

SHONTO GRIZZLIES

Shonto Preparatory Technology
High School

2025-2026

Student/Parent Handbook/Course Catalog

East Highway 160 & Route 98
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www.shontoprep.org



SHONTO PREPARATORY SCHOOLS

Haleebee Na'nitin Binahji' Da'ólta'í Binitisékees dóó Bina'nitin Bidziil
Empowering Student Learning Through Quality Education

PO Box 7900 • East Hwy 160 & Rt. 98 • Shonto AZ 86054-7900 • (928) 672-3500 • www.shontoprep.org

Dear Shonto Preparatory Technology High School Community, Parents, and Students,

I hope this letter finds you well and that you are as excited as I am for the this school year. As your principal and acting superintendent, it is my pleasure to welcome you to a new year filled with opportunities for growth, learning, and success. Our mission at Shonto Preparatory School is at the heart of everything we do, and I am committed to ensuring that we live out this mission every day.

Our mission is to nurture positive character in a safe, engaging, caring, and creative environment with high academic expectations, while instilling Diné language and culture, where all learners are successful, responsible, and independent thinkers.

Nurturing Positive Character, Safe and Engaging Environment: At Shonto Preparatory, we believe that education goes beyond academics. We are dedicated to fostering an environment where students develop strong character, learn the values of respect, integrity, and compassion, and grow into responsible individuals who contribute positively to their community. We strive to create a secure and supportive environment where students feel valued and encouraged to take risks in their learning journey. As we review the data, review our curriculum, and instruction we strive to keep students motivated and excited about their learning.

High Academic Expectations: We hold high academic expectations for all our students. Our rigorous curriculum is designed to challenge and inspire, ensuring that students reach their full potential. We are committed to providing the resources and support needed for every student to excel academically.

Instilling Diné Language and Culture: At Shonto Preparatory, we are proud to celebrate and preserve Diné language and culture. We have courses that are dedicated to the Navajo language, cultural teachings, allowing students to connect with their heritage and history. We believe that understanding and appreciating one's culture is fundamental to personal and academic growth.

Successful, Responsible, and Independent Thinkers: Our goal is to equip students with the skills and knowledge necessary to become successful, responsible, and independent thinkers. We foster critical thinking, problem-solving, and decision-making abilities, preparing students to navigate the complexities of the world with confidence and competence. These skills are instrumental despite the field, vocation, or goal beyond high school.

As we embark on this new school year, I invite you to join us in our mission. Together, we can create an enriching educational experience that empowers our students to achieve greatness. I look forward to working with you and witnessing the incredible achievements of our learners.

Thank you for your continued support and commitment to Shonto Preparatory Schools.

Sincerely,

A handwritten signature in black ink, appearing to read "Cheryl Grass". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Cheryl Grass

High School Principal and Acting Superintendent

Shonto Preparatory Schools

SHONTO GOVERNING BOARD OF EDUCATION, INC.

Shonto Preparatory Technology High School (SPTHS) is accredited by the COGNIA Accreditation focuses on Accreditation and School Improvement. SPTHS serves Shonto Community and neighboring areas such as Tall Mountain, Ts'ah Bii'Kin, Tonalea, Kaibeto, Black Mesa, White Mesa, Cow Springs, Kayenta, Navajo Mountain, and Forest Lake, essentially surrounding areas within a 60-mile radius (www.shontoprep.org).

The purpose of this handbook is to communicate the expectations of the School Preparatory School (SPS) district and SPTHS to ensure all students, parents, teachers, staff, and community members can enjoy the educational environment and any opportunities offered by SPTHS and the SPS District. It is the policy of the Shonto Governing Board of Education, Inc. that at any time students are under the direct supervision of adults in a school sponsored and extracurricular activities, the Student and Parent Handbook will be upheld.

One of SPTHS school wide goal(s) is to impart upon our students the concept of being self-sufficient, independent, and productive citizens. As assessment-capable learners, we strive to have every student be an advocate for their learning and score proficient or highly proficient on their State and benchmark assessments. As academic facilitators, promoting a cohesive academic community is essential to building students' academic skills and showing proficiency on their assessment. SPTHS curriculum is aligned to Arizona College and Career Readiness and Common Core Standards, which also integrates our Dine Language & Cultural values. As educators, SPTHS is most proud of the opportunity to work with students who come from such a culturally rich environment. SPTHS aims to inspire all students' intellectual abilities so they can become successful in their postsecondary and career endeavors.

Another area of SPTHS' goal is to embrace effective instructional practices and innovative technology. Through professional development, SPTHS strives to enhance teaching practices and to be a high performing school.

SPTHS offers a full range of support services and programs which include:

- Culturally-Rich Classes- Diné Studies, Navajo I, Navajo II, Textiles, Navajo Government
- Career Technical Education courses- Career Explorations, Welding, Automotive, Construction, Culinary Arts, and Computer Science
- TALON NPC Dual Enrollment courses
- Exceptional Student Services with one-on-one support and inclusive practices. Technologically equipped classrooms.

STATEMENT OF PURPOSE

Mission

The mission of Shonto Preparatory School is to nurture a positive character in a safe, engaging, caring and creative environment with high academic expectations while instilling Diné language and culture, where all learners are successful, responsible, and independent thinkers.

Vision

Promote creative problem solving through critical thinking while embracing Diné Language and Culture to create collaborative life-long learners.

Equal Education Opportunity

It is the policy of Shonto Preparatory Technology High School to maintain a non-discriminatory learning environment and to ensure that students are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of the district on the basis of gender, race, color, religion, national origin, or disability.

Shonto Preparatory Technology High School (SPTHS) has been serving surrounding communities since 1999. The successes of SPTHS are results of the following beliefs:

- Students will learn.
- Teachers have positive impact on student learning
- Parents/Guardians are key partners in their child's learning
- School and parent partnership is essential
- Students can meet high expectations
- Curriculum and school improvement decisions are student-focused
- Data-driven decisions to improve teaching and learning
- Continuous improvement
- Safe and positive learning environment maintained by students & staff
- Extra-curricular and enrichment are encouraged for all students
- Teachers and support personnel are highly qualified and attend professional learning

Illness

If a student becomes ill at school parents/guardians will be notified.

ADMISSIONS

Shonto Preparatory Technology High School accepts enrollment application packets for students fourteen (14) through twenty-one (21) years of age. Students may apply for admission at any time of year, students are encouraged to submit their application packet after the first of June.

Your child must be current on all immunizations. The state requirements include:

- Three doses of Hepatitis B
- Four doses of OPV/IPV (polio)
- Two MMR (measles, mumps and rubella)
- One does of VAR Varicella (chickenpox)
- Five doses of DTP (diphtheria, pertussis, tetanus)

- One dose of MenACWY or MCV4 Quadrivalent Meningococcal
- High recommended, not required: COVID-19 vaccinations

Parents must provide proof of vaccination to verify their child has received their vaccination shots for attendance or parents may provide a proof of exemption of immunization.

Arizona Revised Statutes §15-184(B) provides that enrollment preference shall be granted to pupils returning to the charter school and to siblings of pupils already enrolled. A.R.S. §15-184(C) states that enrollment preference may be granted by the school to students who are in foster care, homeless, or those who are children, grandchildren or legal wards of employees of the school, Governing Board members, or employees, directors, officers, partners or Board members of the charter holder.

Arizona Revised Statutes §15-184 states (J), "...school may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution."

In cases of custody and/or visitation restrictions regarding a student at SPTHS, a copy of all legal documents, such as a court order, must be given to the School Registrar to file in the student's cumulative folder.

If a student transfers in from another school, there is no guarantee that all credits will transfer to Shonto Preparatory Technology High School. It is dependent on varying factors to include but limited to the following factors: comparing the course syllabus from both schools and the school's schedules. If students are transferring from a block schedule their classes will be counted as one core credit and one elective credit. Families are encouraged to wait to transfer their child at the end of the semester or quarter.

CLASS SCHEDULE

Schedule Changes

Schedule changes are made in the first five days of a semester, drop/add deadlines will be set and communicated, any scheduled changes after 5 days of a semester will require administrative approval. Schedule changes will be made for the following reasons: Computer error, changes needed to satisfy graduation requirements, completion of an approved summer school, community college, or online (APEX) course. Students registering after the 20th day of the semester and has not attended any school during the past 20 school days may still register but will receive no credit for that semester.

Withdrawals

If a student withdraws from school to enter another school before the end of a semester the withdrawal grades will reflect the grades earned at the date of withdrawal. Students requesting to withdraw from a course while remaining enrolled at Shonto Preparatory School must receive administrative approval. Approved withdrawals from courses will be posted on the student's transcript according to the following timeline: Schedule changes within the first ten (10) days of the semester will not be reflected on the transcript. Withdrawals from the 11th day to 20 days prior to the end of each semester will be recorded as an 'NC'.

ATTENDANCE

The Navajo Tribal Attendance law states that Navajo children between the ages of five (5) and nineteen (19) that have not graduated from high school must be attending school. Students who are dropped because of excessive absences will be referred to Family Court of the Navajo Nation. (Tribal Code Title 10, Chapter. Section 118, Paragraph A.)

Shonto Preparatory Technology High School (SPTHS) expects all enrolled students to maintain consistent attendance throughout the academic year. Teachers may allocate up to 10% of a student's grade based on attendance.

Regular attendance is critical, as it directly affects academic performance and a student's ability to meet graduation requirements. If a student accumulates absences totaling 10% or more of the school days in a semester (equivalent to 9 nonconsecutive days) without valid documentation (e.g., medical note, family illness, or death in the family), the absences may be classified as truancy.

In such cases:

- The student and their parent/guardian will be referred to the Navajo Nation Peacemaking Program.
- An Attendance and Academic Contract will be established between the student, parent/guardian, and the school.

Parents and students should understand that seat time is essential for earning academic credit and meeting Arizona state requirements for enrollment and instructional validation.

1. EXCUSED ABSENCES

- Absences due to illness, doctor appointments, mental or behavioral health, homeless, bereavement, family emergencies, time necessary to process for the armed forces, religious observance, or other circumstances may be excused through written documentation provided to the School Registrar on the day of or before the absence. ARS §15-901(A) (1)
- Students returning to class, after being absent, should have a readmitted slip before returning to class. Academic grades suffer because of excessive absences.
- Out-of-school suspension (OSS) is an excused absence (up to 10% of instructional days scheduled for the school year) and makeup work will be required.
- When a student is absent, it is their responsibility to talk with their teacher(s) and obtain missed assignments.
- Synergy can be accessed by parent/student anytime to check on attendance and grades.
- Students should complete and turn in missed assignments to the teacher immediately.

2. UNEXCUSED ABSENCES

- Any unverified absence is classified as unexcused.
- An absence without prior knowledge and consent of the parent/guardian, or which is in violation of state law and district procedure, is classified as truancy.
- Examples of Unexcused Absences/Tardies are:
 Babysitting, overslept, missed the bus

3. ATTENDANCE DUE PROCESS

- a. 3 days Absent: Letter sent home & phone call by teacher noting absences
- b. 5 days Absent: Letter sent home for parent conference & phone call from the registrar. Require parent conference with the principal.
- c. 3 **consecutive** Absences: Letter sent home for Parent-Principal conference & phone call from the school registrar.
- d. 10 **unexcused consecutive** Absences: Students will be dropped from school enrollment. Notice will be sent to Navajo Nation Peacemaking Court to request for children in need of supervision assistance. Students will be placed on NO credit status.

4. TARDIES

Students and parents should do everything possible to ensure students arrive at school on time and be in their first period class. Students are responsible for being in their class, in their seats before the tardy bell rings. Hall sweeps will be conducted periodically at the high school at the end of the tardy bell to reduce tardy or loitering activity.

- Being tardy is arriving 15 minutes beyond the start of class.
- Tardiness to school will be excused only when accompanied with written notification from the parent/guardian or doctor.
- All other tardies will be classified as unexcused.

Concern	Intervention	Referral
3 Tardies	Student Teacher conference	If a student is tardy 15 minutes or more, it is counted as an absence.
4 Tardies	Academic Counselor/ Student Conference	The teacher will complete the referral process and report the student's 4th tardy to the Academic Counselor.
5 or more Excessive Tardies	Parent Notice	The Registrar or High School principal will send a letter home to communicate the excessive tardies.

GRADUATION REQUIREMENTS

Shonto Preparatory Technology High School Graduation Requirements

SPTHS Requirements for Senior Class of 2025			
Credits	Subject	Credits	Subject
4	English (9, 10, 11, 12)	1	PE/Health
4	Mathematics, (Algebra I, Geometry, Algebra II, Advanced Math, & Pre-Calculus)	1	Fine Arts or Career Technical Education
3	Science (Earth Science, Biology I, Chemistry I)		
3	Social Studies (World History/Geography, US/AZ US/AZ Government/Economics)	23	TOTAL CREDITS +
6	Electives	Complete	Education and Career Action Plan (ECAP)
1	Foreign Language or Navajo Language	Pass	Civics Test (70% or higher)

+Course Requirements for Arizona college/university require 2 years of Foreign Language. Scholarships and out of state schools may have varying requirements.

*High School Graduates are required to pass their Civics Test and complete an Education and Career Action Plan.

High School Early Graduation Requirements

Early graduation is an opportunity for very capable students to complete and meet their high school graduation requirements by their 6th or 7th semester of school. A student who is planning on graduating early must meet all graduation credit requirements and maintain a 2.0 cumulative GPA to qualify.

Students wishing to graduate early must notify Student Services, start the application process submit and approved by September 30. A complete application consists of the following:

1. Early Graduation Request Form with student, parent, and principal signature.
2. Review and attach copy of student's most current transcript.
3. Review and attach a copy of student's current semester schedule.
4. Review and attach a copy of the current most updated Academic Plan reflecting the Arizona State minimum requirements for graduation.
5. Must have passed the Civics Test with a score of 70 or better.
6. Must complete ECAP profile through My Future AZ.

7. Must complete FAFSA, student and parent(s)/guardian(s).

If a student is approved the opportunity to graduate early, he/she must fulfill SPTHs graduation requirements to earn a high school diploma by the end of their 6th or 7th semester. Students must submit verification of post-secondary plan by November 30th to student services. Failure to complete courses, meet graduation requirements and/or verification of post-secondary plan will void the early graduation agreement.

The following are items that students and parent(s)/Guardian(s) should consider before requesting for early graduation.

- ❖ Early Junior graduation will not be ranked with the graduating senior class but will receive their junior ranking.
- ❖ Junior graduates will not be allowed to be Valedictorian or Salutatorian.

COURSE CATALOG

CAREER AND TECHNICAL EDUCATION

In today's global economy, the workplace requires highly trained and effective employees. Career and Technical Education (CTE) educators are responding to today's workplace needs by utilizing the delivery service model below. The curriculum is frequently reviewed, refined, and updated to align with business and industry while at the same time meeting the rigorous Arizona College and Career Ready Standards. CTE Programs provide students the opportunity to explore and experience careers while in high school and apply their academic and technical skills through real world applications. CTE is for ALL students! CTE courses are focused on preparation for college AND career by providing a multitude of dual enrollment opportunities while meeting entrance requirements of four-year colleges and universities; integrating employability skills, academic standards and providing opportunities for scholarships through rigorous academic curriculum. CTE courses expand student options through relevant curriculum and laboratory instruction; enhance success in school through applying academic skills in a real-world situation; as well as provide and promote opportunities for work experience and personal leadership development. Participation in CTE classes allow students to become actively involved in student organization activities that include: Distributive Education Clubs of America (DECA); Future Business Leaders of America (FBLA); Family, Career and Community Leaders of America (FCCLA); Future Farmers of America (FFA); Future Health Professionals (HOSA); and Skills USA.

AUTOMOTIVE TECHNOLOGIES I This is the introductory course for the Automotive Technologies program. This course prepares the student to apply technical knowledge and skills in the safety, adjustment, maintenance, part replacement, and use of tools, equipment and machines.

Course Length: 1 semester

Credits: .5

Prerequisite: None

Course #: 20900

Grade Level: 9, 10, 11, 12

Location: SPTHS

AUTOMOTIVE TECHNOLOGIES II This is the second course in the coherent sequence for Automotive Technologies. This course prepares the individual to apply technical knowledge and skills in safety, adjustment, maintenance, and parts replacement to repair automobiles and light trucks. Students are introduced to: a) brake systems; b) electric/electronic systems; c) steering and suspension systems; and d) engine performance diagnosis and repair."

Course Length: 1 semester

Credits: .5

Prerequisite: None

Course #: 20104

Grade Level: 10, 11, 12

Location: SPTHS

CONSTRUCTION TECHNOLOGY I This is an introductory class into Construction. The intent is to acquaint students with skills associated with construction-based careers. Core content includes construction safety, basic construction, manufacturing, and transportation technologies. In addition, students will gain technological knowledge through application of basic computer aided drafting and business computer skills through portfolio documentation of a resume and business letter. Aligned with this course is Skills USA.

Course Length: 1 Semester
Credits: .5
Prerequisite: None
Course #: 17930
Grade Level: 9, 10, 11, 12
Location: SPTHS

DIGITAL MEDIA DESIGNS & PRODUCTION This is the second course in the coherent sequence for Graphic Design. This course will prepare the student to integrate preproduction, production, post-production, Deliver/Distribute, Quality Assurance, and Presentation phases of Graphic Design.

Course Length: 1 year
Credits: 1
Prerequisite: None
Course #: 1172
Grade Level: 9, 10, 11, 12
Location: SPTHS

DIGITAL PHOTOGRAPHY I

This is the introductory course for the Digital Photography program. This course will prepare the student to integrate pre-production, production, post-production, deliver/distribute, quality assurance and presentation phases of Digital Photography.

Course Length: 1 year
Credits: 1
Prerequisite: None
Course #: 11904
Grade Level: 9, 10, 11, 12

MULTIMEDIA DESIGNS Multimedia Design courses explore the creative and conceptual aspects of designing and producing media arts experiences, products, and services that combine imagery, text, sound, motion, interactivity and/or virtual media into a unified presentation. Topics may include aesthetic meaning, appreciation and analysis; composition, development, processing and programming of combined physical, interactive, and virtual experiences and environments; presentation, transmission, distribution, and marketing; and contextual, cultural, and historical aspects and considerations.

Course Length: 1 semester
Credits: .5
Prerequisite: None
Course #: 5260
Grade Level: 9, 10, 11, 12
Location: SPTHS

English Language Arts

ENGLISH I MEETS ENGLISH REQUIREMENT English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections. English 9 is a requirement for graduation.

Course Length: 1 year

Credits: 1 required

Prerequisite: none

Course #: 1010

Grade Level: 9

Location: SPTHS

ENGLISH II MEETS ENGLISH REQUIREMENT English/Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message. English 10 is a requirement for graduation.

Course Length: 1 year

Credits: 1 required

Prerequisite: 1 English credit

Course #: 1011

Grade Level: 10

Location: SPTHS

ENGLISH III MEETS ENGLISH REQUIREMENT English/Language Arts III (11th grade) courses continue to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses. English 11 is a requirement for graduation.

Course Length: 1 year

Credits: 1

Prerequisite: 2 English credits

Course #: 1012

Grade Level: 11

Location: SPTHS

ENGLISH IV MEETS ENGLISH REQUIREMENT English/Language Arts IV (12th grade) courses blend composition and literature into a cohesive whole as students write critical and comparative analyses of selected literature, continuing to develop their language arts skills. Typically, students primarily write multi-paragraph essays, but they may also write one or more major research papers. English 12 is a requirement for graduation.

Course Length: 1 year

Credits: 1

Prerequisite: 3 English credits

Course #: 1013

Grade Level: 12
Location: SPTH

Fine Arts

DINE CRAFTS I This is an introductory course that involves weaving sash belts, small rugs, basketry, and other traditional Navajo crafts. Bead work includes keychains and wrist bands. Traditional methods are taught with a few modern innovations.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 1173

Grade Level: 9, 10, 11, 12

Mathematics

ALGEBRA I MEETS MATH REQUIREMENT Algebra 1 includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations. Algebra 1 is a requirement for graduation.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 1022

GEOMETRY MEETS MATH REQUIREMENT This course is meant to employ an integrated approach to the study of geometric relationships. Congruence and similarity of triangles will be established using appropriate theorems. Transformations Including rotations, reflections, translations, and glide reflections and coordinate geometry will be used to establish and verify geometric relationships. A major emphasis of this course is to allow students to investigate geometric situations. Geometry is meant to lead students to an understanding that reasoning and proof are fundamental aspects of mathematics and something that sets it apart from the other sciences. This course prepares students for more advanced studies of math and science.

Course Length: 1 year

Credits: 1 required

Prerequisite: Algebra I

Course #: 1024

Grade Level: 10

ALGEBRA II MEETS MATH REQUIREMENT Algebra 2 topics include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth student of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher degree equations; and operations with rational and irrational exponents. F

Course Length: 1 year

Credits: 1

Prerequisite: Algebra I

Course #: 1023

Grade Level: 9, 10, 11

PRE-CALCULUS MEETS MATH REQUIREMENT This course combines the study of Trigonometry, Elementary Functions, Analytic Geometry, and Math Analysis Topics as preparation for calculus. Topics Include the study of complex numbers; polynomial, logarithmic, exponential, rational, right trigonometric, and circular functions, and their relations, inverses and graphs; trigonometric identities and equations; solutions of right and oblique triangles; vectors; the polar coordinate system; conic sections; Boolean algebra and symbolic logic; mathematical induction; matrix algebra; sequences and series; limits and continuity.

Course Length: 1 year

Credits: 1

Prerequisite: Algebra II

Course #: 1027

Grade Level: 11, 12

Physical Education

PE/HEALTH GRADUATION REQUIREMENT Health and Fitness courses combine the topics of Health Education courses (nutrition, stress management, substance abuse prevention, disease prevention, first aid, and so on) with an active fitness component (typically including aerobic activity and fitness circuits) with the intention of conveying the importance of life-long wellness habits.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 1115

Grade Level: 9, 10

ADVANCED WEIGHT TRAINING Weight Training courses help students develop knowledge and skills with free weights and universal stations while emphasizing safety and proper body positioning; they may include other components such as anatomy and conditioning.

Course Length: 1 semester

Credits: .5

Prerequisite: Weight Training I

Course #: 1121

Grade Level: 10, 11, 12

INDIVIDUAL DUAL SPORTS Individual/Dual Sports courses provide students with knowledge, experience, and an opportunity to develop skills in more than one individual or dual sport (such as tennis, golf, badminton, jogging/running, racquetball, and so on). Course Length: 1 semester
Credits: .5 Prerequisite: None Course #: 1211 Grade Level: 10, 11, and 12 Location: SPTHS

Science

EARTH SCIENCE MEETS LAB SCIENCE REQUIREMENT Earth Science courses offer insight into the environment on earth and the earth's environment in space. While presenting the concepts and principles essential to students' understanding of the dynamics and history of the earth, these courses usually explore oceanography, geology, astronomy, meteorology, and geography.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 1030
Grade Level: 9

BIOLOGY MEETS LAB SCIENCE REQUIREMENT This course is designed to provide information regarding the fundamental concepts of life and life processes; including cell structure and function, general plant and animal physiology, genetics, taxonomy, evolution and ecology.

Course Length: 1 year

Credits: 1

Prerequisite: Integrated Science

Course #: 1031

Grade Level: 10

CHEMISTRY MEETS LAB SCIENCE REQUIREMENT Chemistry studies the composition, properties, and reactions of substances. These courses typically explore such concepts as the behaviors of solids, liquids, and gases; acid/base and oxidation/reduction reactions; and atomic structure. Chemical formulas and equations and nuclear reactions are also studied.

Course Length: 1 year

Credits: 1

Prerequisite: Biology; Algebra I with a C or better

Course #: 1131

Grade Level: 11, 12

Social Studies

WORLD HISTORY/GEOGRAPHY (Meets Social Studies Requirement)

In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 1048A

Grade Level: 10

US/AZ HISTORY (Meets Social Studies Requirement)

The course is required for all students for high school graduation. Students must pass the State of Arizona required Civics Test to graduate. U.S. History—Comprehensive courses provide students with an overview of the history of the United States, examining time periods from discovery or colonialism through World War II or after. These courses typically include a historical overview of political, military, scientific, and social developments. Course content may include a history of the North American peoples before European settlement.

Course Length: 1 year

Credits: 1

Prerequisite: World History/Geography

Course #: 043A

Grade Level: 11

US/AZ GOVERNMENT (Meets Social Studies Requirement)

U.S. Government—Comprehensive courses provide an overview of the structure and functions of the U.S. government and political institutions and examine constitutional principles, the concepts of rights and responsibilities, the role of political parties and interest groups, and the importance of civic participation in the democratic process. These courses may examine the structure and function of state and local governments and may cover certain economic and legal topics.

Course Length: 1 semester

Credits: 0.5

Prerequisite: US/AZ History

Course #: 1044

Grade Level: 12

ECONOMICS (Meets Social Studies Requirement)

This course is required for all students for high school graduation. Macroeconomics, microeconomics, and Global Economics are taught in alignment with the Arizona standards. Additionally, Personal Finance is taught with an emphasis on practical knowledge that students can put to use upon graduation. Topics Include, but are not limited to: avoiding debt, credit cards, student loans, taxes, automobile purchasing, saving and investing.

Course Length: 1 semester

Credits: .5

Prerequisite: US/AZ History

Course #: 4404

Grade Level: 12

CONSUMER ECONOMICS/PERSONAL FINANCE

Consumer Economics/ Personal Finance courses provide students with an understanding of the concepts and principles involved in managing one's personal finances. Topics include introduction to personal finance, budgeting basics, saving money, credit and debit, consumer awareness, career readiness, college planning, financial services, the role of insurance, income and taxes, housing and real estate, investing and retirement.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 22210

Grade Level: 10, 11, 12

World Language

NAVAJO LANGUAGE I MEETS WORLD LANGUAGE REQUIREMENT *Requirement for Chief Manuelito Scholarship. Students will learn the basic vocabulary and grammar of Navajo. They will practice what they learn in dialogues that have a variety of contexts. Course highly recommended to students if they are planning on applying for the Chief Manuelito Scholarship.

Course Length: 1 year

Credits: 1

Prerequisite: None

Course #: 1065

Grade Level: 9, 10, 11, 12

NAVAJO LANGUAGE II MEETS WORLD LANGUAGE REQUIREMENT *Requirement for Chief Manuelito Scholarship. The course is a continuation of Navajo I. Students will learn the basic vocabulary and grammar of Navajo. They will practice what they learn in dialogues that have a variety of contexts. Course highly recommended to students if they are planning on applying for university.

Course Length: 1 year

Credits: 1

Prerequisite: Navajo Language I

Course #: 1066

Grade Level: 10, 11, 12

Non-Departmental Electives

NAVAJO GOVERNMENT *REQUIRED FOR CHIEF MANUELITO SCHOLARSHIP. Navajo Government describes the basic functions of government in general and outline the historical evolution of the distinctive tribal/ federal political relationship. It details the genesis and expansions of the Navajo government system from prehistory to the present, analyzing the current scope, and structure of the three-branch system of Diné government. Through the course, students understand that the Diné people are at the forefront of Indigenous political, legal, and social change.

Course Length: 1 semester

Credits: .5

Prerequisite: None

Course #: 1064

Grade Level: 12 / 11 – with instructor approval

MUSIC APPRECIATION

Music Appreciation courses provide students with an understanding of music and its importance in their lives. The course content focuses on how various styles of music apply musical elements to create an expressive or aesthetic impact. Students also have the ability for informal music performance and creation within the classroom.

Course Length: 1 semester

Credits: .5

Prerequisite: None

Course # 05118

Grade Level: 10, 11, 12

STUDY HALL

Study Hall provides students with the opportunity and time to complete classroom assignments or school projects. Students typically work on their own, without the help of a tutor; however, they are supervised and usually remain in the classroom. Students will also be given Social Emotional Lessons to address: self-awareness, emotions, thoughts, and behavior, coping skills (manage stress), social skills, and character counts. Student service lessons and activities to support high school skills (organization, study skills, time management, and test taking skills) and college and career planning. Students will also be given Digital Citizenship lessons to understand how to use technology responsibly to address: Media balance and wellbeing, privacy and security, digital footprint and identity, and more.

Course Length: 1 semester

Credits: 0.5

Prerequisite: None

Course # 22006
Grade Level: 9, 10, 11, 12

Northland Pioneer College

*Requirements: - GPA of 2.6 or higher (for all college courses) - MAT152: "B" or better in Algebra II - ENL101: HS English Teacher recommendation

ENL 101 • COLLEGE COMPOSITION I SUN# ENG 1101 A course in the basic principles of college-level reading and writing. The course includes several academic essays and a short research paper.

Course Length: 1 semester
Credits: 0.5 SPTHS / 3 College Credit Hours
Prerequisite: Satisfactory placement
Course #: ENL101
Grade Level: 11-12

ENL 102 • COLLEGE COMPOSITION II SUN# ENG 1102 A course in the basic principles of college-level reading and writing, including literary analysis, documented critical essays, and a longer research paper.

Course Length: 1 semester
Credits: 0.5 SPTHS / 3 College Credit Hours
Prerequisite: ENL101 with a "C" or better
Course #: ENL102
Grade Level: 11-12

MAT 152 • ADVANCED ALGEBRA SUN# MAT 1151 Algebraic concepts with an emphasis on solving real-life applications that includes a review of basic algebra, equations, inequalities, functions, polynomials, rational, radical, exponential, and logarithmic functions as well as sequences, series, and combinatorics.

Course Length: 1 semester College Credit Hours: 3
Prerequisite: MAT112 or Satisfactory placement
Course #: MAT152
Grade Level: 11-12

MAT 189 • PRE-CALCULUS ALGEBRA/TRIGONOMETRY Algebraic and trigonometric concepts with an emphasis on solving real-life applications that includes trigonometric functions, analytic trigonometry, vectors, systems of equations and inequalities, matrices, and analytic geometry.

Course Length: 1 semester
College Credit Hours: 3
Prerequisite: MAT152 with a "C" or better
Course #: MAT189
Grade Level: 11-12

LAN 171 NAVAJO LANGUAGE

LAN 172 NAVAJO LANGUAGE

SPA 101 • ELEMENTARY SPANISH I SUN# SPA 1101 Introduction to the Spanish language, with emphasis on developing the skills of listening, speaking, reading and writing. Emphasizes basic grammar, pronunciation, vocabulary, and culture.

Course Length: 1 semester

Credits: 0.5 SPTHS / 3 College Credit Hours

Prerequisite: Satisfactory placement

Course #: SPA101

Grade Level: 10-12

SPA 102 • ELEMENTARY SPANISH II SUN# SPA 1102 Continuation of the study of fundamental patterns in SPA 101. Emphasis continues on the comprehension, speaking, reading and writing aspects.

Course Length: 1 semester

Credits: 0.5 SPTHS / 4 College Credit Hours

Prerequisite: SPA 101 with a "C" or better

Course #: SPA102 Grade Level: 10-12

Northeast Arizona Technological Institute of Vocational Education (NATIVE)

Culinary Arts I- This introductory course provides students with knowledge and skills about food preparation and/or production, with a strong emphasis on nutrition, balanced diets, and satisfying special dietary needs. Typically include assessing nutrient content, the science of food and nutrition, physiology and utilization of nutrients. Course content may also cover additives, contaminants, food-borne illnesses, and food technology.

Course Length: 2 semesters

Credits: 1 Credit

Prerequisite: None

Grade: 10-12

Culinary Arts II- This is the second course in the coherent sequence for Culinary Arts. This course prepares students with advanced applications in kitchen equipment, organization and operations, sanitation, quality control, quantity food preparation and cooking skills. Additionally, students have training in business operations of a food and beverage establishment.

Course Length: 2 semesters

Credits: 1 Credit

Prerequisite: None

Grade: 10-12

Culinary Arts III- This course utilizes a cooperative education methodology to combine school-based and supervised work-based learning experiences directly related to the standards identified for the Culinary Arts program.

EDUCATION CAREER ACTION PLAN (ECAP) R7-2-302.05

All students 9-12 must devise a post-high school career action plan prior to graduation and updated, revised and monitored at least annually. The Education Career Action Plan (ECAP) is both a documented plan and a process.

An Arizona Education and Career Action Plan shall at a minimum allow students to enter, track and update the following information:

1. Academic Goals that include identifying and planning the coursework necessary to achieve the high school graduation requirements and pursue postsecondary education and career options; analyzing assessment results to determine progress and identify needs for intervention and advisement; and documenting academic achievement.
2. Career Goals that include identifying career plans, options, interests and skills; exploring entry level opportunities; and evaluating educational requirements.
3. Postsecondary Education Goals that include identifying progress toward meeting admission requirements, completing application forms and creating financial assistance plans; and
4. Extracurricular Activity Goals that include documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, and volunteering.

NPC TALON PROGRAM

Shonto Preparatory Technology High School, with Northland Pioneer College (NPC), offers Dual Enrollment classes for college credit. SPTHs students are eligible for NPC college courses if they have:

- a cumulative GPA of 2.6 or greater
- meet the course prerequisites

Courses will be offered	
Fall 2024	Spring 2025
MAT 152 ENL 101 ART 101 HIS 106 ECN 211 HDE 111 HDE 113	MAT 189 ENL 102 PSY 101 POS 110

These courses can be used to meet high school graduation requirements and obtain college credit at the same time. ***Students are responsible for NPC course work and high school course work.*** The teachers that teach these dual enrollment courses are Instructors from the NPC Campus. All courses offered are transferable to any Arizona state university or college. To learn more about SPTHs/NPC Dual Enrollment, please schedule a meeting with the TALON Classroom Aide or Student Services Technician. One semester of NPC Math or English with a passing grade will count as one-half credit in Math or English

for the following academic year. After taking these core classes students can enroll in other courses.

Students enrolled in NPC-TALON classes are highly encouraged to pass all classes per semester. If a student does not pass a class the student will be subject to credit recovery through APEX, and their NPC course could be reduced to one NPC course per semester.

APEX

APEX is an online credit recovery program developed by Edmentum and accredited by Cognia. Students may enroll in APEX during the school year or summer to recover credits. In addition to core courses, APEX also offers elective courses that are not currently available in our existing curriculum.

To participate, students must sign a contract for each session. Students are expected to maintain consistent progress by completing **at least two quizzes per week**. If a student fails to log in for **10 consecutive days** or does not meet the required pace, they will be **withdrawn from the program**.

Please note:

- **Seats for credit recovery are limited**, and enrollment is not guaranteed.
- Students will receive a **“P” (Pass)** grade instead of a traditional letter grade, as APEX is designed for credit recovery.
- **Note-taking is required** for all credit recovery courses in order to receive a passing grade.

SUMMER SCHOOL OR SUMMER ENRICHMENT

1. Summer School is intended for students who need additional academic support, remediation, one-on-one intervention or credit recovery. Perfect Attendance for Summer School and summer enrichment is mandatory.
2. As time permits students can earn up to half a credit this will require the student to engage in 60 hours of coursework.
3. As time permits students can earn an entire credit, this will require the student to engage in 120 hours of coursework.
4. Summer Enrichment courses are intended to complement the strong skill-based curriculum in the core classes and to provide students with opportunities to explore and hone their talents in technology and the arts with emphasis in ELA standards.

CHIEF MANUELITO SCHOLARSHIP:

The Chief Manuelito Scholarship is awarded to graduated, enrolled Navajo high school students who have completed 1 credit of Navajo language, 0.5 credit of Navajo Government, a 3.0 GPA, composite ACT score of 21 and admitted to a full time higher education program. It is recommended that students begin applying to colleges/universities their Junior year. More information is available through the Office of Navajo Nation Scholarship Financial Aid.

GRADING SCALE AND ACADEMIC RECOGNITION

A+ 98-100%	B+ 88-89%	C+ 78-79%	D+ 68-69%	F 59-0%
A 93-97%	B 83-87%	C 73-77%	D 63-67%	

A- 90-92%

B- 80-82%

C- 70-72%

D- 60-62%

HONOR ROLL

The honor roll is calculated at the end of each semester. It is based on current semester grades and is not cumulative. In order to qualify a student must have no F's in the current semester. They must also meet one of the following criteria:

- 4.00 GPA – Principal’s Honors
- 3.50 GPA or higher – High Honors
- 3.00 GPA or higher – Honors

VALEDICTORIAN AND SALUTATORIAN

SPTHs Valedictorian and Salutatorian are selected each year from the graduating class. The criterion is based on the following:

- The Valedictorian ranks first per Grade Point Average (GPA) above 3.0 for their cumulative high school education and is considered the top student of his/her class.
- The Salutatorian ranks first per Grade Point Average (GPA) above 3.0 for their cumulative high school education and is considered the second top student of his/her class.

For both Valedictorian and Salutatorian, criteria are based on cumulative GPA. If students have the same GPA other factors are taken into consideration: the number of advanced classes taken, ACT composite score if taken, student attendance, discipline record, and student marks in citizenship.

For transfer students to SPTHs the following criteria will be used: The student must attend a minimum of two academic years at SPTHs, one of which must be their senior year. Any exceptions to this process must be reviewed and approved by the principal or his/her designee.

ASSESSMENTS

SPTHs is required to administer district, state and federally mandated assessments to students enrolled in Arizona public and charter schools.

All students will participate in state mandated testing:

	Name of Assessment	Cohort	Frequency
State Assessments	ACT	Grade 11	Spring
State Assessments	ACT Inspire	Grade 9	Spring
State Assessments	AzSCI	Grade 11	Spring
State Assessments	AZELLA Placement	Students who meet the requirements based on PHLOTE forms	1 time a year

State Assessments	AZELLA Reassessment	Students who are participating in ELL services	Spring
State Requirement	Civics	Students who have not passed.	2 times a year
District Benchmark	Imagine Learning Galileo	Grades 9-12	3 times a year
Navajo Nation	Dine Language Proficiency Assessment	Grade 12	Fall
Navajo Nation	ONLC-SBA	Grade 12	Spring

GENERAL INFORMATION

1. School Lockers:

In order to provide as many students as possible with an opportunity to use a school locker, the following policies and procedures will be implemented. All lockers are property of Shonto Preparatory Technology High School, not the students.

- Locker inspections will be held without notice, without student consent and without a search warrant.
- Each student will have use of an assigned hall locker with an assigned combination lock. Students will not share lockers and combination lock numbers with their peers.
- Students are expected to keep lockers clean and free from damage. Inappropriate stickers and other items must be removable from lockers or fines may be assigned.
- The cost of a replacement of a combination lock is \$10.00.
- If a student is chronically tardy due to locker usage it may result in losing locker privileges.
- All assignments of lockers/combo locks will be completed by the Front office Staff (registrar), Student Technician, or Principal.

2. Student ID Card & Staff ID Card:

- A photo identification card will be issued to each member of the student body. This card identifies the student as a member of SPTHHS. This card should be carried at all times and must be presented upon request to faculty and/or administration. The student ID card may be used for admittance to school activities such as dances and athletic games.
- Student ID replacement cost: \$3.00.
- Any lost and found student I.D. will be turned into the front office.
- **All Staff** will display school issued identification badges on campus during work hours. Students are expected to present their school identification when requested and necessary.

3. School Issued Property

- Textbooks, library materials/equipment, musical instruments, athletic equipment/uniforms can be issued to students.

- If a school issued property is lost or damaged, it will be the responsibility of the student and parents to pay for the replacement cost.
- It is recommended that students bring school supplies according to teacher expectations in each class.

4. Student Telephone Calls/Messages:

- Students may request to use the phone in the front office to contact parents/guardians before/after school and during lunch. Not during instructional time.
- **If a parent/guardian needs to reach their child for an emergency, please contact the front office and the office staff will get the emergency message to your child.

5. Personal Property

SPTHS is not responsible for students' personal property. Students are responsible for their own personal possessions. Money and expensive belongings or items that distract from teaching and learning should not be brought to school. Any item that disrupts the educational process or jeopardizes the safety of the school is prohibited. Any confiscated items will be returned according to the discipline policy as outlined. Parents and students are responsible for any valuable jewelry worn to school for cultural events.

1. Musical Instruments

Students are permitted to play their musical instruments (either issued from school or brought from home) in designated areas and times on the school campus. Playing musical instruments is allowed before school, at lunch, after school and not permitted when classes are in session. The sound volume of played musical instruments must be kept to a level where it does not disturb the educational environment. Violators can be prohibited from bringing musical instruments/electronic devices onto the school campus. The privilege to bring a musical instrument back on campus may be granted only after a parent/guardian conference with the Principal or designee.

6. Personal Electronic Devices (PEDs) Policy – SPTHS

To maintain a safe and focused learning environment, **personal electronic devices (PEDs)** are **strongly discouraged** on campus due to their high value and the school's limited liability.

Prohibited Items Include (but are not limited to):

- Cell phones, smartwatches, iPods, tablets, power banks, and other PEDs
- Earphones, headphones, and Bluetooth devices
- Bluetooth speakers
- Portable gaming consoles
- Skateboards, rollerblades, and shoes with wheels (e.g., Heelys)
- Excessive cash (over \$20.00)
- Headgear (hats, caps, hoods, beanies, bandanas) while on campus

General Guidelines

- SPTHS is not responsible** for lost, stolen, or damaged personal items and will not provide reimbursement. This includes items loaned or borrowed between students.
- All PEDs must remain turned off and put away** during instructional time, including assemblies, testing, and presentations.
- PEDs may only be used:

- **Before school**
- **During lunch**
- **After school**
- In **designated areas**: Cafetorium, Commons Area, and outside the school building
While in use, devices must adhere to the **Student Code of Conduct**.

d. **Charging of PEDs is not permitted** in any school facility, including classrooms, computer labs, library, front office, lobby, cafetorium, commons, or gym.

Confiscation & Disciplinary Procedures

Staff may confiscate any non-educational items. Confiscated items must be turned in to the Principal or designee and will be documented.

- **First Infraction:** Item may be returned to the student at the end of the school day.
- **Second Infraction:** Item will be returned **only to a parent or guardian**.
- **Third Infraction:** Item will be held **until the end of the semester**.
 - Items deemed dangerous or destructive will be confiscated indefinitely.
 - Illegal items will be reported to law enforcement and parents, with legal consequences pursued as appropriate.

Lost and Found

All lost and found items should be taken to the **front office**. Restricted or suspicious items will be forwarded to the Principal or designee for documentation.

EXTRACURRICULAR ACTIVITIES

1. Student Council (STUCO)

- a. STUCO is designed to provide an opportunity for students to develop leadership skills and be active in student government. Representatives from grades 9 through 12 grades will be elected by their class in August of the current school year. Student council members are required to meet academic and behavioral standards set forth by STUCO organization according to their by-laws. The school administration and student council sponsor reserve the right to remove students from their elected offices if these standards are not maintained or met according to STUCO procedures and protocols.
- b. Qualifications for Officers
 - Students must have an overall grade average of 70% in each class.
 - Students must sign and abide by the SPTHs Code of Conduct.
 - Any student who has been suspended more than once in the school year is ineligible
 - Students must be in compliance with attendance policies.
 - Any student placed in detention more than once is ineligible.
 - Students must participate/engage in events. (Each student is responsible for participating in Student Council activities, meetings, and events. Student Council members are expected to be active participants.) If expectations are not met, members will be placed on probation by Student Council then removed from Student Council.
 - All student council members will complete the application process.
- c. Timeframe: The first week of school the students will be introduced to the purpose, process, and qualification of Student Council. The second week of school students will have an opportunity to campaign. The second Friday of school, the student body will engage in the election process and select the Student Council officers. Class meetings will typically occur on the first Friday each month. Student Council meetings will occur the following Wednesday.

2. Student Clubs

- a. Club activities may be offered based on the interest and the ability of sponsors. Parents who would like to volunteer their services are encouraged to notify the school to ensure visitor policy is followed according to SPTHs policy.
- b. SPTHs student clubs must submit an updated constitution to STUCO, the principal's office and the business office according to ARS 15-1121. Clubs must operate within their established constitution by following all SPTHs rules and fundraising guidelines. The certified sponsor or coach of the club must be present during planned and approved club/school events. All fundraising events are to be approved two weeks in advance by STUCO and administrative personnel. Club sponsored activities must also be approved before they are advertised publicly to the community.

3. Student Field Trip

- a. Students participating in all school sponsored activities/field trips will need to be in good academic standing and pass all their classes with a C- grade or better. This does not include academic field trips that contribute to their academic learning.

4. Senior Trip

- a. Students must be on track to graduate and have completed all prior coursework by the end of the third quarter of their senior year.
- b. Seniors must be in good academic standing and not fail any classes during the current school year. A grade check must be submitted before attending the senior trip.
- c. Students must have an attendance rate of 80% or better for the school year.
- d. Students with multiple suspensions throughout the school year may not be allowed to attend the senior trip.
- e. Students must participate in fundraising efforts in one or more of the following ways:
 - i. Physically participate: Help plan events, assist during the event, and/or help with cleanup.
 - ii. Donate materials or items: If unable to attend planned events, students may contribute by providing necessary supplies or items.
 - iii. Pay their portion: If students do not participate in fundraising activities, they are responsible for paying their share of the senior trip cost.

5. Fundraising/Sales

- a. All fundraising must be approved by SPTHs Student Council and SPTHs Principal. No fundraising activities will be allowed during instructional time. Students or sponsors selling food must have a valid food handler's permit and practice appropriate safety/health guidelines required by the Navajo Nation Office of Environmental Health/Code Enforcement Department. Student organizations must follow fundraising and district accounting procedures approved by the Shonto Governing Board of Education, Inc. during that current school year. The Student Activities Handbook is available on the district's website under the Business Office.
- b. Concessions during athletic events or extra-curricular activities will be approved according to the fundraising guidelines of STUCO and district policies. No concession at school sponsored events will be allowed for personal or financial gain of individuals not associated with a club or sports team.

PARTIES

School shall limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually. Parties must have prior approval by the Principal or designee.

TRANSPORTATION, PARKING & PERSONAL VEHICLES

1. School Bus

School transportation is available to all students, except during inclement weather. If there is such an occurrence, parents will be notified by the one-call system and will be responsible for transporting their child to and from school.

a. Bus rules

Students are expected to comply with the following school transportation/bus rules:

- Observe all bus rules.
- Cell Phone usage is not permitted on the bus
- Be courteous and respectful to all persons.
- Keep the bus clean.
- Cooperate with the bus driver
- Remain seated while the bus is in motion.
- Keep your head, hands, and feet inside the bus.
- Fighting, pushing or shoving is not allowed.
- Combustible or flammable materials are not allowed on the bus.
- Keep the bus and equipment bus free of damage.
- The bus driver/bus monitor is authorized to assign seats.

b. Infractions

The bus driver/bus monitor will warn students of bus infraction. If the infraction continues:

First Incident	Bus driver will warn the student of the infraction
Second Incident	Bus driver will talk with the student about the infraction after the bus route (if the behavior continues).
Third Incident	Bus driver will write an incident report and send it to the Dean of Students. Parent conference will follow.

c. Route Changes

- If a student rides the school bus to school, he/she is expected to ride the same bus home after school. If a parent/guardian requests their child to ride a different bus, walk to a relative's residence, or be picked up, authorize adults. Authorized adults are listed on the Enrollment application. Parents/Guardians will need to write a note to the school to obtain a bus pass. The note must be presented to the front office in the morning by 10:00 a.m.
- If a student needs to ride another bus for the day, parents/guardians need to call by 1:00 pm. This should apply for emergency situations and should not consistently occur throughout the year.
- Students will need to pick up their bus pass after school at the front office and then present it to the bus driver for their notification.

- Forged notes will result in disciplinary action.

*School transportation **is a privilege, not a right** and all bus regulations will be followed. Violations will result in suspension of bus privileges and other disciplinary actions, and parents will be responsible for the transportation of their student to and from school. If the violation includes damage to the school bus or vehicle, parents may be liable for costs.*

2. Driving/Parking Privileges

- Students without a valid driver's license are not allowed to drive onto the Shonto Preparatory Schools campus. This includes motorcycles, ATV's, etc. **Suspected unauthorized/underage drivers will be reported to law enforcement.**
- An approved authorization form must be on file in the high school office prior to the student driving onto campus and parking in the school parking lot. To include:
 - Rules and regulations communicated on the form.
 - Photocopies of driver's license, vehicle registration, and proof of insurance.
 - Appropriate fee.
- Staff members must report underage drivers to the Principal, Security, Director of Support Services, and/or any school administrators.

3. Parking Lot Violation

Only legally registered vehicles are permitted to use the school parking lot. The Parking lot is subject to random canine searches. Students loitering in the parking lot will be disciplined for a policy infraction. A vehicle driven by an underage driver is subject to being towed off campus. All towing costs and fees will be the responsibility of the parent(s)/guardian(s).

4. Bicycles

Students who ride a bicycle to school must park them in the designated rack at the front of the building. It is recommended that students bring a locking device to secure his/her property. The school will not be responsible for damaged or stolen bicycles. Bicycles are to remain parked except when arriving at school or departing from the school campus. Students are expected to follow safety rules. Helmets and properly working safety gear are highly recommended.

5. Skateboards

Students are not allowed to ride their skateboards on school campus. All skateboards must be turned into the front office and will be returned at the end of the day.

Skateboards that are not locked away will be confiscated by staff. On the first offense the skateboard can be picked up in the Principal's office at the end of the school day. On the second offense a parent/guardian must come to school to retrieve the skateboard.

MEDICAL EMERGENCIES

A student who becomes ill while at school will be referred to the front office, school nurse/first responder and parent/guardian will be notified. It may be necessary for the parent/guardian to pick up the student. In the event of an emergency, a staff member will take a student who becomes ill or injured while in school to the nearest Indian Health Services for immediate medical attention. The parent/guardian will be immediately notified by telephone or a home visit. The parent/guardian is responsible for their child's medical follow-up and/or appointments. Parents/guardians are required to meet the staff member/their child at the clinic or Indian Health Service providing the immediate medical attention.

- If a student is suspected of being contagious, the nurse will relocate the student into the isolation room. Students suspected of being contagious will be placed in a specific room until appropriate actions are taken.
- When a residential student is very ill or in an accident. Then, parents and the residential department will be notified. If the student is taken by ambulance and transported to one of our local clinics an available staff member will accompany the child to the clinic. The parent/guardian is the only individual who the clinic will release the child to. The individual picking up the child needs to be on the check-out form.

1. Medical Non-Emergencies

- a. Procedures are in place for students who have accidents due to urinary, bowel incontinence or vomiting. The teacher will immediately notify the school nurse/front office and social worker. Parents will also be notified. If a parent is not available, the student will be taken to the nurse's office, cleaned, and returned to the classroom. Parents/guardians should notify the school office of any incontinence problems their child may experience, at the time of enrollment and will be required to provide extra clothing in the event of such cases.
- b. **Pediculosis (Lice or Nit Infestation)**
Pediculosis (Lice or Nit Infestation) Students with pediculosis shall be excluded from school until treated with a pediculicide. Students with pediculosis are to notify their teachers. It is the parents' responsibility to treat their child(ren) for such infestation.
 - 1. If available the school will provide one treatment of Pediculicide (Rid, Nix, Etc.) and nit comb to assist the parent/guardian.
 - 2. Should the student return without treatment, then after examination the student will be excluded from school until treated.

School Nurse/First Responder

The school nurse/first responder/designee is the consultant for student concerning health problems. If a student is injured or becomes ill at school, they should report to his/her teachers and obtain a pass to the school nurse/first responder/designee. The school nurse/first responder/designee will call the parent when necessary. Students requiring medication at school, including Tylenol, must have updated medication/health consent forms signed by parent(s)/guardian on file. All prescription medication must be brought to the school nurse/first responder/designee in the original prescription bottle by the parent or guardian. The medication will be kept and administered to the student in the nurse's office. This includes any over-the-counter medicine such as cough drops, cough syrup, etc.

All students requesting an excuse from P.E. must bring a signed note to the school nurse/first responder/designee and P.E. teacher from his/her parent/guardian. The school nurse will then write an "Excused from P.E." pass for the student. Any excuse over one week must be accompanied by a doctor's written note. If a student is injured while in a supervised activity, he/she immediately should report the injury to the supervising teacher. Athletes should report all injuries to the athletic trainer/director.

Parents, be aware of your child's health or any illness before sending them to school. Your child must be fever free for 24 hours before sending them to school. Please keep your child at home, a student cannot focus on learning if they are ill or feeling sick and runs the risk of infecting others. For students with head lice or nits, please refer to policy K on Pediculosis (Lice or Nit Infestation) on page 27, SPTH Student and Parent Handbook.

SCHOOL SAFETY AND SECURITY

- **Safe Schools**

SPTH complies with all state and federal regulations to ensure safety of all students and staff. Procedures include proper fire evacuations and lockdown procedures.

School supervision of students begins when they board the bus / when they enter the school campus. Students should not arrive before that time. Students involved in authorized extracurricular activities will be supervised by a coach or sponsor until released from the activity.

- **Emergency**

In the event of an emergency, our priority is the safety of the students. An emergency response plan has been developed and will be implemented, if necessary. Steps of the plan include:

- Securing the situation/scene
- Notifying school officials/Emergency Response Team
- Contacting proper officials: Local Law Enforcement, Ambulance, etc.
- Notifying parents / guardian
- Prepare incident documentation

- **Fire Drills and Emergency Devices**

There will be fire evacuation drills conducted on a monthly basis. Teachers/Bus drivers will explain the proper procedures for leaving classroom/buses, and where to meet outside. During any fire alarm, please leave the building immediately and go to your assigned area at the west end of the football field, until the "All Clear" signal. After the "All Clear" signal, quickly return to class.

- Setting off a fire alarm, a fire extinguisher, or other emergency control devices when there is no fire or emergency is illegal and will result in disciplinary action. (see “False Reporting” definition of terms)

- **Lock Down**

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school buildings.

- Students will follow protocols according to SPTHHS lock-down procedures.
- Parents/guardians may review the Lock-Down Procedures by visiting the Director of Support Services.

- **Visitors**

- Parent and community involvement are encouraged at Shonto Preparatory Technology High School although visitors must adhere to the guidance below:
- Identification: All visitors will need to sign in and obtain a visitor’s badge at the front office and may be asked to provide identification.
- Respect School Policies: All visitors must abide by all school policies while on the school campus. Failure to adhere to policies will result in revocation of visitation privileges. Persons who do not have permission to be on school property shall be subject to applicable laws, including those concerning loitering and/or trespassing on campus.
- Visitors must follow all protocols including wearing a face mask if they are experiencing any symptoms from an illness.

Student Visitors: No student visitors are allowed at SPTHHS.

- Parents will report to the front office and not go beyond unless it is for the safety or well-being of their child and must follow all safety protocols including physically distancing, as feasible, and wearing a face mask.

- **Volunteers/ Consultant**

- SPTHHS welcomes all volunteers, chaperones, and consultants to assist in the daily operations or special presentations/events after clearance of an Arizona fingerprint clearance card.

STUDENT SERVICE PROGRAMS

A. EXCEPTIONAL STUDENT SERVICES

Exceptional Student Services provides services to eligible students based on their Individualized Education Plans (IEP). The IEP considers the unique individual strengths, needs, and outcome preferences to determine the appropriate service needs of each student. Decisions regarding education in various environments are made in partnership with regular and special education resources, parents and family, and the community.

ESS services are in compliance with state and federal statutes that govern special education. The Individuals with Disabilities in Education Act (IDEA) ensures students with disabilities are provided services and are provided access to general education curriculum to meet the educational standards.

1. Free and Appropriate Public Education (FAPE)

Shonto Preparatory Technology High School is responsible for providing a free and appropriate public education (FAPE). FAPE means special education and related services that:

- Are provided at public expense, under public supervision and direction, and without charge;
- Meet the standards of the State education agency;
- Include pre-school, elementary, or secondary school education in the State; and
- Are provided in conformity with an Individualized Education Program (IEP) that meets Federal requirements.

Any caring adult may refer any child who is of having difficulties the Student Study Team to develop a plan to ensure necessary interventions are provided, collect data, and if appropriate, recommend the student to be evaluated. SPTHHS Student Study Team will make the determination that a child is eligible for special education and related services after reviewing the evaluation data.

B. CHILD FIND

Mandated by the Individual with Disabilities Education Act and the Arizona Department of Education, Child Find ensures that each year all students with and without disabilities will be screened, identified and provided with services to meet their needs. The screening components include the academic, visual, hearing, communication, behavioral / emotional, and fine/gross motor areas.

C. SECTION 504 OF THE REHABILITATION ACT

Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: **(1)** have a physical or mental impairment that substantially limits one or more major life activities; or **(2)** have a record of such an impairment; or **(3)** be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

D. ESEA

"The Elementary and Secondary Education Act (ESEA) is a federal law designed to support every child's education journey. It's like a roadmap that guides schools in helping students succeed, no matter their background or circumstances. ESEA focuses on important things like making sure all kids have highly qualified teachers, providing extra help to those who need it, and ensuring schools are held accountable for their students' progress. It also promotes programs that support English learners, students with disabilities, and those from low-income families, giving every child a fair chance to thrive in school. As parents, it's important to know about ESEA because it ensures that your child receives the best possible education and support to reach their full potential."

E. ESEA- Title I

The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by improving the academic achievement of the disadvantaged students

The policy of the United States to fulfill the Federal Government's unique and continuing trust relationships and responsibility for the education of Native American students.

F. ESEA Title VI

The purpose of Title VI is to meet the educational and cultural needs of SPTHs, implemented in accordance with A.R.S. 15-244, Indian Education Act, including parental involvement activities.

Further, it serves to provide resources for Native American students to benefit the academic achievement and cultural awareness of Arizona's indigenous youth.

G. Johnson O'Malley

The Johnson O'Malley provides supplemental funding, pursuant to 25 CFR Part 273 for eligible Native American students in public schools with unique and specialized educational supports and opportunities, and other necessary supplemental programs. These programs are implemented with active parental involvement through subcontracts to establish a local Indian Education Committee (IEC) as provided for by 25 CFR Section 273.16 to conduct needs assessments, planning, development, implementation and evaluation.

H. McKinney Vento Act (Homelessness)

The 2002 reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers.

NUTRITION

Shonto Preparatory Technology High School has established an initiative to promote healthy eating habits utilizing the food pyramid guidelines. SPTHS students are provided an opportunity to eat breakfast and lunch in the school cafeteria. Breakfast and lunch is free and provided every day for all students at the high school. The lunch program follows State nutritional guidelines.

Cafetorium Rules

1. Students must **clean up after themselves** and properly dispose of all trash.
2. **Running is not permitted** inside or on the way to the cafeteria.
3. Students must **wait their turn in line** without pushing, shoving, cutting, or saving spots for others.
4. **Food may only be consumed inside the cafeteria.**
5. All food must **remain in the cafeteria** in accordance with **CACFP (Child and Adult Care Food Program) guidelines.**

ATHLETICS

“Student first, Athlete second.”

1. Statement and Philosophy.
 - a. Shonto Preparatory Technology High School provides all students (9-12) the opportunity to participate in high school athletics-that promotes the educational philosophy that participation in interscholastic athletics is a privilege, which should not take a dominant role over academics.
 - All members of the athletic program (student-athletes, parents, coaches) are expected to behave in a respectful manner that positively reflects their school and community. Parents, staff, and community alike are expected to demonstrate sportsmanship and good representation of our school and community.
 - SPTHHS athletic program will make every effort to complement the school mission in achieving excellence. Athletics are an integral part of the educational process and will help support the school’s academic program.
 - Student athletes are held responsible and accountable to check in with their teacher frequently regarding assignments and grades in each class. Grades and progress are available through Schoology, Canvas, School Quarterly Report Cards, Bi-Weekly Paper Grade Checks, and students are able to ask their teacher when in attendance.
 2. Arizona Interscholastic Association (AIA).
 - a. Shonto Preparatory Technology High School is a member of the Arizona Interscholastic Association (AIA). As a member school district, Shonto Preparatory Technology High School agrees to abide by and enforce all rules and regulations set by AIA. Shonto Preparatory Technology High School participates in the 1A Division and is in the 1A North Region.
 - b. AIA Bylaw 15.2.3 Application of Student Eligibility Rule. Prior to participation, the school principal or his/her designated representative shall have determined that each participant is in compliance with all provisions of the eligibility rules as enumerated in Article 15.
3. **Student-Athlete Participation Requirements:**
 - a. During a school year a student shall be eligible to participate in only one season of competition per sport with the exception of tennis. (AIA Bylaw 15.9 Maximum Participation Rule)
 - a Any athlete who during the regular season of a given sport qualifies for the state finals: will be required to participate in all practices and sports contests for the remainder of that given sport/season. Failure to do so will eliminate them for participating in the state finals.
 - b. Required documents:
 - a. AIA Annual Physical Examination Forms, MTBI Concussion Forms, Consent-to-treat Forms, AZ Prep Academy Certificates (Opioid Education and Brainbook Concussion)
 - 1) If a student becomes 19 years of age on or after September 1, he/she is eligible to compete for the remainder of that school year. (Age Limit Rule AIA Bylaw 15.6.1 Age Limits)
 - 2) A student shall not be allowed to practice or compete in interscholastic athletics until there is on file with the principal or his/her designee a record of a preparticipation physical

examination (PPE) performed by a doctor of medicine (M.D.), an osteopathic physician (D.O.), a naturopathic physician (N.D., N.M.D.), a certified registered nurse practitioner (N.P.) licensed to practice, a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery, or a certified chiropractic sports physician (CCSP). The physical examination for the following school year shall be given on or after March 1. The physical examination on file shall be signed by one of the aforementioned medical providers and shall state that, in the opinion of the examining provider, the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. The principal or his/her designee, if deemed advisable, may require a student to be reexamined. (AIA Bylaw 15.7.1 Physical Examination Rule)

3) High school students cannot participate in athletics if he or she enrolls more than 14 days after the beginning of a semester. Additionally, per AIA Bylaw § 15.10, transfer students may only compete in games during the second half of the season under certain circumstances. (Transfer Rule Per AIA Bylaw § 15.3.2)

4) Each student, in order to represent his/her school in any AIA sanctioned contest, shall be and shall remain an amateur (Amateur Rule AIA Bylaw)

5) After a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. Semesters 1-8 must be consecutive. (AIA Bylaw 15.9)

6) A student absent from school for a period of more than ten consecutive school days for reasons other than a disabling illness or injury of himself/herself or a member of his/her immediate family shall be ineligible for the remainder of the semester or until he/she has been in attendance for the same number of days as he/she was absent. (AIA Bylaw 15.9.4)

- b \$35.00 per participant activity fee before participation
- c Parent/Guardian Permission Form
- d Clearance form from previous sport
- e Ten Day (10) Practice Rule before participation of legal contest

4. Academic Eligibility

The State Board of Education as mandated by the Arizona State Legislature requires that each school district must have a NO PASS, NO PLAY policy. SPTHs Athletics is defined as extra-curricular activities that fall under this NO PASS, NO PLAY policy. All AIA sponsored activities are covered by this policy. Any student wishing to participate in any athletic program must meet eligibility: grade checks, attendance, behavior and AIA age requirements.

- a. **Grade Checks: No pass, No play.** Athletic Grade Eligibility Checks will be given every two weeks to all athletes. Student Athletes must maintain a "C-" grade or higher in every class to participate in AIA sponsored activities. Reasonable suspicion of manipulation, forgery, and/or tampering

a grade check will be investigated by the athletic director, teacher, student, and coach.

- 1) First offense will result in a two (2) week suspension for student-athlete and a written letter of apology to be kept on file with a warning that a second offense will result in dismissal from team. Student-athlete may participate in practice but will not travel or participate in games during duration of suspension.
- 2) Paper grade checks are due every two weeks on Friday for each student-athlete. Student-athletes will submit their paper grade check to their coach on the day it is due. Grade checks go into effect the following Monday for the next two weeks to determine eligibility status of student-athletes.
- 3) Synergy student information system may be necessary to use if school is on distance learning, or if a teacher is on leave to run a grade check for student-athlete grades. A report from Synergy will be run by high school principal or delegated staff (i.e. registrar, athletic director, student service technician, delegated high school principal)
- 4) When a student is placed on ineligible status, they are not allowed to participate in games or travel with the team. Student-athletes will be allowed to practice when ineligible. During the duration of ineligible status, student-athlete are required to participate in study hall with their teacher, tutor, or coach for one hour before joining practice.
 - e. Student-athlete who's grades fall below 70% will be considered ineligible for a two-week period starting the following Monday.
 - f. Student-athletes will remain on the ineligibility list for the full two weeks' even if their grade improves to 70% or better.
 - g. When a student has been on the ineligibility list three consecutive times within a given season, as determined by the athletic director, the student will be removed from the team to focus on academics.
 - h. If a student-athlete fails one or more classes at the end of the first semester, they will not be eligible to participate in any athletic games or events through the two-week winter break and through the first two weeks at the start of the second semester. They will regain their eligibility after the first two weeks of the new semester if eligible based on current grades.
 - i. At the start of the second semester, when students return from the two week winter break, a new grading period will begin. Grades will be continuous through each semester as students work towards earning 0.5 credit per semester.
 - j. Student-athletes must be enrolled in four (4) classes per semester in order to be eligible to participate in athletics. An exception will be for students who are home-schooled and are choosing to participate in the athletic program. A student athlete will lose his/her participation eligibility should he/she drop one or more classes and enroll in APEX Credit Recovery classes as a result of having failing grade/s during a semester. Dropping a failing class will result in being ineligible for the remainder of that athletic season.

2. Ineligible Appeal Process:

An appeal process shall be established to enable any participant determined to be ineligible to have his/her case reviewed upon request of the participant, his/her parents, or the sponsor. The process shall be as follows:

- a. Appeal is to be initiated with the Athletic Director.
- b. The Principal shall convene a committee consisting of the parent, the athletic director, and the teacher(s) who have awarded failing grades to the appellant.
- c. The committee will examine pertinent school records of the student, his/her attitude about school, and the presence of any extenuating circumstances affecting his/her performance.

3. Attendance:

- a. Student-athletes must be in school the entire school day/no tardies in order to attend practice, travel or games.
- b. Student-athletes must be in attendance at school and practice the day prior and the day of the athletic event to be eligible to compete that given day.
- c. If an athlete cannot practice, he/she must notify the coach in person first. Failure to attend practice may result in non-participation in upcoming events.
- d. The student-athlete may bring a doctor's note if he/she was absent to be excused and may be approved by the Athletic Director in order to participate.
- e. If a student-athlete is absent from school on Friday due to sickness, a doctor's excuse must be provided to participate in a Saturday game.
- f. A student-athlete will be removed from the team if they have (three) 3 unexcused absences within a given season from either a game or a practice.
- g. Student travel permission slips must be signed by parent/legal guardian for each student to be able to travel with team before each athletic trip. Student-athletes, regardless of age (18+), may not sign a permission slip for themselves. Parent/Guardian is responsible for picking up student-athlete after an event. For a student-athlete to be released to another member other than parent/guardian; it must be indicated on a signed permission slip. There is no exception to this rule.
- h. Student-athletes are expected to be on time every class period. Student-athletes who are tardy to two or more classes will not participate in the day's activity or travel.

4. Discipline/Behavior:

- a. Students are required to follow all school rules as stated in the SPTHHS Parent Student Handbook during school hours, practice, and while on travel with the team.
- b. The privilege to participate in athletics is just that – a privilege. Student-athletes are role models in their behavior and academic commitment in the school.
- c. Student Athletes are expected to refrain from derogatory or defaming comments or actions directed at officials, teams, teammates, coaches, and school personnel. First offense is a warning, second offense is a one game/event suspension, and third offense is a dismissal from the team for the remaining season.

- d. Student-athletes who are suspended, (OSS), from school will be removed from the team for the remainder of the season. SPTHs student-athletes will follow the discipline paradigm.
- e. When a student-athlete quits the team he/she will not be allowed to join another sport until the current regular season is completed. Student-athletes will abide by all school rules, coaches expectations and team policies. Student-athletes will be subject to student handbook discipline outlines for serious offenses defined by student-handbook.
- f. If a student-athlete witnesses any unsafe behavior by another student-athlete, he/she is required to report this behavior to his/her coaches, athletic coordinator, and/or high school principal.
- g. Interpersonal relationships shall not be publicly displayed while on trips/events (PDA). Any violation of this rule will be handled by a coach and athletic director.

5. Overnight Trips Rules

- a. Coaches will establish rules for overnight trips (e.g. curfew, phones, television, internet, hotel etiquette, illegal activity, etc.) A violation of rules set forth by a coach will result in suspension of practice and play. The decision by the coach is final.
- b. Any damage or fees incurred by the student must be paid in full by the student and/or parent/legal guardian by a date set by the athletic director.
- c. Any illegal activity including but not limited to alcohol or drug use, the student-athlete will be removed from athletics for the season. In addition, student will be subject to school disciplinary policies set forth in school handbook.
- d. Student-athletes are to remain with team and coaches during overnight trips. Should a student-athlete leave the premises without coach's permission, the student-athlete will be immediately removed from the team. Student-athlete will be subject to school discipline and due process.

6. Reasonable Suspicion / Probable Cause

- a. Coaches can conduct searches of individual student athletes' bags based on reasonable suspicion that the student has drugs or alcohol or other contraband in his/her possession.

A. SPTHs Athletic Amplifying Instructions and Guidelines

1. Students who are determined eligible to receive Special Education Services or a 504 Plan will not be discriminated against and must adhere to rules and regulations set forth for participation in extracurricular activities, including complete physical form on file and attendance. If your child has physical challenges, please provide proper documentation.
2. SPTHs perceives interscholastic athletics as an integral part of the total school curriculum. We encourage the school and community to view a "successful season" as one that has shown evidence of meeting objectives as reflected in the attitude and work ethic of the participants.

- a. Any athlete displaying flagrant behavior towards officials, coaches or opposing teams, and inappropriate language will be removed from the game and/or from the playing area.
 - b. Athletes shall not mingle with the opposition or get into arguments with parents, fans, or students from another district.
 - c. Any athlete who has been disqualified for unsportsmanlike conduct shall have the case referred to the Athletic Director.
3. Athletic coaches will place the safety and welfare of the players first. The coaching staff is to keep constant watch on the development of the student/athletic in the classroom as well as in the Athletic arena.
 - a. In the event of an injury:
 - i. Students will be taken to the hospital or clinic for medical assistance and parents will be immediately informed (Please keep phone number updated). A student cannot participate in practice or competition until a new updated medical release is provided for the current incident.
 - ii. If a student has an existing medical condition, a doctor's statement with clearance to participate in athletic activities is necessary to participate.
4. Students participating in any form of athletic activity shall be required to wear standard protective equipment customarily used for such type of activity with the coaches giving due consideration to gender, age, size, and capabilities of the participants. Mouth guards are required and highly recommended for all other contact sports. In all sports where mouth guards are not required, parents must sign a waiver form acknowledging responsibility if injury to the mouth occurs.
5. With every new sport season, students will have the opportunity to try out for the respective sport in season. The 10 day practice rule will apply before student-athletes are able to compete in legal contests. Once the team has participated in their first legal contest, no additional rosters will be added.
6. Student-athletes who choose to switch sports over another sport within a given season will have the opportunity to do so within the first 10 days at the beginning of that sport season with consent from both coaches. If a student-athlete quits after the first 10 days of the start of the season, he/she will not be allowed to join another sport until the current season in progress is complete.
7. Any athlete who fails to return school-issued equipment or uniforms or refuses to pay for equipment not returned, will be ineligible for practice or participation in any other sport until the account is settled.
 - a. SPTHs shall require a non-refundable fee of \$35 to safeguard against equipment or uniforms that are damaged due to negligence or not returned.
 - b. If the damage or loss is greater than \$35, the student or parents shall pay the difference.
8. A student who is participating on a school athletic team is not allowed to participate simultaneously in any other outside athletic team
9. At least once during the athlete's high school participation, the athlete and parent must attend a "right to know" program, which provides specific information regarding the potential risks of participating in high school interscholastic athletics. The Athletic Director is responsible for implementing this policy and enforcing its provisions. Secondary school administrators shall monitor this policy and its execution as it pertains to their students.
10. All school extracurricular activities/competitions require parents to complete a permission form that will indicate whether the student will be returning on the bus or be

picked up at the event site by an authorized parent or guardian listed on the check-out form.

11. Additional SPTHs student-athletes code of conduct:

- a. Disruptive cell phone usage (flash, speaker) is prohibited on the bus.
- b. A dress code policy will be enforced among student-athletes at coaches' discretion.
- c. All student-athletes will be required to participate in team photos.
- d. Students will be disciplined in accordance with the Student Discipline process and procedures.
- e. All student-athletes are to comply with the Student and Parent Handbook in regards to use of contraband materials to include but not limited to energy drinks, supplements, etc.

B. Parent Code of Conduct- Athletics

1. Parent Responsibility:

- a. For the safety and welfare of student athletes and coaches all practice sessions are close sessions. AIA bylaws 17.2.1
- b. Parents at events represent SPTHs and are expected to maintain positive sportsmanship.
- c. Never speak negatively about any teammates or competitors with your child.
- d. SPTHs takes pride that all student-athletes get along with their teammates as well as their competitors and parents help set the stage for the team's success.
- e. Always encourage your student-athlete to attend practice and athletic events on time. It is the basis for the lesson on accountability and helping them be courteous to their teammates and opponents.
- f. Assist your student-athlete in preparation prior to athletic events (i.e., uniforms, transportation, expenses).
- g. Keep sport concerns private. Meetings with coaches will not occur during a competition. Follow proper channels of communication to schedule a meeting.
- h. Playtime is earned and not guaranteed. Decisions made to play an athlete is at the coaches' discretion based on student ability, emotional state, etc.
- i. Understand the commitment you and your child have made to the school, team and themselves to ensure positive experience while participating in school athletic programs.

2. Bleacher Etiquette:

- a. Encourage good sportsmanship during all athletic events at high school games.
- b. Refrain from using negative comments directed at an opposing team or their visiting members.
- c. Conversations about SPTHs team members should always be positive to ensure camaraderie among all team members.
- d. Never shout at the referees during high school games.
- e. Do not coach your child or fellow team members from the sidelines.
- f. Always have a positive attitude about athletic events and its' participants. Be a great positive fan of Shonto Preparatory Technology High School.

- g.** Failure to abide by these guidelines may result in loss of future participation to athletic events sponsored by SPTHS.

Annual review. Each year following the conclusion of spring sports, the athletic director will review and make necessary changes to the athletic handbook.

Requirements for daily practice (Monday through Friday 3:00PM-5:30PM)

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR§99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

PARENT INVOLVEMENT AND EXPECTATIONS

Shonto Preparatory Technology High School in partnership with parents, can directly affect a student's academic learning and success. Parents/Guardians are welcome to contact the school during school business hours, Monday-Friday-8:00 am to 4:00 pm except on school calendar approved holidays. Parents can also call to schedule an appointment with their child's teacher during that teacher's prep period, or to arrange a meeting after school hours to meet with the teacher and/or all of a student's teachers.

Parents are expected to:

- Maintain a **reliable phone number** listed with the school at all times
- Attend scheduled appointments with the school and/or teachers
- Attend regularly scheduled Parent-Teacher Conferences
- Help enforce school attendance and student discipline standards
- Participate in the school Indian Education Committee (HS) meetings held once a month
- Periodically check your child's (children's) backpack(s)
- Build a strong parental involvement through coordination, technical assistance, and other support by implementing effective activities to improve their child's (children's) academic performance
- Set up a Synergy ParentVUE account to have parent/student access to grades, handouts and assignments online
- Log into Synergy account periodically to monitor their students' academic assignments and grades (<https://shontoprep.apsc.org>)

STUDENT RESPONSIBILITIES & EXPECTATIONS

1. Behavior Expectations

- a. Be Respectful
- b. Be Responsible
- c. Be Safe

2. Assemblies & Guest Speakers

Assemblies provide enrichment to the regular curriculum and instruction of the school. Special guests will be invited to speak to students throughout the school year.

Assembly Guidelines:

- Be present and listen attentively
- Using positive language
- Refrain from side conversations
- Be willing to participate in presented activities
- Be safe

3. Dress Code

SPTHS Dress Code Policy

Shonto Preparatory Technology High School (SPTHS) encourages students to take pride in their appearance and dress appropriately for an academic environment. Student attire should reflect respect for cultural values and promote a safe, healthy, and distraction-free setting conducive to learning. The following guidelines outline acceptable and unacceptable dress:

General Guidelines

- Students are expected to dress neatly, modestly, and in a manner that supports a positive, professional school image.
- Clothing must fit appropriately and be free of offensive or inappropriate graphics, symbols, or messages.

Specific Dress Code Standards

a. Footwear

- Shoes must have closed toes and backs.
- **Prohibited:** Flip-flops, steel-toed boots (indoors), and cleats.

b. Tops

- Clothing must not expose the breasts or midriff.
- **Prohibited:** Halter tops, tube tops, muscle shirts, spaghetti straps, strapless tops, or tops with open backs/sides.

c. Revealing or Ill-Fitting Clothing

- **Prohibited:** Sheer/see-through garments, clothing with excessive slits, or items that are excessively short or tight.

d. Bottoms

- Leggings or biker shorts are not allowed as stand-alone garments but may be worn under appropriate attire.
- Skirts and shorts must have a hemline/inseam **no more than 2 inches above the knee.**
- Pants must be worn above the hips, with no visible undergarments.
- **Prohibited:** Pajama pants.

e. Logos and Messages

- **Prohibited:** Clothing or jewelry with obscene, offensive, or suggestive language, gestures, or images; or any reference to alcohol, drugs, tobacco, or hate speech toward any gender, culture, political belief, or religion.

f. Fit and Style

- Clothing must not be more than one size larger than the student's actual size.
- **Prohibited:** Baggy, sagging, or oversized clothing. Pants must not drag on the floor.

g. Head Coverings

- **Prohibited** indoors: Hats, caps, hoods, beanies, and bandanas (except for documented religious or medical reasons).

h. Jewelry and Accessories

- **Prohibited:** Items that pose a safety risk, such as wallet chains, pocket chains, spiked or studded belts, bracelets, rings, and gauges.

i. Gang Affiliation

- **Prohibited:** Any clothing, accessories, or markings that indicate gang affiliation (including colors, symbols, or designs recognized by students or staff).
- Confiscated items will be held, and a parent conference will be scheduled the same or next school day.

j. Body Piercings

- Visible body piercings (e.g., lips, nose, eyebrows, large ear gauges) are discouraged, with the exception of standard ear piercings.

k. Sunglasses

- Non-prescription sunglasses may not be worn inside buildings, classrooms, or on school buses.

l. Tattoos and Hickeys

- Must remain covered while on campus.

This dress code is established to promote a respectful and focused learning environment. Students who violate these guidelines may be subject to disciplinary action in accordance with the school's Code of Conduct.

SPTHS prohibits student dress or grooming that:

- Presents a risk to student's health, safety or general welfare of peers, staff or others.
- Interferes with or disrupts the educational environment.
- Is counterproductive to curriculum goals, educational objectives or traditional observances.
- Produces disorder or creates an atmosphere of exploitation, threat, intimidation or undue pressure.
- Causes excessive wear or damage to school property.

Course-Specific Safety Requirements

Students must adhere to safety dress guidelines for certain content areas, including:

- **CTE programs** (e.g., General Service Technician, Welding)
- **Science classes** (e.g., wearing lab goggles and masks when required)
- **Physical Education** (e.g., wearing appropriate athletic attire suited to physical activity)

These expectations are in place to ensure the safety, health, and well-being of all students.

All students are expected to comply with the dress code policy. Violations will result in disciplinary action in accordance with school guidelines.

TECHNOLOGY USAGE

2. School Technology

SPTHS provides Internet access to facilitate student research and reinforce academic objectives/goals.

- a. **While students are encouraged to use the computer as an educational tool, they must observe these rules of use given below and adhere to guidelines outlined in the District’s “Technology Acceptable Use Policy for Students.” The use of SPTHS technologies is a privilege, not a right.**
- b. Students must read and sign the “Acceptable Use Policy Agreement Form” to use school computers/tablets.
- c. Students are not allowed to download any software, or programs without clearance from the IT department.
- d. Computers are to be used for educational purposes. Computers are not to be used for unapproved, unacceptable exploration or play.
- e. Any damage done to computers, programs installed without permission, or damage to others’ files because of inappropriate use of the computer (malicious mischief or undirected experimentation) will be considered “Destruction of School Property,” (ARS 15-842).
- f. Students must use appropriate etiquette, language, and judgment during computer use as given in the **Acceptable Use Agreement**. Violation will result in discipline referral.
- g. Teachers and staff must report any misuse of computers by students and students may lose privileges to use any computer in the building as a result of disciplinary action.
- h. **CYBERBULLYING** will **NOT** be tolerated in relation to education.

3. Free Speech

- a. SPTHS Internet is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

4. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system and records of your online activity.
- b. Routine maintenance and monitoring of SPTHS Internet may lead to discovery that you have violated this Policy or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the content of your files.

5. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through SPTHs Internet.
- b. In the event there is a claim that you have violated this Policy in your use of the SPTHs Internet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- c. *If the violation also involves a violation of other provisions of the Student Handbook, additional restriction or suspension will be exercised.*

6. Technology Limitation of Liability

- a. The District makes no guarantee that the functions or the services provided by or through the District system will not be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on a system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Student parents can be held financially responsible for any harm to the system as a result of intentional misuse.

7. Photo Media Release/Use of Likeness/Use of Voice

- a. By signing the statement of acknowledgement in the back of this handbook, parents/guardians and students give permission for their likenesses and recordings to be used in this manner. Parents/guardians not wishing to have their child's photos published or voice recorded must submit a written statement to the Superintendent's office.

CODE OF CONDUCT

Shonto Preparatory Technology High School encourages **age-appropriate behavior** in order to maintain a safe and healthy environment for all students and staff. All Students are expected to conduct themselves in a manner consistent with school rules, regulations and policies. SPTHS observes all rules and regulations required by federal, state, Navajo Nation safety guidelines and environmental health codes, in school facilities. (34 CFR, ARS §Title 15)

All staff and students are responsible for supporting the school administration in enforcing set standards of student conduct, encouraged to practice and model appropriate behavior with emphasis of the Diné K'é system. SPTHS will recognize that situations may arise where the safety and welfare of students becomes a priority and if deemed necessary, SPTHS will support the removal of the student(s) from campus by law enforcement personnel.

Rules are posted throughout campus for reminders as part of student accountability and personal responsibility: e.g., classroom, bus, cafetorium, hallways, library, restrooms, gymnasium, etc. Students may seek out their class sponsor or other classroom teachers with concerns and questions regarding rules and regulations.

DISCIPLINE

Student Discipline and Due Process – SPTHs

Under the Family Educational Rights and Privacy Act (FERPA), all students are entitled to due process in matters related to school discipline. The level of due process provided depends on the seriousness of the violation and the disciplinary action being considered. Procedures for suspension and expulsion are outlined in this Student Handbook under the section titled "Discipline Referral Form."

Scope of Disciplinary Enforcement

Student discipline applies to all school-sponsored activities, including:

- During the regular school day
- On school buses and transportation
- On all field trips and off-campus events
- Across the entire SPTHs campus, including instructional buildings, the cafetorium, gymnasium, athletic courts, and sports fields

Disciplinary Philosophy

Discipline at SPTHs is intended to:

- Foster **positive character development**
- Maintain a **safe, respectful, and engaging learning environment**
- Support a **caring and creative school culture**

SPTHs does **not tolerate behavior that violates the rights, safety, or well-being of others**, including actions that endanger the student or those around them.

Behavioral Interventions

Before a student is referred to the principal's office, teachers, support staff, and administrators will make reasonable efforts to **redirect behavior** using school-wide intervention strategies. Referrals are made only after these initial steps have been taken, unless the severity of the incident requires immediate administrative involvement.

SPTHs follows a Discipline Plan in order to make sure all students are treated fairly and equally. The Discipline steps are as follows:

1. Warning: verbal warning to stop disruptive activity or behavior.
2. Student-Teacher Conference:
 - a. Teacher/Staff will implement a consequence for warnings given in a student-teacher conference.
 - b. Documentation of such attempts will be kept by the staff.
3. Parent Notification:
 - a. Teacher/Staff will make initial parent contact either by phone, email, or U.S. mail.
 - b. Teacher/Staff may hold their own detention.
4. Parent Conference:
 - a. Teacher/Staff member will schedule a Parent Conference to help change student behavior in the classroom. This meeting can be held with the Principal, any necessary adults deemed appropriate, or any other designated administrator available at the time of the meeting.
5. Student Referral to High School Principal:

- a. A teacher/staff member may make a referral to the Principal or designee for any student disruption based on severity of the incident. In all cases, the teacher/staff member should make every effort to handle the behaviors using Steps 1-4 prior to referring a student to the Principal or designee.
- b. A student may receive various consequences based on the infraction committed during school hours and/or at school activities. This includes but is not limited to: detentions, out-of-school suspensions, student behavior contracts, counseling referrals, and recommendation for dismissal.

SUSPENSION

1. The student is given a verbal and written notice of their alleged violation and what the consequence is for this violation.
2. The student has a right to present his or her explanation.
3. Students will be asked to put in writing his or her explanation.
4. Parents will be notified, informed of the incident involving their child and parents need to pick up their child and meet with the Principal or designee.
5. If there is evidence of violation, students will be dismissed from school per violation/consequence outlined in the handbook.
6. SPTHHS has an obligation to verify the facts of the investigation and present their findings in the meeting with parent(s)/students.
7. The notification letter to the parent will explain the reasons for the terms of the suspension. The letter will indicate a mandatory parent meeting date to solicit their help.
8. Parent must meet and make contact in person with the Principal or designee for their child to be reinstated after serving their suspension – This is to support the school and Principal or designee in addressing further prevention for student to not engage in further negative conduct or violate school policy that impeded his/her learning – A behavior plan may be put in place in collaboration with parent, student, Principal or designee.
9. Written records of the actions will be filed in the student's folder.

Level One Discipline Process

Infractions:	Consequences:
<ol style="list-style-type: none"> 1. Dress Code Violation 2. Defiance of Authority 3. Disruptive Conduct 4. Imitating Use of Drugs/Alcohol 5. Profanity Usage 6. Public Displays of Affection 7. Slander/Verbal Provocation 8. Littering 9. Unauthorized or Inappropriate Use of Technology 10. Bus Rules Violation 	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> ● Verbal Warning ● Conference with Student <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> ● Parental Notification ● One (1) Day Lunch Detention <p><u>Third Offense:</u></p> <ul style="list-style-type: none"> ● Parental Notification ● Parent Conference ● Discipline Hearing ● Two (2) Days Community Service ● Student Behavior Plan <p><u>Fourth Offense</u></p> <ul style="list-style-type: none"> ● Parent Conference ● Two (2) Days of Out of School Suspension ● Student Behavior Plan
<p><u>Student Vehicle Policy</u></p> <ol style="list-style-type: none"> 1. Student Parking Lot Violation 2. Violation of Driving/Parking Privileges 	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> ● Student Conference and Written Warning. ● Parental Notification <p><u>Second Offense</u></p> <ul style="list-style-type: none"> ● Parental Notification/Parent Conference ● Vehicle Boot <p><u>Third Offense</u></p> <ul style="list-style-type: none"> ● Parent Notification/Parent Conference ● Driving Privileges are revoked

Level Two Discipline Process

Infractions:

1. Falsifying Information
 - Cheating
 - Plagiarizing
 - Dishonesty
 - Forgery
2. Obstructing an Investigation
3. Aiding and Abetting
5. Unauthorized Departure from Class/Campus, or Event
6. Trespassing
7. Vulgar or Obscene Language/Gestures/Symbols

Consequences:

First Offense:

- Parental Notification
- Removal from Campus
- Two (2) Days Lunch Detention
- Parent Conference
- Student Behavior Plan

Second Offense:

- Parental Notification
- Notification of SPS Lead Security
- Removal from Campus
- Three (3) Days of Community Service
- Parent Conference
- Student Behavior Plan

Third Offense:

- Parental Notification
- Notification of SPS Lead Security
- Removal from Campus
- Three (3) Days Out of School Suspension
- Parent Conference
- Student Behavior Plan/Referral
- Outside Agency Intervention

Level Three Discipline Process

Infractions:	Consequences:
<ol style="list-style-type: none"> 1. Intimidation <ul style="list-style-type: none"> ● Bullying ● Cyber Bullying ● Threat 2. Pornography 3. Possession of Contraband (refer to page 55 for level 3 Contraband) 4. Gambling 5. Disorderly Conduct 6. Malicious Behavior 	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> ● Parental Notification ● Notification of SPS Lead Security ● Removal from Campus ● Three (3) Days Out of School Suspension ● Parent Conference ● Student Behavior Plan <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> ● Parental Notification ● Notification of SPS Lead Security ● Removal from Campus ● Five (5) days Out of School Suspension ● Parent Conference ● Outside Agency Intervention

Level Four Discipline Process

Infractions:	Consequences:
<ol style="list-style-type: none"> 1. Extortion 2. False Alarm 3. Vandalism 4. Hazing 5. Sexual Harassment (Verbal/Physical) 6. Theft 	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> ● Parental Notification ● Notification of SPS Lead Security ● Navajo Police Notification ● Removal from Campus ● Parent Conference ● Five (5) Days Out of School Suspension ● Navajo Nation Child in Need of Supervision Referral ● Mandate Referral to Navajo Behavioral Health Services and/or IHS Counseling ● Student Behavior Plan <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> ● Parental Notification/Parent Conference ● Notification of SPS Lead Security ● Navajo Police Notification ● Removal from Campus ● Recommendation for Dismissal

Level Five Discipline Process

Infractions:	Consequences:
<ol style="list-style-type: none"> 1. Possession Tobacco, Alcohol and Drugs 2. Possession of Drug Paraphernalia 3. Physical Assault 4. Under the Influence of Drug(s)/Intoxication/Impairment 	<p><u>First Offense:</u></p> <ul style="list-style-type: none"> ● Parental Notification ● Notification of SPS Lead Security ● Removal from Campus ● Nine (9) Days Out of School Suspension ● Mandated Referral to Navajo Behavioral Health Services ● Behavior Plan includes Alcohol and/or Substance Abuse Counseling and Prevention Education <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> ● Parental Notification ● Notification of SPS Lead Security ● Removal from Campus ● Recommendation for Dismissal

Zero Tolerance Discipline Process

Infractions:	Consequences:
<ul style="list-style-type: none"> ● Sales of Drugs/Alcohol ● Physical Assault Toward Adult (ARS-15-507) ● Arson ● Bomb Threat ● Gang Association or Activity ● Firearm/Explosive Device/Knife 	<ul style="list-style-type: none"> ● Parental Notification ● Notification of SPS Lead Security ● Notification of Law Enforcement ● Removal from Campus ● Recommendation for Dismissal

CONTRABAND ITEMS

1. Alcohol, Drugs, Narcotics, Tobacco (Smoke, Smokeless and E-Cigarettes) Policy

Shonto Preparatory Technology High School is a DRUG/ALCOHOL FREE ZONE. Federal, state and tribal codes prohibit consumption, possession and/or distribution of alcohol, illegal substances, drugs and tobacco, or any form of drug paraphernalia in educational institutions/buildings. Students who engage in this behavior will be disciplined and recommended for dismissal from school on the first offense.

The school substance abuse/use policy is in effect at all times at or on the school campus, on the school bus (to and from school) and at all school sponsored activities at or away from school property. The school's alcohol, drug and tobacco enforcement responsibility begins once a student leaves his/her residence for school and is in effect until he/she returns to their residence into the care of an adult. Any person (including all students) comes under this provision at any time they are on school property or engaged in school activities. The school will request the assistance of Navajo Nation Police, Behavioral Health Services, Social Services and/or Family Courts for immediate substance abuse/use prevention or intervention.

The following items are not allowed at school:

Level 2	Level 3	Level 5
<ul style="list-style-type: none"> ● All Energy Drinks ● Cologne/Perfume ● Laser Pointer ● Permanent Markers ● Aerosol Spray (deodorant, etc.) ● Playing cards & other gambling paraphernalia ● Rubber Cement, Glue, Fingernail Polish/Remover ● Nail Clippers/Tweezers ● Liquid Correction Fluid 	<ul style="list-style-type: none"> ● Explosive Items (Fireworks, Propane, Etc.) ● Graphic / Violent Video Games ● Rubber Bands ● Sling Shot ● Homemade Tattoo Devices ● Lighters/Matches ● Straight Pins/Razor ● Paintball Guns ● Water Guns/Water Balloons ● Scalpels ● Athletic Performance Supplements 	<ul style="list-style-type: none"> ● Inhalants (see definition of terms) ● Tobacco – Smoking, Chewing Vaping devices ● Illicit Powdery Substances (see definition of term)

2. Student Drug Test

A student who manifests an odor or residue or appears incoherent or intoxicated from drugs, tobacco, and/or alcohol or causes a reasonable suspicion establishes just cause for SPS Lead Security or designee to administer a drug impairment assessment to the student without parent permission.

- If there is evidence from the drug test/ impairment assessment, the student will be disciplined for school drug policy infractions.
- The school will report the incident to the Navajo Nation Law Enforcement. The student will be provided an opportunity to write his/her statement explaining the cause of the odor and/or his or her visual physical appearance.

If both the parent(s)/guardian(s) and student refuse the school's request for the drug impairment assessment, the school will inform the parent to remove the student from the school campus and will notify the Navajo Nation Law Enforcement or county and state law enforcement agencies. It will become the parent(s)/guardian responsibility to provide a validated drug screening result, that needs to be administered within 12 hours of the incident to the school from an outside agency before the student can return to the school campus and cannot participate in any school sponsored activities. The student cannot be on the school campus prior to submitting the test result. The school can charge the student for a drug policy infraction if the student's test result is positive for evidence of drug use or can dismiss a student who does not provide a valid drug screening result.

3. Search and Seizure

The administration has the right to search and seize property, including but not limited to school property temporarily assigned to the students, when there is reason to believe that material or matter detrimental to the health, safety, and welfare of the student(s) exists. Students have no reasonable expectation of privacy in lockers, desks, storage areas, bags, etc., and may be inspected at any time by school personnel, for any reason, without notice and consent of students without a search warrant. This authority extends to student backpacks, purses, clothes, vehicles, student-owned electronic/technology devices and electronic storage. When students are being searched two adults will be in the room and the school official will be the same gender as the student. Students may be asked to empty pockets, remove socks, shoes, jackets or coats, and/or roll up shirt sleeves or pant legs if the school official has reasonable suspicion.

Local authorities including K-9 units may conduct searches on campus without prior notice. K-9 searches are limited to automobiles, lockers, book bags, desks, purses, etc. Dogs do searches only on inanimate objects. Random searches do not require a warrant or suspicion of illicit behavior to be conducted. present during bag checks. If inappropriate items are discovered, parents will be notified and the student will be subject to school discipline and/or legal consequences. Purses, fanny packs and other containers; e.g. bottles, cans, flasks, canteens, etc. will be subject to checks as well.

- Backpack/school bags should not display statements contrary to the school mission and vision statements or purpose.
- Any items seized during searches will not be returned. If the confiscated item is considered dangerous, toxic or illegal, it will be released to the proper officials. All items will be disposed of at the end of the school year.
- If a student is to be interviewed by an officer, he/she must be apprised of his/her rights to participate. The administrator or designee will sit in with the student during the interview. If the student is under 18 years old, the student has the option of whether or not to take part in the interview or respond or not respond to the questions. No minor student may be removed from the school premises by law enforcement personnel without the consent of a parent or legal guardian, except upon service of a valid warrant of arrest or if there's an apparent threat to self and/or others.

To maintain a safe and secure learning environment, SPTHS administration reserves the right to search and seize property when there is **reasonable suspicion** that a student is in possession of items that may compromise the **health, safety, or welfare** of any individual on campus.

Scope of Search Authority

Students should understand that they have no reasonable expectation of privacy in school-assigned or personal belongings while on campus. This includes:

- Lockers, desks, and other storage areas
- Backpacks, purses, fanny packs, and personal bags
- Shoes, jackets, coats, socks, and pockets
- Student-owned vehicles parked on school property
- Electronic devices and digital storage (e.g., phones, laptops, tablets)

Searches may be conducted at any time, with or without prior notice, and without a search warrant.

Search Procedures

- Searches will be conducted by a **school official of the same gender** as the student.
- **Two adults** must be present during the search.
- Students may be asked to:
 - Empty their pockets or bags
 - Remove jackets or outerwear
 - Take off shoes and socks
 - Roll up sleeves or pant legs

Involvement of Law Enforcement and K-9 Units

- Local law enforcement and **K-9 units** may conduct **random searches** on campus without notice or suspicion.
- K-9 searches are limited to **inanimate objects** such as:
 - Lockers
 - Vehicles
 - Backpacks or bags
 - Desks
- No search warrant is required for these random checks.

Confiscated Items

- **Any item seized** during a search will **not be returned**.
- **Illegal, dangerous, or toxic items** will be turned over to the appropriate authorities.
- All remaining unclaimed items will be **disposed of at the end of the school year**.
- **Backpacks or school bags** displaying content that contradicts the school's mission, vision, or values are not allowed.

Student Interviews by Law Enforcement

- If a student is to be interviewed by law enforcement:
 - The student will be **informed of their rights**.
 - An **administrator or designee** will be present during the interview.
 - If the student is **under 18 years of age**, they may choose **whether or not** to participate or respond to questions.
- A minor **may not be removed from campus** by law enforcement without **parental or legal guardian consent, except:**
 - With a **valid arrest warrant**
 - In cases where there is an **immediate threat to safety**

CHILD ABUSE AND NEGLECT

Any staff member who has reasonable cause to suspect that a child has been abused or neglected is required by law to report the incident immediately to the school official in charge. The mandated reporter is required to complete the SCAN report with assistance from the supervisor. If the employee is the suspected abuser then Human Resources will assist with the completion of the SCAN report.

a. Immunity for filing report

Any person furnishing a report, information, or records required or authorized by Navajo Nation, State or Federal child abuse reporting laws, or a person participating in a judicial or administrative proceeding or investigation resulting from such a report, information or records is immune from any civil or criminal liability by reason of such action unless such person has acted in bad faith or with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

b. Failure to report child abuse

A person who fails to report abuse as provided in A.R.S. §13-3620 is guilty of a Class I misdemeanor, except if the failure to report involves a “reportable offense,” the person is guilty of a Class 6 felony. A person who fails to report abuse as provided in 18 U.S.C. § 1169(a) may be fined under Title 18 or imprisoned for not more than 6 months or both. Any person who is subject to applicable Navajo Nation law and fails, neglects, or refuses to submit a report required by 9 N.N.C. 1123 is guilty of a misdemeanor and may be punished by fine of not less than twenty-five dollars nor more than one hundred dollars.

c. Confidentiality

Confidentiality must be exercised throughout this procedure to the extent permitted by law. Copies of reports made under this Policy are not a part of the child’s educational record and are kept separately in the Principal’s Office or designee.

EMERGENCY & CRISIS HOTLINE NUMBER

RESOURCE LIST

National Domestic Violence Hotline

1-800-799-7233
www.thehotline.org/

National Runaway Switchboard

1-800-786-2929
www.1800runaway.org

National Child Abuse Hotline

1-800-422-4453
www.childhelp.org

National Dating Abuse Helpline

Love is Respect
1-866-331-9474
www.loveisrespect.org

National Sexual Assault Hotline

1-800-656-4673
www.rainn.org

On-Line Safety

www.netismartz.org/teens

Good Eating

www.choosemyplate.gov

National Suicide Prevention Lifeline

1-800-273-8255
www.suicidepreventionlifeline.org

Health:

www.kidshealth.org/teen
www.girlshealth.gov

HOTLINES:

DOMESTIC VIOLENCE HOTLINE
(877)697-8591

POISON CONTROL CENTER

1-800-362-0101

AMERICAN RED CROSS

1-800-842-7379

FIRE/AMBULANCE/POLICE

EMERGENCY:

KAYENTA POLICE DEPT.

(928)697-5600
Fax: (928)697-4286
<http://navajodps.org/Kayenta.aspx>

TUBA CITY POLICE DEPT.
(928)283-3111

PAGE POLICE DEPT
(928)645-2462
Fax: (928)645-4128
www.cityofpagepd.com/

HEALTH CARE PROVIDERS:

INSCRIPTION HOUSE HEALTH CENTER
(928)672-3000
Fax: (928)672-3062
www.ihs.gov/Navajo/index.cfm?module=nao_hcc_inscription

KAYENTA HEALTH CENTER
(928)697-4000 Fax: (928)697-4145

EMERGENCY ROOM

(928)697-4100
www.ihs.gov/Navajo/index.cfm?module=nao_hcc_kayenta

TUBA CITY REGIONAL HEALTH CARE CORPORATION
(928)283-2501

EMERGENCY ROOM (928)283-

2661
<http://tchealth.org/contact.html>

LAKE POWELL MEDICAL CENTER

(928)645-8123
Fax: (928)645-3862
http://cchcaz.org/lake_powell.html

CANYONLANDS URGENT CARE

(928)645-1700
Fax: (928)645-1701
http://canyonlandschc.org/canyonlands_urgentcare.html

BEHAVIORAL HEALTH:

INSCRIPTION HOUSE IHS COUNSELING SERVICES
(928)672-3018

Fax: (928)672-3000
www.ihs.gov/Navajo/index.cfm?module=nao_hcc_inscription

KAYENTA IHS COUNSELING SERVICES

(928)697-4185
Fax: (928)697-4189
www.ihs.gov/Navajo/index.cfm?module=nao_hcc_kayenta

TUBA CITY BEHAVIORAL HEALTH

(928)283-2831 Fax: (928)283-2832
www.tchealth.org

PAGE COMMUNITY BEHAVIORAL HEALTH SERVICE

(928) 645-5113
Fax: (928)645-3254
www.encompass-az.org

KAYENTA DEPARTMENT OF BEHAVIORAL HEALTH

(928)697-5570
Fax: (928)697-5574

KAIBETO BEHAVIORAL HEALTH SERVICES

(928)673-3267
Fax: (928)673-3267

SOCIAL FAMILY SERVICES/CPS

KAYENTA FAMILY SERVICES
(928)697-5530 Fax: (928)697-5540

KAIBETO SOCIAL SERVICES

(928)673-5861 Fax: (928)673-5870

TUBA CITY SOCIAL SERVICES

(928)283-3266 Fax: (928)283-3676

DEFINITION OF TERMS

Abuse or Child Abuse means the infliction upon a child or allowing another person to inflict upon a child any of the following:

- Physical injury, impairment of bodily function, or disfigurement;
- Emotional damage or mental injury; or
- Sexual abuse, assault, molestation, contact, conduct, exploitation, incest or commercial exploitation/prostitution.
- Failure to maintain reasonable care and treatment or exploiting or overworking a child to such an extent that his or her health, morals or emotional well-being is endangered.
- A case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, and where such condition is not justifiably explained or may not be the product of an accident occurrence.

Endangerment refers to an act that endangers someone to risk personal physical injury.

Mental injury means harm to a child's psychological or intellectual functioning which may be exhibited by severe anxiety, depression, withdrawal, or outward aggressive behavior, or a combination of those behaviors, which may be demonstrated by a change in behavior, emotional response, or cognition.

Neglect or Negligent treatment: The terms neglect or negligent treatment shall include:

- the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of a child; or
- the inability or unwillingness of a parent, guardian, or custodian of a child to provide that child with supervision, food, clothing, shelter or medical care if that inability or unwillingness causes substantial risk of harm to the child's health or welfare, except if the inability of a parent or guardian to provide services to meet the needs of a child with a disability or chronic illness is solely the result of the unavailability of reasonable services. Physical Injury includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe bruising, or serious bodily harm.

Reportable offense includes indecent exposure, public sexual indecency, sexual abuse, sexual conduct with a minor, sexual assault, molestation of a child, furnishing to a minor over the Internet items that are harmful to a minor, surreptitious photographing, videotaping, filming, and/or digitally recording of a minor; child prostitution; and incest.

Reasonable belief: The term "reasonable belief" should be interpreted liberally, such that the reporting requirements of this Policy are triggered whenever there is sufficient information to indicate that a child is or may be the victim of abuse or neglect. Individuals are not expected or required to investigate the suspected abuse before making a report.

Sexual abuse includes the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in, or assist another person to engage in, sexually explicit conduct (actual or simulated) or the rape, molestation, prostitution, or other form of sexual exploitation (including pornography) of a child, or incest with children.

Academic Misconduct/Dishonesty can include, but is not limited to cheating, forgery, lying and plagiarism. Examples that could apply include: (1) Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment; (2) Using the signature or initials of another person; (3) Knowingly giving false or misleading information, including false accusations against others with the intent to deceive; (4) Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately. In addition to disciplinary action, students may face academic sanctions per teacher and administrator discretion.

Aggravated Battery shall be defined as knowing and intentional infliction of injury on a person that creates a substantial risk of death or causes serious impairment or disfigurement.

Aiding and Abetting is classified as the criminal act including any nature of assistance offered by an individual or individuals in order to engage in criminal activity.

Breach of Contract shall be defined as a violation of an official written agreement between the school, student, and parents.

Breaking and Entering School Property shall be defined as the unauthorized entry into SPTHs applying force with or without the intent to do a crime.

Bullying shall be defined as a situation in which one or more students repeatedly single out a student and engage in behaviors intended to harm, humiliate, or threaten another student or students. This includes but is not limited to the following:

Threats	Coercion	Intimidation
Cyber-Bullying	Fear	Terrorizing
Stalking	Harassment	Emotional harm

Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.

Contraband is defined as items not allowed on school campus. This includes but not limited to the following:

- Laser Pointer
- Liquid Correction Fluid
- Cell Phones
- Paint Guns/Balls

- Paint Thinner
- Razor Blades
- Hairspray
- Energy Drinks Supplements Devices
- MP3 Player Strait Pins Rubber Bands Aerosol Sprays Gasoline Scalpels
- Video Games
- Homemade Tattoos Devices
- Rubber Cement Propane Permanent Markers Tobacco
- Water Guns/Balloon Matches
- Sling Shots
- Fingernail Polish/Remover

Defiance shall be defined as an open, bold, or hostile refusal to obey or conform. Insubordination shall be defined as refusing to obey orders or submit to authority. This includes but is not limited to the following actions:

- Talking Back
- Excessive Defiance
- Lack of Participation
- Disruptive Behavior
- Assembly Behavior
- Failure to follow evacuation procedures

Destructive Acts shall be defined as actions resulting in physical and malicious damage to school property. This includes but is not limited to the following:

- Vandalism
- Graffiti
- Trespassing
- Destruction of School property

Dress Code – Students will show neat and clean appearance at all times. Clothes, hats, caps, beanies, belts, scarves or other personal items which display vulgar or obscene messages, symbols, language or which promotes drugs, alcohol, sex, death, or suicide are not allowed on school campus. Clothing that exposes the body or items such as gang-related chains, including wallet chains, spikes, bandanas, hairnets or “do-rags” are prohibited. Body piercing other than on earlobes is not allowed. Tattoos are to be covered at all times while on school campus.

Drug Paraphernalia – The term “drug paraphernalia” refers to any equipment that is used to produce, conceal and consume illicit drugs. This includes but is not limited to the following:

- Pipes
- Mirrors
- Homemade Devices
- Roach Clips
- Rolling Paper
- Straws
- Syringes
- Tobacco Rolling Machines

False Reporting - A person commits false reporting by initiating or circulating a report of a bombing, fire, offense or other emergency knowing that such report is false and intending: (ARS 13-2907.A).

Fighting - mutual fist fighting between two people/students.

Gang Involvement and Activities shall be defined as a group of young people who spend time together and engage in delinquent behavior.

“Hazing” is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act may contribute to a substantial risk or actually cause physical injury, mental harm or personal degradation.
- “Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Homicide shall be defined as the act or an instance of unlawfully killing another human being.

Indecent /Inappropriate/Lewd Behavior shall be defined as unacceptable and offensive sexual actions. This includes but is not limited to the following:

Hostile Gestures Inappropriate Behavior Indecent Exposure
Incest Viewing Pornography Disturbing Pornography

Illicit Powdery Substances any powdery substances that are intended for proscribed usage.

Kidnapping shall be defined as an action or crime of forcefully taking away and holding somebody prisoner.

Lying is knowingly giving false or misleading information, including false accusations against others with the intent to deceive.

Disorderly conduct – A behavior that is immoral or unethical; this includes but limited to the following:

Excessive Profanity Horse Play Disobeying Cafeteria Rules
Stealing Littering Computer/Internet Misuse
Food Fighting Manipulation Disobeying Classroom
Disobeying Residential Rules Disobeying Transportation Rules
Falsification of Documents Falsely Reporting Incidents

Motor Vehicle Theft shall be defined as the criminal act of stealing or attempting to steal a motor vehicle, including an automobile, truck, bus, motorcycle, ATV, or any other motorized vehicle.

Plagiarism is the practice of taking another person's work and ideas and passing it off as your own.

Physical Assault Toward Adult- Pushing, shoving, slapping, punching, or kicking a teacher, staff or school consultant.

(Chapter 5 Article 1 ARS-15-507) A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

Poor Academic Performance shall be defined as a student who is lacking productive potential in their academics such as homework, assignments, projects, assessments, and testing. Poor academic performance will be identified through grade checks, progress report and teacher referrals.

Pornography shall be defined as possessing, sharing or posting sexually explicit depictions of persons, in words or images, on the school campus or school District facility, including both in print and on cell phones or other electronic devices.

Possession of Drugs and Alcohol shall be defined as consumption, possession, purchasing, or distributions of dangerous or addictive drugs or alcohol, which are prohibited on school campus.

Possession of Inhalants shall be defined as anything a student breathes into their lungs, which has not been prescribed by a medical physician. Inhaling, possessing, purchasing, or distributing inhalants are prohibited on school campus. Inhalants are volatile substances that produce chemical vapors that can be inhaled to induce a psychoactive, or mind-altering, effect.

Physical assault – with the intent to harm another person physically.

Prescription/OTC Drugs Misuse/Abuse shall be defined as the excessive and harmful usage problems a student has with prescription medication or over the counter medication.

Public Display of Affection may be classified as excessive kissing, sexual touching, or inappropriate displays of affection in violation of school policy.

School Threat shall be defined as the expression of an intent to cause harm or pain to Shonto Preparatory Technology High School, its students, and faculty. This includes but is limited to the following:

- | | | |
|---------------|------------|----------------|
| Bomb Threats | Arson | Firearms |
| Sharp Weapons | Explosives | Verbal Threats |
| Gang Violence | | |

Arizona Revised Statute 15-841: States that possessing a deadly weapon on school grounds is misconduct and are grounds for expulsion.

Self-Endangerment and Endangerment of Others shall be defined as putting themselves or someone at risk or jeopardizing their safety.

Self-Mutilation shall be defined as a student inflicting serious injury on their body. This includes but is not limited to the following:

Cuts	Cigarette Burns	Unexplainable Bruises
Broken Bones	Choking	Burns
Scratches	Piercing	

Sexual Assault shall be defines as a person committing sexual assault by intentionally or knowingly engaging in unwanted sexual contact.

Sexual Harassment shall be defined as any unwelcome sexual advance, request for sexual favors, derogatory or pornographic posters, suggestive or lewd remarks, or any other verbal or physical conduct or a sexual nature.

Simulated Firearm shall be defined as a falsely representing one's self in possession of a firearm.

Student Fraternization shall be defined as a student who enters into a sexual relationship with another student. This includes but is limited to the following:

Inappropriate Hugging	Hickeys	Holding Hands
Kissing	Love Letters	
Inappropriate Touching	Public Displays of Affection (PDA)	

Tardy is arriving beyond the expected time of arrival for school and/or class.

Theft shall be defined as a person who controls property of another with the intent to deprive the other person of such property.

Truancy shall be defined as excessive tardiness and absenteeism. Tardiness shall be ten (10) minutes after classes have started and excessive tardiness shall be 3 tardies in a single week. Absenteeism shall be more than five (5) unexcused absences for a class within a school year.

Arizona Revised Statutes 15-803: Habitually truant means a truant child who is truant for at least five school days within a school year. Truant means an unexcused absence for at least one class period during the day.

Unauthorized Departure during school hours/school sponsored activities without permission of the teacher/administrator.

Leaving the Classroom

Leaving School Activities

Riding in private vehicles

Ditching

Leaving for Housing Area

Verbal Provocation shall be defined as an act to provoking somebody or something that makes somebody angry or indignant. This includes but is not limited to the following:

Name Calling Provoking People

Gossiping

Rumor Creating

Argumentative Language

Violent Behavior shall be defined as any act or threat of physical aggression and/or abuse by one student or group of students, which causes or intends to cause physical injury or harm to another. This includes but is not limited to the following:

Fighting

Spitting

Shoving

Hitting/Slapping

Pushing

Biting

Kicking

Scratching

Hazing

SHONTO PREPARATORY TECHNOLOGY HIGH SCHOOL
YEAR 2025-2026
STUDENT & PARENT HANDBOOK
ACKNOWLEDGEMENT

This document certifies that we (Parents/Student) received a copy of 2024-2025 Shonto Preparatory Technology High School Student and Parent Handbook. We have read and understand the contents of this handbook and will maintain a copy for our reference during the academic school year.

This document will be placed in the student's file.

Student Name (Print)

Student Signature

Parent Name (Print)

Parent's Signature

DATE: _____

*****For Office Use Only*****

_____ Received and filed

_____ Initiated by Principal or Designee

STUDENT HANDBOOK

Protecting the health and well-being of all students is of utmost importance to the school. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems and seeking help for themselves and friends. This will occur in all health classes.
2. Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - The National Suicide Prevention Lifeline 1.800.273.8255 (TALK)
www.suicidepreventionlifeline.org
 - The Trevor Lifeline – 1.866.488.7386 www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff members if they, or a friend are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the SPS's full suicide prevention policy.

Checklist to Recognize Subtle Signs of Suicidal Thoughts

Children and youths who are experiencing suicidal thoughts do not always make commonly recognized red-flag gestures, such as giving away their prized possessions to family members and friends. Uncover subtle signs of suicidal ideation early to ensure students receive timely intervention. Use this checklist to detect lesser-known signs of suicidal thoughts in students and determine if a suicide risk assessment may be necessary.

Sign:	Manifestation:
<ul style="list-style-type: none"> ● Social-emotional regression 	<p>A student may suddenly act more immature than his chronological age and connect poorly with peers. He may make uncharacteristic emotional outbursts.</p>
<ul style="list-style-type: none"> ● Cognitive decline 	<p>A student's established skills, such as executive function, may abruptly deteriorate. She may demonstrate a weakening of decision-making and problem-solving skills.</p>
<ul style="list-style-type: none"> ● Prolonged depression 	<p>A student who rarely misses school and is outgoing might start accumulating absences and become more irritable than usual and withdraw from classroom participation and interaction with peers when he attends.</p>
<ul style="list-style-type: none"> ● Risk taking 	<p>Bolstered by the idea that he is going to die soon, a student may suddenly take risks he would not previously have taken, such as speeding the school parking lot.</p>
<ul style="list-style-type: none"> ● Trouble sleeping and eating 	<p>A student may show signs of poor sleep or complain of insomnia. She may not eat at lunchtime.</p>