

**Student Handbook
2023-2024**



Holbrook Seventh-day Adventist Indian School

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Holbrook Seventh-day Adventist Indian School

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Note to Reader

Students

Students are responsible for knowing and understanding the contents of the Student Handbook. Keep this handbook so that you may refer to it during the school year. You may be given additional information to add to it from time to time. All announcements are as important as these guidelines. We are here to help you reach your greatest potential. We find that students who are unsuccessful do not fail because they plan to fail; they fail because they do not plan. Use planners to set a list of priorities or goals that you want to accomplish and then stick with them to ensure your success.

Parent/Guardian

A vital ingredient to the success of your young person at Holbrook Indian School, (HIS) is your support of and cooperation with the school's program and its standards. The faculty and staff realize these are challenging years for all our students. We are committed to helping them bridge the gap between childhood, adolescence, and adulthood. A cooperative effort between the school and the parent/guardian will make these years at Holbrook Indian School much more productive.

We wish to have your full support and help throughout the school year. If any problems arise during the year, please let us know so we can help resolve the problems as soon as possible. Before you enroll your son or daughter, please contact us with any questions concerning policies and/or standards.

The interview prior to registration will assist you in understanding the expectations of Holbrook Indian School.

Child Safety and Parent Participation Policy

In today's world, your children may be exposed to many dangers, including registered sex offenders. Your best resource is the National Sex Offender Registry. (<https://www.nsopw.gov/en/search/results/>). This school has a Board-voted policy regarding parent/guardian who are registered sex offenders. For further information or an explanation of the policy, contact the school administrator. A copy of the policy called Parental Participation Policy is included for your information.

Visitors

All visitors must sign in at the administrative office or with the dean. To visit any class, the visitor must have administrative approval. For student's safety, visitors who do not sign in may be asked to leave campus or in extreme cases the law enforcement will be called.

Students who were asked to withdraw or expelled at any time may not return to campus without approval from the Administration. If you arrive on campus without permission, you may be asked to leave.

When given permission to attend classes, parents or adult visitors must follow classroom guidelines.

Mission Statement

Holbrook Indian School: A safe place to learn, grow, and thrive.

Philosophical Foundation

Every student will have the opportunity to:

- Become acquainted with God through a relationship with Jesus Christ; learn the importance and need of Bible study; use the Bible as a guide in all areas of life.
- Become acquainted with the beliefs of the Seventh-day Adventist Church; develop a desire to live and share those beliefs.
- Develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family and society.
- Accept personal responsibility for achieving and maintaining mental, academic/arts, physical, and spiritual wellness.
- Learn life skills that will enable them to function responsibly in everyday life.
- Develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one's personal involvement in the mission of the church.

Accreditation:

The National Council for Private School Accreditation, Adventist Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities & Inc.

School-wide Learner Outcomes

| <i>School-wide Learner Outcomes</i> | <i>For lower elementary students</i> | <i>For middle school students</i> | <i>For high school students</i> | <i>How will educators measure the success of the SLO?</i> | <i>How would we explain it to a non-educator stakeholder?</i> |
|--|--|--|---|---|---|
| Mental Wholeness 1. Healthy Relationships 2. Peace/Happiness NAD Goals: Interpersonal Relationships, Communication Skills, Personal Management | When you feel safe, you play and learn better. | Take care of your mind, and it will take care of you. | The mind is the engine of the body—fuel it, maintain it, watch it work for you. | Self-assessment of happiness, safety, coping mechanisms, relationship skills at appropriate grade level. Use planners for positive reinforcement of observed good choices. | When students feel safe, they are able to develop strategies to stay safe in their relationships with others. |
| Academic/Arts Wholeness 1. Empower students to take charge of their own learning. 2. Students who have ownership in their learning will achieve more. NAD Goals: Intellectual Development, Career and Service | Feed your brain so you will grow. | Knowledge is power. | Knowledge opens the doors to change. | As evidenced by planner use, increased scores on formal assessments, improved grades in core subjects. | Students learn best when they take ownership of their learning. |
| Physical Wholeness 1. Living a healthy lifestyle makes it easier to cope with life's challenges. 2. Learn the importance of temperance in all areas of life NAD Goal: Healthful, Balanced Living | Eat right, sleep right, move right, feel right. | Eat right, sleep right, move right, feel right. | Eat right, sleep right, move right, feel right. | As evidenced by pre- and post-assessments (surveys and FitnessGram), BMI, and diaries | Each student will help develop a personalized fitness and motivation plan. |
| Spiritual Wholeness 1. To know Jesus 2. To want to be like Jesus NAD Goal: Acceptance of God | God loves me, I can trust him, and he will never leave me. | God is big enough to handle our questions (and here's how we find the answers) | A good follower becomes a good leader. | As evidenced by beginning and end of the year surveys, number of students enrolling in Bible studies, baptisms, and participation in spiritual programming. | We want to disciple our students as Christ discipled us. |

FACULTY AND STAFF 2023/2024

Pedro L. Ojeda
Ulysses Campos
Allison Newhart
Veronica Findorff
Keila Boneta
Donne Magers
Shanel Draper

Diana Fish
Mia Findorff
Kimberly Cruz

Marisa Harrison
Juana Sebastian
[TBD](#)
Mike Findorff
Adrain Wiles
Terrell Bahe

Aira Importante
Ludy Mahinay
Grace Babcock
Anita Strawn de Ojeda
Kimberly Cruz
Ana Lopez
Sam Hubbard
Olga Nicholls
Arbee Tabo
Lyrica Bandao
Garth Stoltz

Alison Notice
Angela Barber
America Rodriguez

Enoc Crespo
[TBD](#)
Cristian Silvestre
Roselyn Nez

Loren Fish
Laura Sohn
Victor Cadavid

Daniel Nicholls
Mike Wagner

Principal
Vice-principal for Student Life
Business Manager
Front Office Manager
Accountant
Registrar, Librarian, Substitute Teacher
Scholarship Coordinator, Arts

Development Director
Associate Development Officer
Content Creator

Head Girls' Dean
Associate Girls' Dean
Assistant Girls' Dean
Head Boys' Dean
Associate Boys' Dean
Assistant Boys' Dean

Arts, Technology
Bible I/II, III/IV, Chaplain, Pastor
Elementary
English, History, Accreditation Site Coordinator
Horsemanship Director
Junior High
Math, Navajo Language, Makerspace, ELA
Music Director
Physical Education, Health, and Athletics
Science
Vocational Arts

Food Services Director
Food Service Associate
Food Service Assistant

Maintenance Director
[Maintenance Associate](#)
Grounds/ELA/Supervision
Custodian

Licensed Clinical Counselor, Director of Counseling
Licensed Clinical Counselor Intern
MAPS Coordinator

Agricultural Director, Gardening
Agricultural Assistant

ADMINISTRATIVE COMMITTEE (Ad Com)

Principal; Vice Principal; Head Girls' Dean; Head Boys' Dean; Business Manager; Teacher
Representative: [Arbee Tabo](#)

REGISTRATION INFORMATION

ADMISSIONS POLICY

Operated by the Pacific Union Conference (PUC) of Seventh-day Adventists, Holbrook Indian School (HIS), provides education for Native American elementary and high school young people who desire a Christian education and who are in agreement with the standards set forth by the school. An individual of good moral character, who will consistently endeavor to live in harmony with the purposes and ideals of the school, may be admitted. Selection for admission is made on the basis of previous grades in school, recommendations of former teachers, a personal interview and possibly testing.

Holbrook Indian School is not equipped with the resources to manage all special education or behavioral needs. Admission will be determined on a case-by-case basis by the admissions committee. The school has a right to admit or dismiss any students at its discretion.

NONDISCRIMINATION IN ADMISSIONS

Although Holbrook Indian School was created to serve the Native American Community, in accordance with the *PUC Education Code*, Section C15-104, Holbrook Indian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Holbrook Indian School makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of its educational policies, admissions policies, scholarship or loan programs, and extracurricular programs.

APPLICATION PROCEDURES

The enrollment application must be completed online through our website: www.holbrookindianschool.org/newstudent.

Your application will be reviewed when the following tasks are complete and submitted to Registrar:

- Records released from applicant's current school which is to include:
 - Withdrawal Grades
 - Official & Unofficial transcript
 - Attendance Record
 - Immunization/Health Records
 - Educational Assessment Records
 - Behavior/Discipline Report
 - IEP Records
- An interview with the principal is required

Additional testing may be required. The results of examinations may be used in placing students in a study program that best suits their capabilities.

-
All students must re-apply annually. A physical examination is required if the following apply:

- Upon entering school for the first time.
- At grade seven.
- At least once in grades nine through twelve.
- When required by the local conference board of education.
- If participating in any sport.

After the student has been accepted, both the student and parent/guardian must bring the following documents:

- Birth Certificate
- Social Security Card
- Certificate of Indian Blood
- Proof of Insurance
- Indian Health Services (IHS)

- Student Handbook Agreement
- Social Media Policy Document
- Counseling Agreement
- Mental Health History Document
- Scholarship Application
- Aquaplex Climbing Release
- Equine Waiver

WORK PROGRAM

Holbrook Indian School provides opportunities for students aged 14 and up to work on campus.

HIGH SCHOOL ACADEMIC PROGRAM

GRADE PLACEMENT

Upon entering Holbrook Indian School, a student's grade placement will be determined by the number of units/credits earned. The student must have at least the following credits in the core subjects to achieve the appropriate class placement, *PUC Education Code* C23-108 through C23-116:

| | |
|-----------|-----|
| Sophomore | 50 |
| Junior | 100 |
| Senior | 150 |

Students who are transferring must submit transcripts for course work taken from previous schools as part of the application process. The registrar will review the student's transcript prior to credits being counted towards grade placement.

When students enter the fourth year, they must (1) Have the necessary credits and (2) Take a minimum course load of 5 classes which will meet all the graduation requirements, to be called a senior and participate in the graduating class.

CLASS LOAD

It is suggested that a minimum of sixty-five semester credits, inclusive of Physical Education and Fine Arts, be taken each year. All students must attend at least five classes a day unless a lighter class load is approved.

CLASS COURSE CHANGES

Each student's schedule and any variance in academic policy must be approved by the registrar at the time of registration or when making a change.

Class schedules can be changed within the first two weeks of each semester by following the procedure outlined below.

1. Obtain a form at the Registrar's Office.
2. Get the 'drop' teacher to approve the change by signing the form.
3. Get the 'add' teacher to approve the change by signing the form.
4. The register will contact the parent/guardian for approval.
5. A student must continue attending a class until receiving final approval from the registrar.

Students dropping a class after the fifth week of a semester will automatically receive a withdrawal designation on their transcript with one of two categories:

1. WP = withdrew passing – no credit (This option is only available if the teacher makes the decision to drop the student)
2. WF = withdrawal failing – no credit (When dropping a class, a student is considered enrolled until all five steps for class change listed above have been completed.)

FAILED COURSEWORK

A student who fails a core subject, (one needed to fulfill a graduation requirement), should plan on taking the

course over again either through summer school, an online course, and/or retaking the course the next school year immediately following the receipt of the failing grade.

ACADEMIC RECOGNITION

In order to recognize the various academic achievements of Holbrook Indian School students, an honor roll will be printed following each nine-week grading period using the following criteria.

| | |
|------------------------|-------------------|
| GPA of 3.5-4.0(No IPs) | Honor Society |
| GPA of 3.5-4.0 | Honor Roll |
| GPA of 3.0-3.49 | Honorable Mention |

ASSESSMENTS

HIS administers various types of assessments. Assessments are given to help students, teachers, and parent/guardian understand and evaluate the students' achievements. They also give the faculty and administration certain information in order to determine how to improve the school's curriculum. These assessments may include, but are not limited to:

- Online NWEA MAP Growth is administered to all students three times a year.
- ACT (American College Test) is required for admission to most colleges and universities. It is recommended that this test be taken by seniors in the fall and juniors and seniors in the spring. Colleges using these assessments for recommendation for scholarships usually require scores as early as the first of December of the student's senior year. Students who do not sign up

by the deadlines set by ACT will be unable to test. The student is responsible for the fee required.

- Final exams for courses are scheduled by the teacher and must be taken at the designated time. Any other arrangements must be approved by the teacher and the Vice-principal at least three school days prior to the test date. Failure to take the final exam at the scheduled time, without prior arrangement, will result in an "F" grade in the final exam.

COMMUNITY SERVICE HOURS – put under graduation requirements

The *PUC Education Code*, (C25-104, Note 11) states, "Students shall participate in a minimum of 25 clock hours of community service/service learning for each year of attendance in an Adventist school. Each secondary school is to establish the minimum time and credit requirement for the classroom instruction in career education and evidence of completion" (C25-104, note 11).

PROGRESS REPORTS

Mailed to Parent/Guardian:

- Mid-Term Progress Reports
Approximately every five weeks, teachers will post grades to be mailed to the parents within a week.
- Quarter Grade Reports
Grades are issued shortly after the close of each quarter (9-week period). The average of two quarters will become the semester grade for high school. The quarter grade is considered a progress grade since the semester grade is the final grade on transcripts.
- Semester Grades

The semester grades and attendance records at the end of second and fourth quarters are the students' final grades. They are recorded on the students' permanent school record (transcript).

Special grade notations:

WP - withdraw passing - no credit

WF - withdraw failing - no credit

I - Incomplete (has ten days to complete the work and change this status). If the work is not completed within 10 days, the current grade will be recorded.

IP - In Progress - Student has not become competent in a certain area and will not earn a grade until competence has been achieved.

SEMESTER CREDITS

Five semester credits are earned by completing the requirements for a class that meets an average of 200 minutes per week for one semester of 18 weeks.

TRANSCRIPTS

Transcript requests should be submitted in writing to the registrar. A parent or guardian must sign requests for transcripts if the student is under 18 years of age.

GRADUATION REQUIREMENTS

To participate in graduation exercises and to receive a diploma the following criteria must be fulfilled:

1. Be in attendance for the final semester of the senior year unless special arrangements are made.
2. Have a satisfactory conduct/citizenship and attendance record.

3. Complete the requirements for one of the two academic diplomas offered.
4. Complete 25 hours of non-paid community service for each high school year of attendance at HIS.
5. Complete all schoolwork before participating in the graduation exercises.
6. No diploma will be given or sent until all financial accounts are paid for in full.

GENERAL ACADEMIC DIPLOMA

This diploma requires a minimum of 240 credits. Students who receive this diploma will meet all graduation requirements by the state and North American Division of Seventh-day Adventists.

COLLEGE PREP DIPLOMA

A minimum grade point average (GPA) is required for all courses taken while pursuing college prep curriculum. Nearly all colleges require a minimum grade of "C" in any course they require for admission. A minimum of 270 credits in the specified courses and minimum cumulative 2.0 GPA qualifies the student to receive this diploma.

Note: There is a charge of \$15.00 for a duplicate diploma.

GRADUATION HONOR CORDS

Students that have maintained a GPA of 3.7 and higher through their high school years will receive gold cords.

Students who have maintained a GPA of 3.5-3.69 through their high school years will receive silver cords.

GRADUATION EXERCISES

Participation in graduation exercises is an honor reserved for those students who

have completed the course of study prescribed by Holbrook Indian School and have met all minimum graduation requirements. The privilege to participate in graduation exercises may be denied for disciplinary reasons and/or failure to comply with school policies and standards.

GRADUATION SERVICES

The graduation service is provided by the school for the graduates. The guidelines are as follows.

- Graduates will wear caps and gowns for all services. Graduates may wear their robes open if wearing traditional attire. The gowns may be removed for the reception.
- All additional graduation attire and decorations must be approved through the class sponsors or Ad Com.
- All seniors eligible to participate in graduation exercises are required to be present for all practices and services.
- ~~The graduation program will be approved by the principal.~~

*See page 26 for Minimum Graduation Requirements Table.

SENIOR CLASS POLICIES

SENIOR CLASS DUES

Each senior will pay \$100.00 in class dues to be used for class graduation expenses such as, but not limited to, caps and gowns rental (please return gowns to the registrar after graduation). This must be cleared with the business office by April 1.

SENIOR TRIP

According to the *PUC Education Code*, the senior class trip is to be limited to a

maximum of two school days per year. The activity may be extended to include the weekend or regularly scheduled vacation days and must be approved by the school board. If the trip is in conjunction with a mission outreach project (section A24-128, C) of the PUC, five days is authorized and may be longer if weekends or regularly scheduled vacation days are incorporated.

The cost of the trip must not exceed the ability for each student in the class to pay unless the class raises the entire amount for all to go.

The plans for the trip must be approved by Ad Com and in the case of an out-of-union trip, the Board of Trustees. All (PUC) policies for approval and travel, etc., must be met.

SENIOR GRADUATION

The senior program and graduation speaker(s) need to be approved by the principal.

SENIOR CLASS GIFT

The administration welcomes the positive gesture of a senior class in giving the school a class gift.

8th GRADE CLASS DUES

Each 8th grader will pay \$75.00 in class dues to be used for class graduation expenses such, but not limited to, caps and gowns rental (please return gowns to the registrar after graduation). This must be cleared with the business office by April 1.

8th GRADE GRADUATION

~~The 8th grade graduation and graduation speaker(s) need to be approved by the principal.~~

GRADUATION REQUIREMENTS

In order to successfully complete the 8th grade and be eligible for the graduation ceremony, students must not have missed more than 10% of school and have completed the following classes with a passing grade or higher.

- Bible, Math, Language Arts, Reading, PE, Science, Social Studies, Fine Arts, and Computers

ATTENDANCE POLICY

PARENT RESPONSIBILITY

It is the responsibility of the parent/guardian to bring students to school on time and avoid having a student miss school.

A child's presence in each and every class is vital to academic success.

DEFINITION OF A TARDY/ABSENSE

A tardy is defined as entering the room after the bell to begin class has sounded. A tardy may also be given for students leaving class in order to obtain books or attend to other needs that should have been taken care of prior to class time.

An absence is defined as missing an entire class period or missing a significant portion of the period. Because of the varying length of times of chapel and classes, the teacher will determine when a student is sufficiently late to be counted absent. The teacher may determine whether or not to mark the student tardy or absent in situations such as a student leaving the classroom without permission or, after being given permission to leave the classroom, taking an unnecessarily

long time to return or using that time for issues other than what was requested. (NOTE: Classroom field trips or other class educational trips are school-sponsored trips and part of an individual class grade. These absences are NOT to be counted against any student.)

Teachers:

- Will take attendance during the 1st 5 minutes of class through FACTS SIS.
- Will record absences and tardies and notify the vice-principal of absentees every period.

Registrar:

- Will record individual student attendance.
- Will work with receptionist to find absent students.
- Will prepare weekly summary of attendance.

NOTE: The penalty for 3 tardies is equal to 1 absence.

Faculty: Will not take students into town without checking with the dean to see whether or not the student is eligible.

Attendance Consequences:

- Students with six (6) absences will be referred to Ad Com. A letter will also be sent home to the parent/guardian.
- High School students with ten (10) absences in one semester in the same class may result in loss of credit and the student may be withdrawn from the class (class field trips do not count toward the 10 absences).

APPEALS POLICY

- Students who exceed the maximum allowed absences may appeal to Ad Com in order to retain credit. This appeal does not guarantee that they will be allowed to retain credit.
- Those who have an approved appeal will be on a contract. All absences at this point must be pre-approved by the administrative team. Failure to comply with this policy will result in immediate loss of credit.

STUDENT CITIZENSHIP

Experience has shown that a student's citizenship is an important part of his/her overall school success. A citizenship program ensures that students will get timely feedback on their performance. It also helps alert parent/guardian and teachers when a student is heading into trouble so that corrective measures can be taken. School resources, such as counseling, parent-teacher conferences, and behavioral contracts or community resources, such as specialized or long-term counseling, can be initiated.

BEHAVIOR TOWARDS STAFF

We expect our students to treat all HIS staff and family with respect. The HIS staff on campus are all adults who work on campus. Disrespect towards staff includes, but is not limited to ignoring requests, inappropriate tone of voice, inappropriate demeanor (for example, turning your back on an adult), verbal disrespect, physical assault, intimidation, or threats. Students are expected to treat adults with respect at all times, in and out of the classroom. Consequences for treating an adult disrespectfully range from a letter of apology, community

service, restrictions, or up to expulsion depending on the degree of the offense.

PROGRESSIVE DISCIPLINE PROCESS

The student is made aware of areas of disciplinary concern. These reports can be found by contacting the principal or vice-principal and via FACTS SIS.

- An incident report for major offences or continued discipline problems will be written when a student is in violation of school standards. A copy will be available for the parent or guardian.
- Students may be referred to Ad Com depending on the severity of the action or behavior.
- Any disciplinary actions imposed by HIS may be skipped or applied more than once at administrative discretion.

Students Will Be Expected to:

- Respect Others
- Respect Themselves
- Respect Property
- Respect God

DISCIPLINE

Students must follow all school standards of conduct while on campus or on school-sponsored events or field trips, or while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school and/or its students.

ACADEMIC DISCIPLINE

A student may be denied admission or be dismissed for any of the following reasons:

1. Exhibiting a desire not to be in school, as seen through a combination of poor attendance and/or lower than 2.0 GPA and/or poor citizenship.

2. Being out of harmony with the aim and philosophy of HIS.
3. Making insufficient academic progress toward graduation. And not taking advantage of the help offered.

ADMINISTRATIVE POLICIES AND REGULATIONS

All non-published regulations adopted by the faculty or administration and announced to the students hold the same weight as those published in the *HIS Student Handbook*.

Every effort will be made by the faculty to help the student to see the importance of observing the school rules as a means of developing character and good citizenship. Consequences for the choices students make will be designed to direct the student toward an understanding and acceptance of Christian standards of conduct.

The faculty and administration will continually review the guidelines and policies (within School Board approval), contained in the handbook to serve the best interests of the school, its students, and its standards. These changes will apply immediately.

ACADEMIC DISHONESTY; CHEATING; PLAGIARISM

Academic dishonesty is: Any attempt to gain credit on a quiz, test, or assignment by using dishonest means. Examples of unapproved methods of gaining credit are:

- Copying the work of others without the teacher's permission.
- Sneaking pre-written answers into a test area.
- Any texting of answers or test questions.

- Illegally obtaining exams prior to the test.
- Plagiarizing: to steal by using someone else's ideas as your own or downloading something from the Internet and not giving proper citation or reference.

Cheating is harmful to a student's progress, so the school deals with it seriously. Each teacher in consultation with the principal will determine the consequences. Parent/Guardian will be notified. The student's name and the situation will be presented to the staff. The student may be dropped from class and earn no credit. The student will be removed from the class office, if applicable.

CONSEQUENCES

- A Shadow Sheet is a form a student must fill out when it is clear that a student needs to be closely monitored by staff because of attendance or behavior issues. Students must carry their form with them at all times and check in with each teacher or adult on duty.
- Staff Bound is when a student has demonstrated a need for constant supervision. Students will be assigned to a staff member and must remain within 10 feet of the staff member. They may interact with other students at the staff member's discretion. **The staff member may assign jobs or assignments as consequences.**
- Probation serves as a warning that a student's behavior, if continued or repeated, may result in disciplinary consequences up to and including expulsion. Probation may include a loss of privileges and plan of remediation. Terms of probation are set out for each particular case.

- In-School Suspension is when a student is suspended from classes but remains on campus. The following conditions may apply:
 - Be assigned to a staff member to supervise them.
 - Be restricted from class during school hours.
 - Have no social interaction with other students.
 - All class work must be done in the designated area and handed in on time. Work assignments may be made in case of a need for restitution.
- Out-of-School Suspension is a student's absence from school from one to ten days due to serious disciplinary consequences. After the suspension, a conference may be held prior to the student returning to school.
- Expulsion means that a student is not eligible to return to Holbrook Indian School.
 - If a student is expelled or asked to withdraw from school, there will be no refund of tuition.
- Withdrawal is when a student facing expulsion may be given the option or the choice to withdraw from school. Holbrook Indian School respects the right of the student to withdraw from school at any time.

The Board of Trustees is the ultimate authority in the expulsion of a student upon recommendation of Ad Com. As a general rule, expulsion is used only when other means of correction fail to effect change in conduct, or the parent does not or will not voluntarily withdraw the student.

A secondary onsite committee composed of the principal, head dean (of the

student's dorm), and teacher (not a member of Ad Com), is in place to consider Ad Com expulsion recommendations. This committee will collaborate with the Board of Trustees Chair.

The following students cannot be on campus at any time unless permission is granted ahead of time.

- Expelled
- Suspended
- Asked to withdraw
- Denied acceptance

Examples of Actions that can result in Suspension or Expulsion:

1. Drugs/Alcohol
2. Weapons or incendiary devices
3. Leaving campus without a pass
4. Threats or Assault to Staff
5. Fighting/Threats
6. Vandalism/False Fire Alarm
7. Sexual misconduct
8. Smoking/Tobacco/Vaping
9. Hazing/Harassment/Bullying
10. Theft/Unlawful use of school keys
11. Undermining Christian values and principles of the school
12. Academic non-performance
13. Insubordination/Defiance
14. Cheating/Dishonesty & Plagiarism
15. Offensive language or graphics
16. Ignoring staff requests

The law enforcement will be notified for items 1-4 and any other circumstances which may apply.

APPEALS

An appeal process to the HIS Ad Com for dismissal or refusal of enrollment of students is to be done in the following manner:

1. A request, in writing, is to be made to the principal and/or Ad Com.
2. Ad Com will decide if the appeal should be presented to an appropriate

committee for discussion and review. The school will notify the parties involved as to the date and time of any meetings.

3. At the meeting, only the parties involved may make the presentation as to their appeal and their request to change the decision as well as the right to present relevant evidence.
4. Confidentiality will be required from those present at the meeting and the Ad Com members.
5. The procedures are as follows:
 - a. A brief review will be made by the school administration as to the actions taken and the facts supporting them.
 - b. Those who are directly involved and appealing the decisions of the Ad Com may present information to support the claim that the process was not fair, and/or there was a lack of evidence to support a reasonable basis for the decision. Clarifying questions may be asked.
 - c. The Ad Com reserves the right to set reasonable limits on the length of the presentation and other procedures of the meeting.
 - d. The Ad Com will meet to make a decision. Those appealing will not be present for this discussion or vote. The vote will be by secret ballot.
 - e. The principal will notify the parties involved as to the action taken.

FURTHER CLARIFICATION

Holbrook Indian School reserves the right to do what it determines is in the best interest of the individual and the student body. The Ad Com will examine each

appeal on a case-by-case basis. The following will be considered:

1. Does the student desire to continue in school?
2. Has the student brought drugs, alcohol, or tobacco on campus?
3. Is there a high probability of the student's success if they were to remain?
4. What would the general impact on the rest of the students be if that student were to remain?

If continuation at HIS is granted, the following will be expected:

1. The student will complete successful professional counseling intervention.
2. Parent/Guardian will authorize the release of information from the counselor to the school.
3. The student will enter into a behavioral contract with the school.
4. The student and parent will consent to student drug testing per guidelines set forth at registration.
5. Holbrook Indian School will make reasonable efforts to support and verify the student's success.

LAW ENFORCEMENT INVOLVEMENT

In the case of weapons, or controlled substances, Holbrook law enforcement will be called to mediate or investigate the incident. In the event a student refuses to comply with staff directives or leaves campus without permission the law enforcement may also be called to mediate the altercation. A call will be made to the parents to notify them of law enforcement involvement. If the first call is not answered, alternate or subsequent calls will be made; but the law enforcement will be involved after the first attempt, whether the parent/guardian answers or not. The

principal may immediately suspend the student pending further disciplinary action. In the case of controlled substances, and/or weapons and dangerous objects, Holbrook Law Enforcement will be called to make a report, an investigation, or arrest.

SUBSTANCE ABUSE POLICY

There will be no possession, use, distribution or display of alcohol, beverages containing alcohol (or the containers), tobacco, nicotine, vaporizers, drug paraphernalia, marijuana, and/or other illegal or dangerous drugs of any kind. Any over the counter or prescription drug used for a purpose other than its primary indication will be considered illicit. Law Enforcement will be called as well as the parent/guardian.

Consequences of substance abuse behaviors may include some or all of the following consequences:

- In-school suspension
- Suspension
- Probation
- Expulsion

If any students come forward with concern about their own alcohol, nicotine, or other drug use, the use will be dealt with as a counseling/health issue, not a disciplinary issue. Seeking health care for a substance abuse problem demonstrates responsible behavior. Continued use, however, may result in disciplinary action.

FIREARMS/WEAPONS

There will be no possession or use of firearms or other dangerous weapons including, but not limited to, air rifles, bows and arrows, knives, switch blades, ceremonial swords, bombs, fireworks, or simulated weapons. Because possession of a weapon poses a serious threat to the

immediate safety of our community, the following steps will be taken:

- weapon will be confiscated
- Parent/Guardian and possibly the law enforcement will be notified
- student will be removed from contact with other students until a risk-assessment interview can be conducted by a member of the administration
- a meeting with the Ad Com.

Arizona State Statute 13-3102A.12 states that possessing a deadly weapon on school grounds is misconduct. Therefore, no student shall possess a deadly weapon on school grounds or in school housing at the Holbrook Indian School.

WATER GUNS AND BALLOONS

HIS does not allow the use of any weapon or replica of a weapon. Therefore, water guns are not allowed on campus unless they are a part of an approved activity. Should a student bring a water gun to campus, it will be confiscated and not returned. Water balloons are permitted during school-approved activities; however, all who participate must be responsible to clean up the balloon pieces.

DRUG TESTING

A test may be required when school officials have a reasonable suspicion that a student is using drugs illegally or if a student's health or safety is at risk.

Reasonable Suspicion—testing of students is based on a belief that the student used or uses drugs illegally.

If a student is suspected of illegal drug use, the appropriate teacher or faculty member will gather all information, facts, and circumstances leading to and supporting this suspicion.

SEARCH AND SEIZURE

If any faculty or staff member finds reasonable cause to suspect a student using, possessing, selling, or purchasing illegal drugs, alcohol, or tobacco, or possessing a weapon or dangerous object, a search may be directed by the principal or, in their absence, by the vice-principal, by the principal's designee, or the dean.

In the event a decision is reached to make a search, the student will be escorted by a faculty or staff member to an area designated by the school and a search will be made of the dorm room, backpack, and all their personal property in the student's possession which might be used to conceal illegal drugs, alcohol or tobacco, weapons, or dangerous objects.

The search will be conducted by any two of the following: the principal, vice principal, principal's designee, dean, registrar, or a faculty member. The student will be asked to open and empty out the contents of all books, notebooks, book bags, briefcases, purses, backpacks, and similar items, and open and empty all pockets, remove shoes, and lower any cuffs. The student's dorm room will also be searched.

If theft is suspected, deans may conduct room checks at their discretion. In addition, a student's backpack may also be searched.

Refusal to submit to the search will be considered an admission to theft, or possession of a controlled substance, and/or dangerous object in violation of the school's policies.

VANDALISM, FALSE FIRE ALARMS, & FALSE 911 CALLS

Each student is expected to respect the property rights of the school and every member of the school.

1. Vandalism is the willful or malicious defacement or destruction of public or private property. Students may be suspended from HIS for these actions. Parent/Guardian will be notified regarding an act of vandalism attempted or committed by their child.
2. The unauthorized possession or use of a key to a school lock is a reason to request the student's withdrawal from school.
 - a. \$500 fine if a student has possession of an unauthorized key.
 - b. \$250 fine if a student benefits from an unauthorized key.
 - c. \$50 fine if a student does not report another student having an unauthorized key.
3. Possession of unauthorized library materials or media equipment may result in a fine and/or additional consequences.
4. Fire Alarms: A minimum fine of \$75.00 will be made for initiating a false fire alarm, tampering with any fire alarm equipment, or other school property affecting the safety of the campus. The fine may be higher and will be determined by the principal in consultation with Ad Com. Pulling a fire alarm constitutes willful "disruption of school activities." Students may be suspended from school for this action. At the discretion of the

principal, the matter may also include involving the Holbrook Fire Department and/or the law enforcement officials to conduct a full investigation.

5. False 911 Calls: A minimum fine of \$75.00 will be made for initiating a false 911 call. The fine may be higher and will be determined by the principal in consultation with Ad Com. Making a false 911 call constitutes willful “disruption of school activities.” Students may be suspended from school for this action. These calls are also a matter of public safety and can result in harm or damage to others if Law Enforcement is unable to assist in an emergency due to spending time following up on false calls.
6. In the event of major vandalism, the student will be asked to withdraw from school. Failure to do so will result in a recommendation for expulsion.
7. The parent, guardian, or sponsor will be responsible to repair, replace, and make full financial restitution of all school or private property belonging to HIS or another person, that the student damages or destroys. In addition, a monetary fine will be assessed. The amount of the fine will be determined by the administration.

STUDENT ACCIDENT INSURANCE

Student accidental injury insurance coverage is provided for each student. Students are covered:

1. While on school premises.
2. While traveling directly and uninterrupted between school and home within one hour before

school begins and one hour after school is dismissed. (Coverage is extended for any additional time required when traveling in school-furnished transportation, field trips, or trips out of the PUC).

3. While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.
4. There is a \$100.00 deductible for each incident. the student insurance. Parent/Guardian are responsible for this deductible.

The cost of the accident insurance is included in the comprehensive fee paid at registration. This insurance does not cover health and sickness. It is strictly accident coverage. Illness treatment costs are the responsibility of the student’s parent or guardian.

ASBESTOS

This notice is to inform you that asbestos has been found in a few of our oldest buildings. All the Asbestos Containing Building Material is contained in a proper, safe, and encapsulated form. As federal law requires, our AHERA AMP is on file in the office for inspection.

RESIDENCE HALLS

Regardless of age, all students grade 7-12 attending HIS are expected to live in the dormitory. Grades 1-6 may have the option to live at home, to be decided on a case-by-case basis.

Valuables and Personal Items

The school will not be responsible for items stolen, broken, or lost.

- Valuables should not be brought to school. If they are on campus, they should be given to the deans for safe keeping until needed.

- Money should be given to deans to be placed in the student bank.
- Pets are not allowed on campus unless there is a special circumstance.

DORM TELEPHONES

The telephones of the school offices are for school business only. This includes the deans' electronic device which is reserved for school business. Students may only use the dorm cell phone to call parent/guardian with dean's permission. Please limit your calls to your child during the times they are out of class, study hall, and worship services.

Girls' Dorm Cell: 520 848-0074

Boys' Dorm Cell: 520 848-0073

DORM HOURS

Mon – Thurs

6:00 AM - 7:15 AM

3:15 PM - 5:00 PM

6:00 PM - 10:00 PM

Friday

6:00 AM - 7:15 AM

1:00 PM - 5:00 PM

6:00 PM - 10:00 PM

Saturday

8:00 AM - 9:30 AM

5:00 PM - 5:30 PM

6:30 PM - 10:00 PM

Sunday

8:00 AM - 12:00 AM

1:00 PM - 2:00 PM

4:00 PM - 5:00 PM

6:00 PM - 10:00 PM

STUDENT HEALTH

Students who become ill while in class must go to the office and be evaluated. The proper staff members will be notified.

Students who begin the day feeling ill MUST check in with the dean immediately. They may wait in the dean's office until the dean is able to determine if the student should remain in the dorm or is able to attend classes. The dean will email the all staff a list of all students on sick list.

When necessary, a student who needs medical attention will be taken to the Indian Health Services in Winslow, AZ. Parent/Guardian will be called and, if warranted, the student may be sent home. A note from the doctor is required to avoid an unexcused absence.

MEDICATIONS

- Students may not have any medications in their possession or in the dorm room. School personnel are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement: Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school has on file the following:
 - A written statement from such physician detailing the time schedules, amount, and method by which such medications is to be taken.
 - A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement. (*PUC Education Code* section A23-124)
 - Over the Counter Medication: Authorization must be signed so

that deans and authorized personnel can administer the necessary medication for your child's illness.

- **Prescribed Medications:** Medications must be cleared by the administration if needed. Such medication must be delivered to the school in the original container as delivered by the pharmacy to the parent or student.
- **Self-dose Medication:** Such as an inhaler, must have a physician's written authorization prior to the school allowing a student to administer the medication.

STUDENT ASSOCIATION

The Student Association is a HIS organization designed to allow a committee of students to help, plan, organize, and participate in school-wide activities and programs. This committee will be comprised of students who wish to volunteer for their service and be a part of leading out student activities, programs, and government. Hours of volunteer service will be logged by the sponsors and then submitted to the vice-principal for record keeping. Should any of the volunteers demonstrate that they are unwilling participants, and/or show any type of lack of support in regard to planning and implementing activities (as noted by the sponsors), volunteers will be dismissed from the group and a new person will be invited to join the group.

Please keep in mind this is a student-led organization that requires students to actively participate in planning and carrying out those plans. If students fail to help, they run the risk of having minimal to no school activities. There are no academic requirements as to who is

eligible to join. S.A. participants can be eligible for any leadership scholarships that colleges may offer. Keep in mind traditional S.A. events include but are not limited to: first day of school ice breakers, spirit weeks, Fall Festival, Parade of Lights float, banquets, and picnic day.

BICYCLES AND RECREATIONAL EQUIPMENT

1. Bicycles can be ridden in specified locations and with supervision. Helmets must be worn at all times. Failure to comply with this policy will result in the loss of bicycle privileges.
2. Skateboards and roller blades are permitted with supervision at the discretion of the supervising staff member. Helmets, knees, and elbow pads must be worn at all times. Failure to comply with this policy will result in loss of privileges.

FIELD TRIPS

As part of our holistic academic program, HIS has many field trip opportunities for the students, including bike rides, hikes, etc. By signing the student handbook, you give permission for your child to attend all school field trips. All these field trips will be posted on the master calendar. This calendar is located on the school's website: www.holbrookindianschool.org. Please scroll down to the mail page and click on the calendar icon. This calendar is updated continually. If at any time you prefer that your student not attend one of these field trips, please notify the school in person, via email, or by phone.

PERFORMANCES

Performances (i.e., during talent shows or plays) must be in accordance with Seventh-day Adventist Christian values, and with sensitivity to the culture of the community. This includes, and is not limited to, lyrical content, manner of presentation, gestures, props, and dress.

PHOTO RELEASE/USE OF LIKENESS/USE OF VOICE

Permission for Use

Photographs, slides, film, audio recordings and other visual images of students, faculty, staff, and administration are taken on campus and at HIS activities throughout the year. Some of these are subsequently published in school publications, the school website, social media, radio stations, and promotional materials for the school. By signing the Parent/Student Pledge at registration, the parent/guardian and students give permission for these likenesses and recordings to be used in this manner.

Parent/Guardian not wishing to have their child's photos published or voice recorded must notify the principal directly in writing.

CAFETERIA

Following Adventist health guidelines, no meat or caffeine is served at any school functions. The cost of meals is included in the tuition.

Behavior in the cafeteria is under the supervision of assigned staff and the kitchen employees. All students are expected to show respect and be on their best behavior in the cafeteria.

As a reminder, personal electronic devices are not allowed in the cafeteria during meals to promote a sense of community and family during mealtime.

Gum, Food, Drink

We encourage healthy eating on campus. Eating or drinking in classrooms, the library and/or computer lab is not allowed except on special occasions as directed by the teacher. Gum chewing is allowed in the classroom per teacher permission and must be disposed of properly.

Please refer to the acceptable food list provided to know what is allowed on campus. No food is to be brought back for other students from home or town trips. No food is allowed in dorm rooms for sanitary purposes.

ELECTRONIC DEVICES

HIS seeks to educate students on the proper use of all electronic devices and encourage their use for academic purposes.

Electronic devices of any kind may be confiscated if found on the student in an unauthorized place or time. All Personal Electronic Devices must be registered by the student's parent/guardian at registration and cannot be used in the chapel, church, classroom, or cafeteria unless students have specific permission. After registration day such devices must be registered at the front office or with a Dean. The school will not be responsible for or replacing items stolen, broken, or lost.

1st-6th Grade: No electronic devices of any kind.

7th-8th: Electronic devices from 6 PM-Bedtime (Monday-Thursday). Students with devices will be advised to not allow 1st-6th graders to see or listen to what they are watching or music they are hearing.

9th-12th: Student have access to electronic devices from 6 PM-9:30 PM(Monday-Thursday). Students with devices will be advised to not allow 1st-6th graders to see or listen to what they are watching or music they are hearing. HIS makes every effort to educate our students on the proper use of electronic devices. The seniors can eventually achieve the privilege of having access to their devices at all times as long as they have good grades, proper behavior, mentoring, and citizenship.

7th- 12th Grade:

- **Friday** - Students get their phones at 1:00 PM when they come to the dorm. They turn them back in at bedtime.
- **Saturday** - Students get their phones when they return to the dorm at 1:30 PM after church. They turn them back in at bedtime.
- **Sunday** - Students can have their phones from 8:00 AM until bedtime.
- **All activities are phone free zones unless otherwise stated.**

The administration and the student association have put in place a policy for students to turn in their personal electronic devices to their deans at lights-out. Student will lose electronic device privileges according to the following tiers:

- First time: Loss for 24 hours.
- Second time: Loss for 7 days.

- Third time: Loss for 1 month.
- Fourth time: Loss for the rest of the school year.
- For unauthorized Wi-Fi access, the first offense will result in loss of all devices for 1 month and the second offense will be a loss of device for the rest of the school year.
- For unregistered devices, the first offense will result in loss of all devices for 1 month and the second offense will be a loss of device for the rest of the school year.

Electronic devices such as TV's, tablets/iPads, personal computers/laptops, and video game players require prior approval for students to have them on campus. Students who have failing grades should not have a device until their grades are satisfactory.

MUSIC

- Students are responsible for hearing instructions from adults or students at all times.
- Music may not be played in class areas unless specifically allowed by the teacher.
- The volume of played music must be so that the listener is the only person that can hear it.
- Christian, classical, and other uplifting music types/genres are encouraged. The deans, administration, or staff may review any music brought on to campus via electronic devices from, or other personal listening devices.
- The deans' or administration's decision to remove any music is final.

- Whenever students have permission to use headphones or earbuds, it is their responsibility to be able to hear directions at all times.

INTERNET USE POLICY

Holbrook Indian School (HIS) owns, maintains, and operates the information system available in the school. These resources are provided for the sole purpose of being a benefit to HIS. HIS maintains policies under which the use of these resources is acceptable.

GENERAL

The use of HIS-owned/operated equipment or resources for anything of an illegal or harassing nature is expressly forbidden.

The use of HIS-owned/operated equipment or resources for anything inconsistent with the goals, objectives, and standards of HIS is expressly forbidden.

If anyone (staff, student, visitor, or anyone else with access) receives inappropriate computer or electronic mail messages, they will notify the vice-principal or principal immediately.

Holbrook Indian School reserves and exercises the right to monitor, intercept, and read the entire contents of any document, data, or electronic message stored or transmitted, including information that has been deleted, on any HIS-owned or operated system for the purpose of maintaining the security and integrity of those systems to assure compliance to policies and to limit the exposure of the school to adverse legal consequences. Computer documents, data

and electronic messages are not private, but are considered to be school records.

Reasonable and prudent use of HIS computer resources for non-work-related activities, after hours, and in accordance with the operational goals of Holbrook Indian School is acceptable within the guidelines of this policy. The viewing, printing, or downloading of inappropriate, obscene, or pornographic material is strictly prohibited.

SECURITY

Maintenance of separate, restricted user areas on the network does not imply any degree of privacy for the user.

WI-FI

Students are not allowed to access any of the HIS Wi-Fi passwords at any time and must report if they know another student has gained access to a password.

HARDWARE

No computer or network hardware is to be relocated without the prior approval of the principal.

Network hardware is not to be reconfigured without prior approval.

SOFTWARE

The installation or use of unlicensed or improperly licensed software on HIS-owned/operated equipment is expressly prohibited and is grounds for disciplinary action.

No Software may be installed or used on any computer owned by HIS without prior approval of the principal.

It is the responsibility of each user to obtain permission prior to performing any of the following activities on any

computer owned or operated by Holbrook Indian School:

- Making copies of any software on a computer.
- Making changes in software configurations that may affect other users on the network.

GENERAL COMPUTER USE GUIDELINES

The user is responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Users are representing Holbrook Indian School.

Examples of acceptable use are:

- Using Web browsers to obtain information from commercial Web sites.
- Accessing databases for information as needed.
- Using e-mail for school or personal contacts with staff permission.

Examples of unacceptable use include but are not limited to:

- Undermining the religious aspects of Holbrook Indian School.
- Sending or forwarding chain email (i.e., messages containing instructions to forward the message to others).
- Broadcasting e-mail (i.e., sending the same message to more than 10 recipients or more than one distribution list).
- Conducting a personal for-profit business with HIS resources.
- Transmitting any content that is offensive, harassing, or fraudulent.
- Visiting or participating in chat rooms without supervision.
- Attempted access or access of blocked sites.

CONSEQUENCES FOR VIOLATING THE COMPUTER USE POLICY

All students at Holbrook Indian School will abide by the computer-related policies established by HIS. Failure to adhere to the policies regarding computers, software, and the Internet are considered a major offense and will be referred to the Ad Com for disciplinary action.

The Ad Com will impose appropriate consequences that may include, but are not limited to:

- Student will be reprimanded followed by counseling.
- Student access and privileges to the Internet may be temporarily suspended.
- Student access and privileges to the Internet may be permanently suspended.
- Illegal activities or violations of HIS rules associated with the use of the Internet will result in appropriate disciplinary action that may include suspension or expulsion.
- In cases of equipment abuse or misuse where equipment is damaged or destroyed, the user will make full restitution for replacement of the damaged equipment and further action as deemed necessary.

DRESS CODE

Holbrook Indian School is committed to teaching students to honor Christ at all times. Student appearance is no exception. Students' clothing should show respect for themselves, their families, and the school. Avoiding extremes in fashion, students and parent/guardian are encouraged to work together to choose clothing for the

student that is modest, fits well, in good taste, and is appropriate for the classroom.

With the aid of the HIS staff, the administration will determine if a student is in compliance with the dress code.

Students are expected to make good choices prior to arriving at school so that their clothing does not create an issue with the HIS dress code. More importantly, it is the parent/guardian responsibility to make sure that their student is dressed appropriately for school.

The HIS dress code applies anytime during school hours and at all activities sponsored by the school on or off campus.

Students out of compliance with the dress code will be required to change their clothing.

SCHOOL ATTIRE AND GENERAL GUIDELINES

All clothing should be neat, clean, modest, in good repair, and of appropriate size and fit.

1. All headgear such as hats, beanies, caps, hoods, scarves, bandanas, headphones, earphones, etc. must be removed when entering any building on campus or off campus in conjunction with a school event unless otherwise arranged with administration. Headgear is permitted in the gymnasium and dorms with the permission of the supervising staff member.
2. Clothing with slogans or designs suggesting ideas or behaviors out of harmony with the school's philosophy are not acceptable. This includes, but is not limited to, any promotion of

alcohol, tobacco, drugs, profanity, death, the occult, sex, violence, or self-degrading.

3. Students may wear modest slacks, pants, or nice jeans that fit properly at the waist.
4. Ripped clothing of any kind is not allowed.
5. Hair should be neat, clean, and well groomed. Any extreme changes in hair must be approved by the appropriate Head Dean.
6. Nail polish should not call attention to self. When in doubt, ask the Head Dean.
7. Jewelry such as earrings, studs, necklaces, chains, rings, bracelets, and anklets are not permitted. Reasons: Safety, calling attention to self, and prevention of loss. If worn these items may be taken for safekeeping. Items are to be picked up by the parent or guardian as soon as possible. The school will not be held liable for the loss of any item. Please DO NOT allow students to keep any costly or heirloom items on campus. [Traditional jewelry with traditional dress may be worn at church or special functions.]
8. Plastic cause bracelets or friendship bands may be worn, but not in excess. Only 1-2 per wrist depending on size. The cause must also be a cause that is in keeping with Christian principles.
9. Any make-up should be lightly applied. When in doubt, ask the Head Dean.
10. Students may not wear bare midriff or cut-off-shirts.
11. Tight-fitting tops or pants are not acceptable. Tights and leggings may be worn under modest attire.
12. Tank tops cannot be worn in the classroom without a cover-up. They

may be worn during physical education, free-time, and at outdoor activities.

13. Skirts and dresses should fit modestly, dresses should not be strapless, and slits in skirts or dresses must not extend more than four inches above the knee to provide modest walking or sitting.
14. Underwear, including boxers or bra straps, may not show at any time, even when bending or stretching.
15. Shoes with built in roller skates are not permitted.
16. Bandanas are not allowed on campus in any form due to their connection to gang activity.
17. Chains may not be worn at any time even if they are attached to a wallet or key. They are a safety issue.

RELIGIOUS SERVICES

Out of respect for our God and others who are worshiping, we should dress our best for religious services.

1. Chapel & Vespers – Clothing listed under school attire and general guidelines is appropriate for chapel services.
2. Church – Dress attire is required
3. No hats are permitted in chapels or church.
4. Dress Attire for young men:
 - Polo style or dress shirt is appropriate.
 - Dockers-style dress pants are appropriate.
 - Dress shoes and socks are appropriate.
 - Western Wear is permitted.
5. Dress Attire for young ladies:
 - Dresses, dress pants or skirts with blouses, sweaters, or dressy shirts may be worn for church attire.

- Dress shoes are appropriate.

Any questions on dress code will be decided by the principal or vice-principal.

BANQUEST DRESS POLICY

The sponsor of the banquet will determine the appropriate level of attire for each banquet.

ENFORCEMENT

In the case of a dress code infraction, the student will be asked to correct the problem. Students will receive a warning and be sent to the office in order to correct the problem. Major or repeated infractions will result in the student receiving an incident report. If the student actions reveal that the student needs to change a major portion of their wardrobe, the parent/guardian will be notified.

In all judgments of appropriateness, the school's decision is final. When students choose not to comply, the issue is no longer dress code, but non-compliance and insubordination and will be dealt with accordingly.

RELATIONSHIP POLICY

Holbrook Indian School does not recommend that students enter into exclusive relationships with other students. This is what we commonly refer to as "dating". School is a student's job and dating can be very distracting and the cause of many problems. **Students who have permission from parent/guardian must go through the following process:**

- Students in grades 1 through 10 are not allowed to date, no exceptions.
- 11th and 12th Graders may enter into a dating relationship with the following conditions:
 - **Permissions from the students' Parent/Guardian**

- Good attitude
- No failing grades
- Proper mental health
- A spirit of cooperation
- A willingness to learn and take advice
- Students who do not follow the guidelines will receive natural consequences. Example: complete separation from each other for a certain period of time. This is called "Being on Social."

Inappropriate behavior includes, but is not limited to, holding hands, body hugs, extended hugs, massages, arms around one another, playing with the hair of a student of the opposite gender, kissing, or sitting on another's lap, leaning against each other, excessive tardiness, or absence to class, ignoring staff requests, or disrespect towards staff members when together.

Social may also be imposed on individuals of the same gender if it is determined that continued association between two or more people has become detrimental to their spiritual, academic, or social environment.

HARASSMENT POLICY

Holbrook Indian School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment are subject to discipline, up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. Harassment can be spoken, written, physical and/or distributed through electronic means. It includes offensive pictures, graffiti, jokes, and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to their immediate staff supervisor. The student may also report to the principal, vice-principal, or counselor.

If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

The consequences will range from a verbal warning to immediate dismissal. Discipline or reasonable punishment should not be confused with harassment.

BULLYING

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not

limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see or hear of a bullying incident.

Parent/Guardian will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline. Law enforcement will be notified if appropriate.

Investigation: Upon receipt of a formal complaint or report of harassment, the school shall undertake or authorize an investigation by school officials, or a third party designated by the principal. The investigation will be completed as soon as practicable, and a report will be filed within fifteen days of completion of the investigation.

Discipline: The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other persons on campus that is found to have violated this policy. Such actions may include, but is not limited to warning, suspension, exclusion, expulsion, withdrawal, termination, or discharge.

FINANCIAL INFORMATION

Members of the Seventh-day Adventist churches in the Pacific Union Conference and members across the United States

support Christian education with additional subsidies and donations.

CHANGING FINANCIAL CONDITIONS

It is the purpose of the Board of Trustees of Holbrook Indian School to keep the school charges as low as is consistent with good business management. The school board reserves the right to change rates charged at any time in order to meet changing economic conditions.

PAYMENT COMMITMENT

Parent/Guardian are obligated to pay for their child's school account during the school year from the date of enrollment. A financial agreement will be signed at registration with fees and the first month's tuition paid at this time.

FINANCIAL POLICIES

It has been found that the following policies are in the best interest of the students as well as the school.

1. To enroll a student at HIS, the parent/guardian must accept financial responsibility for the student by signing an agreement with the school.
2. Accounts are due monthly by the fifth of the month.
3. The administration has the right to ask the student to withdraw from school for school bill non-payment.

SCHOOL FEES - ANNUALLY

| Grades 1 - 12 | |
|---------------|-----------|
| School Fees | \$750-930 |
| Dorm Fee | \$30 |
| Total | \$780-960 |

PAYMENT OPTIONS

Families may choose one of the following payment options:

1. Annual Payment
Tuition is payable in advance with one single payment, together with all fees, and is due on or before registration day.
2. Semester Payment
Tuition is payable in advance in two (2) installments and will include fees. The second payment is due on or before January 5.
3. Monthly Installments
Tuition is payable in ten (10) installments. The first installment will include the first month's tuition and other fees on or before the day of registration.
4. Weekly or Bi-Weekly
Weekly payments can be as little as \$21.00 and can be done automatically from your debit or credit card. Bi-weekly can coordinate with your personal pay cycle.

All tuition and fees may be paid via a check, credit card, or cash payment and should be remitted and payable to:

Holbrook Seventh-day Adventist
Indian School
2001 McLaws Road, PO Box 910
Holbrook, AZ 86025

SECURITY AND BOOK DEPOSITS

Any damage done to the campus during the year due to students' misconduct or negligence will require that students pay for the damage either with cash and/or work on campus as part of their consequences. At the end of the school year or upon withdrawal all students must complete check-out procedures. This includes turning in all books, cleaning out dorm room. If books or dorm room have been damaged in any way the parent/guardian will be charged.

TEXTBOOKS

Textbooks are supplied by the school for each class. The student is responsible for the care of the books, and books left out on the campus and ruined by the sprinklers and or weather or in other ways damaged will be charged for the full cost to replace the book.

All other school supplies are the responsibility of the student. The elementary teachers supply a list of required items. It is important for the success of the student that they have these supplies. High school teachers will also let the student know of the requirements for each class.

STUDENT ACCIDENT INSURANCE

There is a \$100.00 deductible for any accident which requires medical attention.

STUDENT LABOR

Work opportunities are available on a limited basis for students 14 years of age and older. Students who are employed are expected to be dependable, responsible, and punctual. A basic philosophy of the school is that dignified labor is an integral part of Christian education. Students who exhibit poor work habits or lack of honesty will lose their jobs.

When timecards are properly recorded (signed by the supervisor and turned in on time by noon to the business office) the worker will receive 50%-100% of their paycheck. First, paychecks cover the two weeks prior to the week of their payday. Second, fifty percent of the income earned from student labor wages will be credited directly to the student's account, as per the employment agreement. The other fifty percent will be

presented to the student as a cash out or check amount. At the end of the school year, student accounts are evaluated for any double payments. If the student account is paid off and a parent or guardian has paid on the account as well, the student will be reimbursed up to however much the student worker has contributed towards the cleared account.

If a paycheck is not cashed within six months it is considered abandoned and will be used to cover any outstanding tuition/room and board balance the student had remaining, including amounts previously covered by worthy student funds. If a student is no longer enrolled at HIS, and is unable to pick up their paycheck, we will make every reasonable effort to provide the student with their paycheck by mailing, it to their last known address.

An application for work must be submitted to the business office each year.

Paychecks: Students cannot miss a class to collect checks.

Worthy Student Funds (i.e., Donor Funds) may be applied to a student's account. Worthy Student awards are made after all other financial aid and student account considerations are identified, including scholarships (e.g., Empowerment Scholarship Account), Arizona, Adventist, Navajo Nation, AZ Foundation). Adjustments may be made to Worthy Student Funds for subsequent financial considerations and may be retroactive to the beginning of the semester to ensure that there is no credit due to a student as a result of the Worthy Student Fund award.

Minimum Graduation Requirements

| Subject Area | General Diploma | College Prep/Advanced Diploma | Clarification |
|--|--|-------------------------------|---------------|
| A. Basic | | | |
| Bible/Religion | 4 Carnegie Units | 4 Carnegie Units | See Note 1 |
| English | 4 Carnegie Units | 4 Carnegie Units | |
| Health Education | .5 Carnegie Units | .5 Carnegie Units | See Note 2 |
| Mathmatics | 2 Carnegie Units | 3 Carnegie Units | See Note 3 |
| Modern Language | | 2 Carnegie Units | See Note 4 |
| Physical Eduacation | 3 Carnegie Units | 3 Carnegie Units | See Note 5 |
| Science | 2 Carnegie Units (1 may be non-lab) | 3 Carnegie Units | See Note 6 |
| Social Studies | 3 Carnegie Units | 3 Carnegie Units | See Note 7 |
| Subtotal | 18.5 Carnegie Units | 22.5 Carnegie Units | |
| B. Cognates | | | |
| Computer Applications | .5 Carnegie Units | .5 Carnegie Units | See Note 8 |
| Career Education | Required | Required | See Note 9 |
| Community Service | Required | Required | See Note 10 |
| Fine Arts | .5 Carnegie Units | 2 Carnegie Units | See Note 11 |
| Subtotal | 1 Carnegie Unit | 2.5 Carnegie Units | |
| Total | 19.5 Carnegie Units | 25 Carnegie Units | |
| Electives – Total (Courses from Basic, Cognates, and/or other electives offered by the school) | 4.5 Carnegie Units | 2 Carnegie Units | See Note 12 |
| Senior Project | | | See Note 13 |
| Minimum Credits Required for Diploma | 24 Carnegie Units | 27 Carnegie Units | |

Parental Participation Policy

Policy Recognizing that my name appears on the US Department of Justice sex offender or Native American Nation registry and knowing that the schools have legitimate concerns about child safety, in addition to their desire to bring healing into my life, I have agreed to the following voluntary conditions and restrictions in order that my child(ren) may attend this school. I understand that these conditions and restrictions are intended to ensure child safety as well as to help avoid future allegations and suspicions.

1. I will limit my campus visits to picking up and dropping off my child(ren).
2. While on campus, I understand that I will need to be in the presence of the administrator on duty or dean at all times.
3. I agree to comply with any court-mandated restrictions, treatment, and/or requirements and recognize that these take precedence over any less restrictive parts of this agreement.
4. I understand that the provisions of this Parental Participation Policy do not create any personal and/or legal rights against the schools that would afford me any claim or right of redress in any legal or administrative proceedings, nor does this agreement in any way preclude the school from exercising its rights and obligations under federal or state law.
5. The school reserves the right to take measures to protect a person at risk including notification of my status as a registrant and/or of the contents of this policy.
6. This agreement shall remain valid as long as the school(s), in their sole discretion, determine that this arrangement is required. I understand that dismissal of criminal charges in itself shall not constitute exoneration of an allegation of sexual misconduct for purposes of these restrictions but may be considered by the school in making that determination.
7. The school reserves the right to modify or amend this policy at any time and notice of such will be provided to me.

I have read and understand the above conditions and agree to abide by them. If at any point I break one of the above conditions, my children may be asked to withdraw from school.

Dated this _____ day of _____, 20____.

Registrant's Signature

Registrant's Printed Name

School Representative