | Boys – 3 rd Floor RA Station | 505-989-6366 | |

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| Middle School Student Living | | | |
| | Student Living Coordinator | 505-989-6334 | 505-490-2845 |
| | Girls – 1 st Floor RA Station | 505-989-6314 | |
| | Girls – 2 nd Floor RA Station | 505-989-6317 | |
| | Boys – 1 st Floor RA Station | 505-989-6329 | |
| | Boys – 2 nd Floor RA Station | 505-989-6344 | |
| | | | |
| | Student Wellness Director | 505-216-7301 | 505-365-3829 |
| | Student Wellness Program Planner | 505-989-6339 | 505-690-6299 |
| | | | |
| | Health Center | 505-989-6358 | 505-670-8075 |
| Cafeteria | Food Services Coordinator | 505-989-6355 | 505-469-9924 |
| Transportation | Transportation Coordinator | 505-989-6340 | 505-795-1979 |
| | | | |
| | Athletic Director | 505-989-6350 | 785-423-0388 |
| | | | |
| | Finance | 505-989-6347 | 505-699-7453 |
| | | | |
| | Admissions | 505-989-6370 | 505-690-6293 |
| | | | |
| | Family Engagement Coordinator | 505-216-7325 | 505-690-6191 |
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| Information and Technology | IT Help Desk | 505-989-6377 | |
| | | | |
| | IT Help Desk (Toll-Free Number) | 888-966-8557 | |

Campus Map



Campus Map: Student Areas of Use

