

“To ensure Safety, Social, and Academic Achievement for all students**”**

Parent & Student Policies/Procedures Manual

SY 2022-2023



1600 Lydia Rippey Road Aztec, NM 87410

Ph: 505-334-6565 Fax: 505-334-8630

# Kinteel Residential Campus, Inc.

**Mission Statement**

## "To prepare and empower our students with K’é"

**Philosophy**

### Motto

## "Excel, Achieve, and be Independent"

It is our philosophy at Kinteel Residential Campus, Inc. that education is a process to develop our youth to become a disciplined whole adult who can make intelligent or reasonable choices based upon inquiry, reason, and experience which they will gain while attending our unique program at Kinteel Residential Campus Inc.

We believe that we can provide each student with the many opportunities to develop their intellectual, physical, social, and emotional potential in order to be contributing member of society when they graduate from Kinteel Residential Campus Inc. and Aztec High School. Their successes will be realized when the community, parents, staff and teachers come together to provide every possible means of support services in academics and extracurricular activities.

At Kinteel Residential Campus Inc., we are dedicated to provide quality educational program for each of our student, so each one will be equipped with the necessary learning tools to meet future challenges and thereby have personal success. Kinteel Residential Campus Inc. is a student- centered residential program.

We know we have a unique challenge ahead of us. We must first guide our students to have a better understanding of who they are; then introduce them to a new and complex society.

## History

The history of Kinteel Residential Campus, Inc. (formerly known as Aztec High School Dormitory, Inc.) was the 7th border town dormitory which originated in September of 1954. It was located on East Zia Street, a street near Aztec High School. The buildings were made out of corrugated sheet metals. They were built temporarily for a two year trial period to determine if it was going to be successful. Indeed, it was successful.

The ideas and plans of the border town dormitories came from the Commissioner of Indian Affairs, Glenn Emmons, and unified by Superintendent, Mrs. Florence A. Beasley. The purpose of this was to relieve the overcrowded school conditions on the Navajo Nation. Therefore, they made border town dormitories available nearby, off the reservation. Border town dormitories were also made to integrate Navajo students with non-Native American students.

On July of 1998, Under the Public Law 100.207, Aztec Dormitory became a grant status dormitory. The official name of Aztec Dormitory became Aztec High School Dormitory, Inc. Aztec has been in

‘grant’ status for 20 years with much success and improvements. Kinteel Residential Campus, Inc. has been operating under the direction of the Board of Trustees.

The Board of Trustees decided to change the name again. The parents and students were involved in the decision for another name change. Their reasons were that there were derogatory remarks and biases made about the dormitory name. Also, in earlier years BIA education referred to the dorm as an educational program for needy families. Today, the perceptions of our residential Campus from parents and the community recognize that students who reside on our Campus are very knowledgeable and innovative. Also, that those students who attend Aztec High School are very successful through their high school years because of the quality of education it offers.

The name that the Board of Trustees, parents, and staff have embraced is Kinteel Residential Campus, Inc. Kinteel – meaning a long structure building. Native Americans refer the name ‘Kinteel’ to the Aztec Ruins. This new name was adopted on March 17, 2009.

## Board of Trustees

|  |  |
| --- | --- |
| **Mr. Eugene Zohnie, Board President** | **Mr. Kerby Johnson, Board Secretary** |
| **Ms. Marian John, Vice President** |  |

Employee Directory

Richard Edwards, Director Veryl Begay, Business Manager

Louise Scott, Clerk Kendra Johnson, Office/HR Tech

Jasper Joe, Head Residential Advisor Brandon John, Activity Specialist Elsie Cly, Cultural Specialist/RA Kathleen Carr, Residential Advisor Chery Hudgens, Residential Advisor Ganelle Perry, Residential Advisor

Taunya Padilla, Residential Advisor Frieda John, Academic Support/RA

Paula Claw, Behavior Counselor Joe Kresl, Tutor

Hazel Anderson, Tutor Dennis Hague, Bus Driver

Daniel Armstrong, Maintenance Tijo Garnier, Custodian

Darin Silversmith, Safety/Security Officer Elaine DeRusse, Head Cook

Etta Attakai, Cook

## Program

Residential life at Kinteel Residential Campus, Inc. provides an opportunity for all students to care for one’s self and personal belongings, to earn respect for others, and to gain independent living skills. Students provide their own essential personal hygiene supplies. Students are expected to respect their own personal section in the residential wing by keeping it clean and safe. Students will respect other’s belongings by asking for permission before use. Students will take care of other’s belongings as they would their own. Being in a residential setting will enhance their independence to make decisions that will guide them through future endeavors.

## Statutes

**Kinteel Residential Campus, Inc., residential environment is more restrictive than home life strives to follow the Federal Statutes and guidelines listed below:**

## Educational Goals

The most important documents our Kinteel Residential Campus, Inc.’s students will have in order to experience academic success and career advancement are their grades and attendance. By earning satisfactory grades students will be able to acquire scholarships for post-secondary education, attend vocational institutes or start a military career. In this concerted effort, Kinteel Residential Campus, Inc.’s Board of Trustees, Administration and Support Staff primary responsibilities are to ensure a safe, social and academic environment conducive to learning for our students. Kinteel Residential Campus, Inc. will focus on building students’ good character, students gaining independent living skills and increasing their grade point averages throughout the school year. Finally, as more of our students experience academic achievement, it will greatly enhance our residential campus image.

* **Improve academic achievement for ALL students by providing incentives and student support services.**
* **Establish and maintain school climate and facilities that are safe, orderly, nurturing, and supportive of quality teaching and learning.**
* **Provide student support services to enhance the management, efficiency, effectiveness and accountability of the school personnel.**
* **Implement policies, procedures, and programs to promote the recruitment, professional development, and retention of a quality workforce.**
* **Promote strong home, school, and community relationships.**
* **To stress the importance of and increase parental involvement.**
* **To offer college readiness, military opportunities and career choices for our graduates.**
* **To encourage students to gain knowledge about non-academic areas of learning such as finance/budgeting, cost of living, employment, current events, etc.**

## Services Offered

Residential & Off Campus Activities Sports-Intramural Games Academic Guidance Counseling

Monthly Newsletter & Activity Calendar Leadership (Student Council) Graduating Seniors Class Trip Educational Trips to Local Colleges Navajo Language Course

Academic & Athletic Achievements’ Banquets Academic Tutoring Program/Study Hall Computer Lab/ Restricted Internet Access Community and Native Culture Presentations

## Admission

Residential Food Services Dual Credit Courses Student Transportation

Miss/Mr. Kinteel Campus Pageant Parent Advisory Committee (PAC) Life Skills/Personal Hygiene

Home Living Lesson Plans/Activities Health Care Partnerships Behavioral Health Education

Residential-Based Health Services Freshman and New Student Enrichment Program

* **Admission to Kinteel Residential Campus, Inc. is based on space availability by gender. Grades 9th through 12th for students that are from 14 to 18 years old.**
  + **Students with Individual Education Plan (IEP) may enroll at KRCI up to the age of 20.**
* **Native American students who have a minimum of 2.0 GPA, and who are of good character (do not have past disciplinary problems).**
* **Enrollment Application Packets are reviewed for admission in the order they are received. The enrollment period for the 2019-2020 school year is:**
  + **Starts May 1, 2019 to August 10, 2019 for new students or until filled.**
  + **Returning students enrollment application due by June 30, acceptance based on final grades**
* **Any student that enrolls at the age of 18 or above will still be considered a minor, including for purposes of requiring parental/guardian permission to the extent not otherwise prohibited by law.**
* **Students on juvenile probation will not be enrolled. If an enrolled student is on juvenile probation, the student will be withdrawn. *Students who have committed a felony will not be accepted.***
* **Any returning students who were on student contracts during the previous years, must be pre-approved by the Director prior to enrollment. Students that did not complete the student contract may not be accepted. Behavior files will be reviewed by the Director prior to admission.**
* **Consideration is given to the applicants’ academics abilities, leadership, character, and the contributions made to his/her previous school. The admission committee also seeks evidence of independence, community involvement, maturity, and an aspiration for post- secondary education.**
* **Below are the following documents that are required to complete the application for enrollment. If all documents are not received, the application process will be in “pending” status and considered incomplete.**
  + **Letter of Interest**
  + **Student Enrollment Application**
  + **Notarized Legal documents (Power of Attorney, Custody, Restraining Order)**
  + **Grades with 2.0 GPA or above**
  + **Behavioral Report/School Log Entries**
  + **Individual Education Plan (IEP) / 504 plan**
  + **Updated Immunization Record**
  + **Certificate of Indian Blood**
  + **Birth Certificate**
  + **Insurance/Prescription Cards (copy)**
  + **Three letters of recommendation (teachers, coaches, counselors, etc.)**
  + **The Admission Committee will notify the student/parents.**

## Attendance at Kinteel Residential Campus

* **Attendance count begins each Sunday at 4 pm and ends Friday at 4 pm. Residential Advisors will check student attendance at hourly intervals beginning at 4 pm to 8 am. Students are expected to be present on Kinteel Residential Campus, Inc. during all roll calls. An absence is defined as not being present, leaving without permission or being tardy.**

Excused absences are described below.

* + **Approved field trips and school activities.**
  + **School action, which removes or keeps students from Kinteel Residential Campus.**
  + **Students who have a pre-arranged absence (checkout from school for home), must be accompanied by parents or others listed on the Check-In/Check-Out Card at Kinteel Residential Campus and/or Aztec High School.**
* **All absences must be cleared through the attendance office at Aztec High School and with Kinteel Residential Campus, Inc. administration and parents, in order for the absence to be excused. It is the responsibility of the student to clear all his/her absences.**
* **Students are required to carry a full load of 7 classes, regardless of credit hours earned or completed for graduation. Otherwise, the student will not remain at the Residential Campus. San Juan College’s dual credit courses are available if students do not have a full schedule through Aztec High School.**
* **A student cannot remain at Kinteel Residential Campus, Inc. when they are suspended from Aztec High School. Parent(s)/Guardian(s) will be contacted immediately to pick their child up and take him/her home.**
* **A student cannot miss ten (10) consecutive nights at Kinteel Residential Campus, Inc. without legitimate excuses to have the privilege of maintaining residency. A student who accumulates ten (10) consecutive unexcused absences will be dropped from Kinteel Residential Campus, Inc. on the eleventh (11th) day.**
* **All students must have an acceptable Kinteel Residential Campus, Inc. and Aztec High School attendance rate, which shall be no more than 10 days of absence per academic year. The student is expected to continue to maintain an acceptable attendance rate. If enrolled student fails to maintain the acceptable attendance rate, the student will be withdrawn from Kinteel Residential Campus, Inc.**
* **Parents are strongly encouraged to not check out their children during the school week especially Thursday evening which means their children will miss a whole day of school on Friday.**
* **Parents are also encourage to go to Aztec High School and get PASS WORD to assess their children’s grades and attendance on a daily or weekly basis through POWER SCHOOL.**
* **Students are required to be present at school and Kinteel Residential Campus, Inc. for Student Count Week.**

## KRCI Administration Office Hours:

Monday through Friday 8:00 am –- 4:30 pm Telephone: (505) 334-6565 Fax: (505) 334-8630

**KRCI Campus Schedule - Students will adhere to the following schedule:**

* **6:00 am Wake up call for all students**
* **6:20 am – 7:15 am Breakfast served**
* **6:00 am – 7:00 am Morning Chores/Duties/Get Ready for School**
* **7:25 am 1st Bus Run (Assigned Seating)**
* **7:35 am 2nd Bus Run (Assigned Seating)**
* **8:00 am – 1:45 pm School in Session at AHS (Fridays)**
* **8:00 am – 3:30 pm School in Session at AHS (Monday – Thursday)**
* **3:30 pm - 4:00 pm Students are required to Check-In/Roll Call**
* **3:30 pm – 5:00 pm Free Time/Activities – San Juan College Run**
* **5:00 pm – 5:30 pm Dinner (subject to change regarding presentations)**
* **5:00 pm – 6:15 pm Free Time/Activities – San Juan College Run**
* **6:00 pm – 7:00 pm Mandatory Study hall/tutoring (No Outside Visitors or check**

outs)

* **7:00 pm – 8:00 pm Mandatory extended study hall & tutoring for students**

with less than a 2.0 GPA based on Sunday grade checks. (No Outside Visitors or check outs)

* **7:00 pm – 8:30 pm Campus Activities**
* **8:30 pm Campus Curfew/Evening Chores**
* **9:30 pm Lights out, bedtime (subject to change)**

## Visiting Hours -

* **7:00 pm - 8:00 pm Visitors allowed for eligible students. Those students who are not in Study hall.**
* **All visitors must check in with Security through the Front Office**

## Student Check-In & Check-Out After School

All students will check in for roll call after each bus arrival from Aztec High School beginning at 3:30 pm with Residential Advisors.

Residential Advisors will check student attendance at hourly intervals beginning at 4:00 pm to 8:00 pm. Students will need to be present at these times unless excused, due to school activities or other pre-arranged events.

Authorized family members are defined as mother, father, legal guardians, sister, brother, grandparent, aunt or uncle. The authorized family members need to come in and check out student in person. Students may only be checked out by their parents/guardians or individuals who are listed on the Check-In/Out Card. Check outs must be in person. Other check outs will not be accepted.

* **Students are not allowed to check themselves out.**
* **Only authorized family members 21 years old or older listed on Check-In/Check-out Card will check out students and leave Campus with the student.**
* **No student will be allowed to be checked out by a suspected inebriated/intoxicated parent/guardian.**
* **Check-outs during the academic day by personnel shall be restricted to approved school activities only. Kinteel Residential Campus, Inc. personnel will not be allowed to check students out overnight, unless they are the parent of the student.**
* **Students being checked out at Aztec High School during school hours also need to be checked out at Kinteel Residential Campus, Inc. prior to departure.**
* **Checking a student out during the school days/evenings will be highly discouraged.**
* **Proper Check-In and Check-out must be adhered to by the student and their parents/guardians.**
* **Boyfriend/girlfriend or their families will highly be discouraged for student check-outs. NO check-outs during Mandatory Study Hall hour from 6:00 – 7:00 p.m.**

Due to liability and safety issues, all authorized family members who are physically on campus are required to check in their child(ren) immediately with staff; especially returning from a check-out. Personal items can be dropped off anytime for students. Parents will be asked to see the Director and/or the Counselor before the students (with less than 2.0 GPA) are being check out anytime during the school year. The parents will be encouraged to visit Aztec High School Guidance Counselor to see how their children can improve their grades.

Parents will be discouraged from checking out their children during the school days unless it is for medical, family emergencies or other important reasons. Parents are expected to check their child out at the dormitory before checking out at the Aztec High School.

## Student Participation in Sports and Extra-curricular Activities at Aztec High School

Kinteel will be offering Seven (7) Day twenty Four (24) residential services for students in 2022-23. This allows for students to more easily participate in extracurricular activities. The 24/7 service is optional and will also be offered to students needing additional support. Transportation is provided for students who are in sports, band, ROTC, or after school tutoring at Aztec High School. Students involved in activities are transported to Aztec High School before and after school for practices and games. Students are to notify residential staff before school if they are

staying after school for practice, games, or other activities. Students are not allowed to walk to and from the high school and the dorm. Students are to call 505-334-6565, Ext: 5 , if they need a ride or to be picked up at the high school or gym. Students not present and missing at roll call(s) will be marked as AWOL. If a student is AWOL, a procedure for "missing student" will begin immediately.

Transportation will also be provided for transporting our students to San Juan College who are enrolled in San Juan College dual credit program. It is one of Kinteel Residential Campus, Inc. goals to have our students experience taking college courses while they are still attending Aztec High School.

The New Mexico Activities Association (NMAA), new rule is New Mexico high school students with an ‘F’ ineligible to play. All student athletics to have at least a 2.0 grade-point-average and no ‘F’ grades in order to participate in sport activities and athletics for SY 2021-2022.

## Closed Campus

Kinteel Residential Campus, Inc. is a closed campus. No students are allowed to go off campus without approval and will not walk off campus for any reason. Students cannot walk to school nor can they walk back from school. Students walking off campus without permission will be considered AWOL and will be dealt with accordingly.

## Homework

Homework is an expectation at Kinteel Residential Campus, Inc. Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments will compliment class work and be relevant to the curriculum. Homework is a natural extension of the school day and an important part of a student’s educational experience. Homework encourages self-discipline, pride in one’s work, positive self-esteem, and an interest in learning. Failure to complete assigned homework will have an impact on the student’s class grade.

Homework may be assigned as preparation for upcoming lessons or as an extension of class work.

* **Preparation homework – given to prepare a student for upcoming lessons.**
* **Practice homework – designed to reinforce lessons already taught in class.**
* **Extension / creative homework – intended to provide challenging learning opportunities for enrichment and extension of the lesson.**

Parents are also encouraged to check their student’s Aztec High School Power School to access their children’s grades and attendance on a daily or weekly basis.

### Study Hall Program and Presentation (Workshops and Guest Speakers)

Absolutely NO electronic devices (IPods, cell phones, MP3’s and all game systems) will be allowed in the cafeteria study hall or during presentations. Student’s use of Tablets or laptop computers are

only for their class assignments and/or class projects. Electronic/Mobile devices will be confiscated if they are being used in opposition to study hall rules.

The study hall program is designed to:

* **Help maintain a GPA of 2.0 and above throughout the school year.**
* **Assist students in completing homework as required at Aztec High School**
* **Assist students desiring extra tutoring (two or more tutors will be available in subjects of Math, Science, English and Navajo Language/Culture).**
* **Kinteel Residential Campus, Inc. will be “a no phone zone” during study hall hours in the cafeteria. The main Campus phone will not be accessed between 6:00 – 8:00 p.m. In case of an emergency during study hall hours, parents/guardians can call (505) 334-6565 extension #5 or (505) 444-3311 directly.**
* **Students must follow rules of conduct and maintain a library environment.**
* **No cell phones or electronic devices in study hall. Students must provide a quiet atmosphere for all students to concentrate and work without any distractions.**
* **Tablets, Computers and Laptops are to be used only for the purpose of homework or class assignments.**
* **Students will not be called out of study hall to answer phone calls. A message will be taken and given to the student after study hall hour(s).**
* **Student will have a book to read on-hand in case of no homework or when studying is completed before study hour is up.**
* **All students will be prepared and ready for study hall. Students will not be allowed to go back to the main building for items such as pencils and paper. These items will be made available to students.**
* **Any type of sunglasses, hats and hoodies are prohibited and will not be worn during study hall. (With exception of hat day)**

## Grades

Kinteel Residential Campus, Inc. Academic Support Specialist, Behavior Counselor and/or designated staff member will retrieve grades from Aztec High School Power School every week (Sunday). Mandatory extended study hall & tutoring for students with less than a 2.0 GPA based on Sunday grade checks. The Director, designated Residential Advisor and Counselor will be aware of students’ grades to ensure students are passing their classes at Aztec High School.

## GPA Requirement

Student will maintain a GPA of 2.0 and above throughout the school year. Failure to comply with the academic expectations and failing to maintain a GPA of 2.0, will require a parental conference with the student and the Director will take place. The meeting will be to determine the student’s desire and commitment to Kinteel Residential Campus, Inc. program. The student will automatically be placed on an academic/behavior contract. The academic contract outlined shall be followed. Failure to comply with the academic expectations or with the behavioral requirements listed in the academic contract may result in further actions by the Director.

Therefore, in receiving and having signed the Academic Contract, you agree to all of the requirements in the contract. Form attached.

## Transportation Policy

The Vehicle Driver shall have full authority and enforce the vehicle policy.

* **Students may sign up to ride the bus/suburban beginning on Monday of each week, until filled.**
* **There is one Suburban from Kinteel Residential Campus, Inc. to Dzilth (DZ) Health Clinic on Friday**
* **The vehicle driver will take attendance and provide a copy to the administration before departure for security.**
* **Students are allowed one carry-on bag and one backpack.**
* **No food allowed in the vehicles.**
* **Vehicle driver shall have full authority and enforce the vehicle policy.**
* **Noise must be kept to a minimum as determined by the vehicle driver.**
* **No horseplay or inappropriate language allowed.**
* **Bus/suburban will stop only at designated scheduled stops.**
* **Students shall obey all vehicle safety rules:**
  + **Be ready to board the vehicle**
  + **Stand 12 feet away from the road where the vehicle stops**
  + **Wait until the vehicle comes to a complete stop to board and remain in seats until the vehicle comes to a complete stop before exiting the vehicle**
  + **Assist in keeping the vehicle safe and clean at all times**
  + **Never stick hands, arms, or any part of the body out of the window**
  + **Never experiment or tamper with vehicle or any of its equipment**
  + **Keep personal possessions out of the aisle**
  + **Never throw anything in the vehicle or out the window**
  + **Not engage in disorderly behavior and obscene language. Students may be assigned seats if they misbehave or it is otherwise necessary**
  + **Be courteous to fellow passengers and vehicle drivers**
  + **Use seat belts as they are available on vehicles from the time of entry until they exit the vehicle**
  + **Remain in the vehicle until mode of transportation arrives and board transportation safely. If student is not picked up, the driver will be required to return student to residential campus.**
  + **Not ride in privately-owned vehicle (POV) while under the care of residential campus.**
  + **All students are prohibited from operating a privately owned vehicle on residential campus property**
  + **Ride residential campus transportation between the campus and San Juan College while enrolled in Dual Credit program. In the event where transportation is not available, Kinteel Residential Campus, Inc. will transport student**

Kinteel Residential Campus, Inc. students are expected to abide by the above bus/suburban policy at all times while on the bus or suburban. Bus/suburban drivers are required to maintain all safety and bus regulations.

## Dormitory

The dormitory for both boys and girls are off limits to the opposite sex. The entrance for the boys’ is located on the northeast side of the dormitory and entrance for the girls’ is located on the northwest side of the dormitory. The students are required to enter the dormitory through the appropriate entrance of the building. Dormitory wing doors are locked between 8:00 AM and 3:00 PM during the school days. The living room is the place for students to meet and spend time together which is located between the boys’ and girls’ dormitory. The living room is monitored at all times by Residential Advisors to ensure safety and appropriate behavior from all students.

Students will use the front-side entrance after school. Emergency exit doors are used for emergency use only. Emergency doors are to be locked at all times from the outside.

## Curfew Policy

Campus curfew is at 8:30 PM Sunday through Thursday. All students are to return to campus at this time, unless permission has been prearranged.

* **Students will be told to report back to the building due to weather changes and dusk changing times.**
* **Front gate is closed at 8:00 PM; make arrangements with Home Living Office for student arrival/return after 8:00 PM.**
* **Security will be notified of late arrival of student for safety reasons.**
* **Students are expected to go to their rooms and get ready for bed.**
* **All students need to be checked out by 6:00 PM on Fridays.**

## Prohibited and Restricted Areas

Students are prohibited from going outside the campus gate into the football field and stadium without permission. This includes, but is not limited to, behind the cafeteria by the maintenance garage and storage building, behind the south residential hall, and office areas such as the middle Home Living Offices and Front Administration Office (students may have access to these offices if approved or escorted by staff). Specific restricted areas will be communicated to students on a regular basis. Students found in these areas will be subject to disciplinary action.

## Visitors to the Dormitory

All visitors must check in at the Front Office. Any person currently not enrolled or employed by Kinteel Residential Campus, Inc. is considered a visitor. Family visiting hours are from 4:40 to 6:00 pm. Students that are not required to attend extended Study Hall, visiting hour is from 7:00 – 8:00 PM. Visitors must obtain a visitor’s pass from the Front Office and display badge at all times. If pass is not displayed, visitor will be asked to leave. Staff members can asked a visitor to leave at any time from Kinteel Residential Campus, Inc.

## Personal Property of Students

Kinteel Residential Campus, Inc. reserves the right to approve all electrical appliances belonging to students due to fire safety and for prevention of overloading on electrical equipment. Prohibited items include: space heaters, televisions, candles, incense, traditional herbs and burning, and/or cooking appliances.

Personal hygiene items such as mouthwash with alcohol content are prohibited on the residential campus. Alcohol-free mouthwash will be allowed. Cologne and perfume are also prohibited due to the alcohol content. If items found that contains alcohol it will be confiscated and stored at staff member’s discretion.

## Personal Items to Bring

**All bags, back packs or suitcases brought to the dormitory will be inspected for any items not allowed on Campus.**

**Bring enough clothes for five days along with hangers. Any extra clothes will have to be stored, due to lack of space in lockers and drawers. You can bring laundry soap; schedule hours for laundry time.**

**Bring a pad lock/keys or combination lock for locker. Valuable items and clothing need to be locked up at all times.**

**List of items for student use during the week (besides personal hygiene) are bed comforter, blanket, sheets, pillow, towels and bath robe (girls). These items are to be taken home and washed on weekends. Beds are stripped every Friday morning.**

## Prohibited Items

\*\* The following items are not permitted. Possession or use of these items will result in seizure of the item and

possible disciplinary actions.\*\*

|  |  |
| --- | --- |
| **Full length mirrors** | **Electric blankets** |
| **Hair Dye** | **Bicycles/skate boards/roller blades/scooters** |
| **Desktop computers** | **Traditional herbs and burning** |
| **Lamp and lamp tables** | **Lighters, matches, incense** |
| **Iron and ironing boards** | **Cooking appliances** |
| **Walkie-talkies** | **Energy drinks** |
| **Ornamental lights** | **Mouthwash with alcohol** |
| **Power strips and/or extension**  **cords** | **Shaving razors** |
| **Portable Heaters** | **Aerosol cans: hairspray, body spray, cologne,**  **perfume, etc.** |
| **Electric fans** | **Air freshener, wall plugs, candles, etc.** |
| **Pull up bars, boxing gloves, UFC**  **attire** | **Silly string, confetti, water guns and water**  **balloons** |
| **Weight lifting equipment** | **Cameras, camcorders and other recording**  **devices- privacy issues** |
| **Bleach** | **Knives, spikes, chains, nails, tacks and**  **pushpins** |
| **Drugs, alcohol, and tobacco** | **Selling of any items for personal profit** |

For safety and to conserve energy, all electrical appliances must be turned off before leaving a room/section. Students who neglect their responsibilities and/or create safety hazards will lose the privileges of bringing personal electrical items on campus.

Recreational equipment such as skateboards, bikes, scooters, etc. are not to be brought to Kinteel Residential Campus, Inc. Due to liability issues, these types of equipment are prohibited. These belongings will be confiscated and sent home with the child or the parent at staff member discretion. Parents will be notified of these types of student possessions on campus.

## Mandatory Chores and Responsibility

Each student is required to perform and complete chore duties in the dormitory, living room and kitchen. Morning chores are to be completed by 7:15 a.m. Cleaning assignments are assigned to students on a rotating basis. If chore is not properly completed, then the following actions will be taken.

1st Offense

Student will be verbally asked to re-do the chore after school. An incident report will be completed for documentation. The student will be informed this is the 1st offense. Student will be asked to re-do chore, and Residential Advisor will inspect to make sure the chore is completed properly. Student will be put on restriction from all good behavior activities for three days.

2nd Offense

Student will be informed this is the 2nd offense. Student will be asked to re-do chore and Residential Advisor will inspect to make sure the chore is done properly. A written referral will be written to the Director at the time of the incident. The student will meet with the Director, and parents will be made aware of students’ 2nd offense. Parents will be asked to come in and meet with the Director and student. Student will be put on restriction from all good behavior activities for three days.

3rd Offense

On the 3rd Offense, a student will be written up for insubordination, parents will be called, and the student will be suspended for three days. Upon returning to Kinteel Residential Campus, Inc. a student will be referred to behavioral counseling.

## Dormitory Section and Locker Area

Students will clean their individual sections each morning by making their bed neatly and keeping towels and jackets kept in lockers. Students will vacuum their section and around their lockers daily.

Students will bring only enough clothes and personal items they need during the week. Shoes, dirty laundry, and personal items will be kept in the locker. Personal items such as clothes, shoes found on beds and floors during dormitory checks after 8:00 AM in the mornings, will be removed and put in storage until the end of the week.

## No Food in the Dormitory

In order to maintain the standards of the Food and Drug Administration (FDA) and 101 Life Safety Codes, there will be no snacks, drinks or outside food allowed in the dormitory wings. This is to prevent unsanitary conditions. Water is ok. Food served in the cafeteria stays in the cafeteria. Snacks and drinks can be consumed in the living room area and on the picnic tables outside. Students shall pick up their trash.

Snacks and drinks brought to the dorm for later use will be checked-in with the Residential Advisors and put in student owned storage container.

Only dry foods will be allowed in the dormitory living room. Refrigerated foods and snacks (i.e. burritos, pizza, can foods, cheese, etc.) are not allowed. Liquid drinks (i.e. bottle water, Gatorade, Powerade, Juice, etc.) are allowed except Soda Pop and energy drinks. All students are encouraged to eat nutritiously at the campus cafeteria.

Under no circumstances, will the students be allowed to sell food or drinks or store food items and drinks in their lockers. If these food or drinks are found in lockers they will be confiscated and discarded.

## No School Bank

Kinteel Residential Campus, Inc. does not have a school bank for students to deposit their money. Students are encouraged to leave large sums of money or items of great monetary or sentimental value at home.

## Student Activity Funds

Activities are an integral part of the Kinteel Residential Campus, Inc. experience for students. Activities and the corresponding funds promote individual student growth and camaraderie, as well as a positive climate and culture for the dormitory. Additionally, students take on the task of fiscal responsibility, fund-raising, and event planning. In order for all of these activities to take place smoothly and by arrangement, certain procedures need to take place. All students and staff members must be in close communication with the Business Manager regarding any fund-raising activities and must turn over fund-raising proceeds to the Business Manager on a daily basis. All fund-raising must NOT be for individual profit. Approved Kinteel Residential Campus, Inc. policies and procedures will be followed regarding the Student Activity Fund. Per US OMB Circular, federal funds will not be used to fund-raise. Donated items and funds for student fund raising purposes are non-refundable.

## Security of Valuables and Locker Search

All students are assigned a locker and are required to provide their own pad lock. These are available so that a student may have a secure place to keep his/her valuables. It is the student’s responsibility to take appropriate care of their personal property. Lockers are to be closed and locked at all times when not in use. Kinteel Residential Campus, Inc. is not responsible to replace lost or stolen property of students.

If there is reasonable suspicion that a student’s health and /or welfare is at risk, Kinteel Residential Campus, Inc. reserves the right to conduct a random search of a student’s locker and /or sleeping area, or when possible, prior notification will be given and students can be present during inspection. Kinteel Residential Campus, Inc. will comply with their instructions.

## Cell Phone

Administration, faculty and staff encourage students and their families to have regular communication; however, there is a time for appropriate cell phone use on Kinteel Residential Campus, Inc. for students. Cell phone use is acceptable only if it does not interfere with presentations, meeting with parents/students, study hours and bedtime hours. Cell phones cannot be used to take and send inappropriate pictures of other students or send explicit texts. A cell phone used inappropriately will result in disciplinary action, with the cell phone being sent home for the rest of the school year.

All cell phones are to be turned off at 9:30 p.m. Cell phones used at inappropriate times will be confiscated and returned to the student at a later time by the Residential Staff.

Disciplinary action is as follows:

1st Offense

Verbal warning with documentation with incident report for documentation.

2nd Offense

Second warning with incident report for documentation.

3rd Offense

Cell phone confiscated from the student for the entire week and parent will be notified with incident report.

4th Offense

Cell phone will be turned over to the parent. Student will not be allowed to have a cell phone on campus for the rest of the year.

## Telephones

Students may use the Kinteel Residential Campus, Inc. telephones upon obtaining permission from appropriate residential staff. Students will not be interrupted during meetings or study hall periods to talk on the telephone except in case of an emergency. Students found to use the telephones to make bogus 911 calls or prank calls will receive disciplinary action. Making a prank call is a federal offense. Students will then be allowed to only make supervised phone calls to family members during the times of 4:00 -6:00 pm and 7:00 to 9:00 pm with all duration of a maximum of 5 minutes.

## Energy Drinks & Supplements

BASED ON THE FOLLOWING INFORMATION, WE ARE BANNING ENERGY DRINKS FROM KINTEEL

RESIDENTIAL CAMPUS, INC. Energy drinks such as Red Bull, Rock Star, Full Throttle, NOS, Xyience

Xenergy, Venom, VPX, Redline, Arizona Energy, Monster, and any energy shot brands are popular among adults. We are concerned for the mere fact that these drinks contain significant amounts of caffeine and sugar. Energy drinks contain a warning that children should not consume them. In addition to the warning, many scientific resources have recommended that young adults under the age of 16 should refrain from consuming these type of drinks. When students are active in sports and other school activities these drinks may cause dehydration, headaches, and insomnia. Use of such drinks are strictly prohibited for all students. This rule applies to all Kinteel Residential Campus, Inc. staff. Any found energy drinks will be discarded.

Only prescribed or sealed supplements/vitamins are allowed and checked into the Residential Advisor office.

## Student Wellness/Local Wellness

It is commonly known that adult Native Americans and Alaskan Natives have a higher risk for developing diabetes, heart disease and high blood pressure. Thus, programs have been developed that encourage the development of a healthy lifestyle and delay the onset or development of these chronic diseases. Efforts have been made toward improving the health and wellness of our students in the areas of food services, nutritional education, national guidelines, physical activity and student health screening. Staff members are not allowed to purchase breakfast or lunch (carry-out and fast food) for students unless approved request is on the file with administrator. Students are encouraged to eat at the cafeteria for nutritious meals prepared by certified staff.

Kinteel Residential Campus, Inc. is committed to creating a healthy residential environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support wellness and achievement.

Elements of the Local School Wellness

Nutrition education, a component of comprehensive health education, shall be offered every year to all students of Kinteel Residential Campus, Inc. The Campus may offer age-appropriate nutrition education classes. In addition, nutrition topics shall be integrated into the Residential Programs Nutrition Education.

* **Provides students with the knowledge and skills needed to engage in sound nutritious behavior**
* **Builds students’ esteem, confidence and competence in making healthy nutritional choices**
* **Engages students in learning that prepares them to choose a healthy diet**
* **Provides adequate recreational and instructional time to build students’ confidence and competence in health-enhancing skills.**
* **Introduces cultural wellness, menu choices and dietary information**

## Medication

Students must check in all medications with the Residential Advisors. Medications will be administered as prescribed by a doctor. All medications will always be locked in cabinets for safety. Over-the-counter medications including acetaminophen (Tylenol), ibuprofen, antacids, cough drops, and bismuth (Pepto-Bismol) are available to students after a thorough assessment by Residential Advisors.

Kinteel Residential Campus, Inc. will have a supply of the above over-the-counter medications that may be dispensed to students at the trained staff’s discretion. All medication dispensed to students is documented in a medication-administered binder. The binder includes the student’s health history and authorization for medical attention. Any over-the-counter medications that are not properly checked in will be confiscated.

The only medications which students are permitted to have in their possession are asthma inhalers, epinephrine injectors, and oral contraceptives. Other exceptions may be made for students taking chronic medications if an agreement is made between the parents, student, and Director. In such instances, the student will self-administer medication, document each time the medication is taken, and submit the log to the Residential Advisore to monitor compliance and safety. All students taking medication for chronic conditions will have an individualized health plan compiled for monitoring the student’s health status and medication effectiveness. (Possible form for vitamins)

## Suspected Child Abuse & Neglect (SCAN)

All staff at Kinteel Residential Campus, Inc. is required to report any suspected child abuse and neglect. Public Law 101-630, as amended, (Codified in 25 United States Code 3203, §1169), *Indian Child Protection and Family Violence Prevention Act*, *as amended*, requires that any person identified as a Mandated Reporter who knows or has a reasonable suspicion that a child has been abused and/or neglected in Indian country, must report the information to the local protective services agency or local law enforcement agency. Refer to SCAN Reporting, Chapter 3, and Types of Abuse in the Kinteel Residential Campus, Inc. Policies & Procedures Manual. For the website, go to Bureau of Indian Education (BIE), Programs, then click on SCAN.

## Law Enforcement

Kinteel Residential Campus, Inc. has a cooperative agreement with the Aztec Police Department to provide law enforcement services and to patrol the campus. They patrol the entire Campus by vehicle and are on-call 24 hours a day. They also respond to calls including disorderly conduct, possession of alcohol or drugs, assault, sexual assault, vehicle theft, and school violations. They are responsible for the safety of Kinteel Residential Campus, Inc. students, employees, and visitors. They are also responsible for the protection of all building and property belonging to Kinteel Residential Campus, Inc. Law enforcement ensures that the Campus anti-drug, anti-gang, anti- bullying, and alcohol policies are enforced. The San Juan County Sheriff's office also provides educational activities and resource support. Students and visitors are subject to prosecution through Federal Courts whenever police involvement occurs.

## School Property

Vandalizing or damaging school property, including graffiti, will not be tolerated and will be subject to restriction, restitution, suspension, or dismissal. Students willfully destroying or defacing government property or that of any school personnel by writing on or scratching walls, doors, lockers, furniture, computers, breaking windows, cutting screens and/or curtains will be liable for payment or replacement of the property. Students will be responsible for any items supplied by the Residential Campus (calculators, books, markers, paper, scissors, equipment,

furniture, etc.). Parents will be informed of cost estimate of vandalized and/or damaged school property. Parents will be given the option to pay cost estimate or student will complete community service as restitution. Students unable to make restitution will be required to do community service around the campus of equal value to the destroyed property with work rate per the wage of minimum wage. These types of incidents will be referred to the local police department for restitution, if needed. If student fails to complete restitution or community service will result in student being dismissed.

## Laundry

Kinteel Residential Campus, Inc. offers washers and dryers to students at no cost. Laundry facilities are located in both boys’ and girls’ residential halls. It is a privilege for students to use these washers and dryers, and it is required all students be respectful to others and to campus facilities. Laundry detergent and additional supplies are not provided for students. Students will supply their own laundry supplies. Laundry rooms are open only during certain hours.

## Student Activities

An activity calendar is printed every month filled with student activities to help enhance students' academic, intellectual, physical, emotional, and spiritual needs while staying at Kinteel Residential Campus, Inc. Field trips to educational sites, fine arts, and local colleges will be included.

## Student Government

Student government is organized according to the Kinteel Residential Campus, Inc. constitution. The Associated Student Body officers, committee members, and class officers are elected in the fall of each school year. Candidates must be in good standing academically as well as be a role model student in the residential campus . Students involved will have a GPA of 2.0 and above and no behavioral incidents.

## Clubs and Class Meetings

Students are encouraged to participate in the many extracurricular activities available on campus. This includes the Navajo culture class presented each week. All organizations stress leadership, cooperation, organization and tribal cultural growth. Sponsors for each organization are assigned by administration. Officers for each organization are encouraged to submit a “plan of operation” to the school administration and student council to ensure legality of raising and spending funds.

## Miss & Mr. Kinteel

Miss and Mr. Kinteel is crowned each fall and hold a public relations position for the school. Miss and Mr. Kinteel represent the school in various local communities and regional events. Miss and Mr. Kinteel is open to all students, in grades 9th thru 12th. All candidates must be in good standing in the following four areas:

* **Academics – must have an overall C average for all classes**
* **Attendance – must have good school attendance**
* **Dormitory – must be a positive role model for other students**
* **Behavior – must not have any major discipline referrals (both in the year to being crowned or during reign)**

Failure to maintain the eligibility criteria during the duration of the school year may result in the removal of the crown and position.

## Monthly Student Recognition

Students are recognized on a monthly basis for academic achievement, good behavior, improved behavior, and for honor roll (3.0 GPA and above). Recognition reinforces student achievements, specifically students who are working on their respective established school plan. Additionally, one eligible student is selected each month and will be taken off Campus for an evening activity along with one eligible friend as a guest. Students are only eligible for this honor once per school year.

## Fire Drills

Every student deserves to have a great time while staying at Kinteel Residential

Throughout the year, fire drills will be conducted without notice. Fire escape routes are posted throughout the residential area to ensure everyone evacuates the building quickly and safely. All staff and students must remain calm. Students must follow directions from staff members. Once all students and staff are out of the building, attendance will be taken immediately. All students and staff will be accounted for at this time. Everyone must remain outside until the “all clear” signal is given. Once the signal is given, students and staff can re-enter the residential building.

In case of fire, phone numbers and other contact information on the Check In / Check-Out Card will be kept updated. If an emergency occurs, parents/guardians will need to be contacted during these times. If a phone number changes or a contact person is added or taken off the list, Administration Office needs to update these changes immediately. Please submit changes as soon as they occur.

## Fire Safety

Tampering with fire safety equipment is illegal and is subject to dismissal and restitution. The fire code regulations prohibit smoking or burning incense or candles in the dormitory.

## Lock Down Procedure

If an individual or a group is inside the building or outer perimeter in possession of firearms or other weapons or otherwise posing a threat, students and employees should be summoned immediately into a Lock Down. A Lock Down serves many functions during the emergency situation.

* **When a Lock Down is initiated, the students and staff members will move to a safe location.**
* **The dangerous situation will be isolated.**
* **Students will be accounted for.**
* **If necessary, an organized evacuation can take place from the dangerous area.**

The Director or Security personnel will announce, “Lock Down” over the P.A. system or two-way radio and will notify the appropriate authorities, including law enforcement and/or 911. Employees and students will wait for instructions either to remain in Lock Down and/or evacuate the building. If the threat is outside the building, exterior doors will be locked.

For the safety of all employees and students, all exterior doors of residential buildings and the cafeteria/gym building will be locked during daytime hours, except the main east entrance. At night all doors will be locked and secured.

## Student Pick-Up

Kinteel Residential Campus closes at 6:00 p.m. on Fridays. PStudent(s) is/are to be picked up by 6:00

p.m. by authorized family members on students’ check-in check-out card. Notify Kinteel Residential Campus, Inc. by 3:00 pm on Fridays if you have an emergency or schedule conflict if you cannot pick up your child(ren) by 6:00 pm and a staff member will be available until 7:00 p.m. to wait for parents/guardians to pick up their student. The parent/guardian must call the home living staff to state the emergency and make the necessary arrangements for the child(ren) at (505) 334- 6565 ext. 5.

If a student is not picked up at the designated bus/suburban stop by the designated time on Friday, the student will be brought back to the Kinteel Residential Campus. Parents will have until 10:00

p.m. to pick up their child when the bus/suburban returns to campus.

*Note*: Child Protective Services will be called in cases of neglect, physical/mental/verbal abuse, or if there are any signs of a parent under the influence of alcohol or drugs.

## Assessments/Counseling

Appropriate assessments will be given at the appropriate times as mandated by Kinteel Residential Campus, Inc. This may include a referral to the emergency room or a counseling agency due to the nature of the situation (suicidal thoughts and attempt). Individual and group counseling will be made available to all students. Students may be referred to the counseling staff by a parent, staff member, or themselves. Referrals are to be submitted to administrative or counseling staff. All students are encouraged to confer and/or request assistance to resolve problems that may adversely affect them such as personal problems, difficulties in the classroom or dormitory, problems with another student, someone to listen or if a drug or alcohol problem exists. Counseling will remain confidential except in situations required to be reported by law.

## Student Dress Code

Students residing at Kinteel Residential Campus, Inc. are encouraged to dress appropriately for school daily. Neat attire and appearance are part of a better learning environment. During meal times in the cafeteria and study hall, hats and hoodies are prohibited. Students engaging in the Campus-sponsored events will be dressed in a manner that reflects good taste and decency. Clothes and/or body piercing(s) that make references to sex, tobacco, alcohol, violence, drugs, cults, and/or gang membership are not allowed. Kinteel Residential Campus, Inc. students will adhere to Aztec High School Dress Code, see page 48 on this manual.

## Town Trips/Store Runs

Residential and Activity Coordinator staff are responsible for implementing a rotating town trip schedule for students. Students must show money and their Identification. Bags and receipts from town may be subject to inspection and verification. Students not returning at the required time by school transportation are considered to be absent without leave (AWOL) and are subject to disciplinary referral and loss of transportation privileges. Students unaccounted for will be referred to law enforcement.



**FOOD SERVICE**

Kinteel Residential Campus, Inc. provides healthy and nutritious meals for breakfast and dinner Monday through Friday. Breakfast is served on Fridays, but no lunch. Friday after school a light meal is offered. A monthly meal menu is posted for all meals on campus. Breakfast is served from 6:20 am to 7:15 am. Dinner is served from 5:00 pm to 5:30 pm. Students who eat a healthy meal tend to perform better academically. The cafeteria provides two (2) well balanced meals per day, breakfast and dinner, for students including. All students are required to attend breakfast and dinner on time. Meals are served in the cafeteria according to posted schedules. If there are class or activity conflicts with meal hours, please consult the Head Cook or Home living office.

* **Be on time for meals**
* **Students are responsible for their own meal; sign up sheet for late supper with kitchen staff in the morning.**
* **Each student is allowed 1 plate of food. A second helping is allowed, if food is available**
* **Be courteous to cafeteria staff and others**
* **Keep plates and utensils in the designated area, not in the trash can**
* **No horseplay, taking “cuts”, or running in the cafeteria**
* **No throwing food**
* **Keep noise level down to a minimum**
* **Clean and wipe down tables after meals and push in your chair**
* **Food stays in the cafeteria**
* **Hats and beanies shall be removed when in the dining hall during meal times**
* **All trash must be dispensed in proper receptacles. Do not put gum on trays or stick gym under the tables and chairs**
* **Students are discouraged from bringing sodas and other fast food items into the building in accordance with the Local Wellness Policy (i.e. sodas, fast foods, etc.)**
* **All students are required to eat breakfast and dinner on a daily basis**
* **Shoes and appropriate clothing shall be worn in the cafeteria; students will refrain from wearing pajamas and bed shoes into the cafeteria and will adhere to dress code**
* **Students are encouraged to use proper table manners and proper conduct is expected to ensure a safe and orderly food service program**
* **Students are not allowed in the cafeteria before breakfast time**

Other food service support includes providing outdoor barbeques, picnics, Christmas and Thanksgiving dinners that add to the family atmosphere. Each month, a birthday cake is made to celebrate student birthdays. Cultural meals are also provided on occasion so students have the opportunity to experience their own culture meals.

### Special Diets

Students with food allergies and/or intolerances: A physician’s written statement is needed for any student on a special diet or who is allergic to certain foods. The statement will be kept on file in the student’s folder in the food service department.

## Transportation Behavior

Permission for any student to ride in a Kinteel Residential Campus vehicle including buses, car, or van is conditional on his/her compliance of the safety and behavior code for passenger riders. Any student who violates any of these regulations will be denied permission to ride in Kinteel Residential Campus, Inc. vehicles.

## Public/Private Display of Affection (PPDA)

Kinteel Residential Campus, Inc. respects and encourages healthy relationships which maintain respect for self and others. Kinteel Residential Campus, Inc. discourages any PPDA of holding hands, hugging, kissing, sitting or lying too close to a member of the same or opposite sex (see Minor Violation).

Inappropriate displays of affection, excessive contact, or sexual intimacy with another student of the opposite/same sex will not be tolerated at Kinteel Residential Campus. Sexual offenses are inappropriate and will be dealt with appropriately, including notification to parents/guardians (see Major Violation II). In case of pregnancy, the students involved will be discharged at the end of the semester in which they are currently enrolled.

## Disciplinary action is as follows:

1st time

PPDA violations will result in any of the following consequences:

* + **Mandatory Behavioral or Clinical Health Assessment**
  + **Mandatory counseling**
  + **Restriction and/or revoked privileges**
* **Behavioral Contract**
* **Referral to Cottonwood Family Counseling Services**

2nd time

Minor Violation will result in being placed on a 3-day suspension. A parent conference with the Director will take place prior to student’s return.

3rd Minor Violation

Dismissal from Kinteel Residential Campus, Inc. for the remainder of the School year*.*

## Student Misconduct and Discipline

Kinteel Residential Campus, Inc. is an alcohol, tobacco, drug, and weapon-free zone. The Bureau of Indian Education Alcohol, Tobacco, Other Drugs and Inhalants Policy applies at Kinteel Residential Campus, Inc. Kinteel Residential Campus, Inc. is a safe environment for students, employees and visitors, in which everyone can interact, learn and reside without physical and/or psychological harm. Kinteel Residential Campus, Inc. will provide consistent reinforcement of the rules to

prevent problems and anti-social behavior within the residential areas. Kinteel Residential Campus, Inc. will foster cooperative, respectful, and responsible behavior between students by directly teaching and providing positive and corrective feedback.

Students and parents are required to understand and comply with the following rules and policies to ensure safety and wellbeing of every member, student, and employee of Kinteel Residential Campus, Inc. Students must know and abide by the rules, regulations, and behavior expectations in order to be successful at Kinteel Residential Campus, Inc. inappropriate behavior will be dealt with accordingly.

## Minor Violations

Minor violations will result in appropriate disciplinary action and notification of parents/guardians. Parents\guardians will be asked to review and address these minor violations with their child.

Listed below are minor violations that may occur. Based on the severity of the offense, disciplinary action is determined on a case-by-case basis. A student may be placed on a 3-day suspension on the first occurrence if the offense compromises the safety of any student or staff member.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Consequences** | | |
| **Offense** | **First Offense** | **Second Offense** | **Third Offense** |
| **Minor Violations Includes: Not being in designated bed or dorm**  **Behavioral Problems PPDA**  **Campus Curfew Cheating Forgery**  **Inappropriate Language Lying**  **Stealing**  **Possession of Combustible Items**  **Property Damage Property Misuse Tardy Attendance**  **Vocal Aggression** | **Mandatory Behavioral or Clinical Health Assessment**  **Mandatory counseling Restriction and/or revoked privileges Restitution Behavioral Contract**  **Referral to Cottonwood Family Counseling Services** | **Minor Violation will result in being placed on a 3-day suspension. A parent conference with the Director will take place prior to student’s return.** | **Dismissal from Kinteel Residential Campus, Inc. for the remainder of the School year** |

* **Designated bed or dormitory - Student not staying in his/her own designated bed or dormitory during bed time.**
* **Behavioral problems – not listening or following staff directions.**
* **Public/Private Display of Affection (PPDA) – holding hands, hugging, kissing, or sitting/lying too closely with the same or opposite sex.**
* **Campus Curfew - Students not on Campus before curfew time and without permission at 8:30 p.m.**
* **Cheating – Any act of lying, deception, fraud, trickery, impostures or imposition.**
* **Forgery – Manipulating documents with intent to threaten or deceive. May include photocopies made without consent.**
* **Inappropriate Language – Any comments that are offensive, insulting, rude, or disrespectful.**
* **Lying – The deliberate act of deviating from the truth or making false statements.**
* **Stealing - Taking or destroying items that do not belong to you.**
* **Possessions of Combustible Items – Possession of any item that can cause combustion.**
* **Property Damage – Property is permanently destroyed or defaced; repairs or replacement of over $20.00.**
* **Property Misuse – Using property in a manner not consistent with its intended use; i.e. using the school computers for illegal or unauthorized activity.**
* **Tardy – Arriving after expected or usual time for classes, study hall or required presentations (over 5 minutes).**
* **Attendance – Any intentional unauthorized 2 consecutive absences from Aztec High School. The term typically refers to absences causes by student of their own free will, and usually does not refer to legitimate “excused” absences such as those related to a medical condition or authorized absences.**
* **Vocal Aggression – Swearing, profanity, vulgar remarks, name-calling, ethnic slurs, or other vocal disparaging or expletive comments.**

Students who participate in, or are involved in, any form of the violations above will be subject to the following terms. This may include making a police report depending on the type of violation or extent of the offense:

1st time

Minor Violations will result in any of the following consequences:

* + **Mandatory Behavioral or Clinical Health Assessment**
  + **Mandatory counseling**
  + **Restriction and/or revoked privileges**
* **Restitution**
* **Behavioral Contract**
* **Referral to Cottonwood Family Counseling Services**

2nd time

Minor Violation will result in being placed on a 3-day suspension. A parent conference with the Director will take place prior to student’s return.

3rd Minor Violation

Dismissal from Kinteel Residential Campus, Inc. for the remainder of the School year*.*

## Major Violations I

Major violations will result in notification to parents/guardians where by the student may be placed on suspension or be dismissed from Kinteel Residential Campus, Inc. Listed below are major violations that may occur. Based on the severity of the offense and police report, disciplinary action will be determined on a case-by-case basis.

A Major Violation I will place a student on suspension. A second Major Violation I will be cause for dismissal of a student from KRCI for the rest of the school year.

|  |  |  |
| --- | --- | --- |
|  | **Consequences** | |
| **Offense** | **First Offense** | **Second Offense** |
| **Major Violation I Includes: Incident Reports**  **Leaving with Unauthorized person Riding in Private Vehicle**  **AWOL**  **Skipping Class**  **Breaking Federal or State Laws Use or Possession of tobacco, drugs, alcohol or controlled substance**  **Use or possession of weapons Dangerous behavior towards self or others**  **Robbery**  **Breaking and Entering/Burglary Larceny/Theft**  **Selling Items**  **Tumultuous Act or Uproar Drugs**  **Fighting Harassment**  **Hazing or Intimidation Physical Contact Threat/Intimidation Tobacco**  **Trespassing**  **Other Dangerous Behavior Gang Related items**  **False Alarms Incendiary Devices**  **All other serious behaviors or**  **crimes** | **Mandatory Behavioral or Clinical Health Assessment**  **Mandatory counseling**  **Restriction and/or revoked privileges**  **Restitution Behavioral Contract**  **Mandatory Behavioral or Clinical Health Assessment**  **Mandatory counseling**  **Restriction and/or revoked privilege**  **Restitution Behavioral Contract** | **A Student who participate for the 2nd time in any rule- breaking event in Major Violations I may be dismissed from Kinteel Residential Campus, Inc.**  **A student who participate for the 2nd time in any rule breaking event in Major Violations 1 may be dismissed from Kinteel Residential Campus, Inc.** |

* **Incident reports - received from the Aztec High School-Official of Violations**
* **Leaving - With someone whose name is not on the Check-In/Out Card.**
* **Riding - In a private vehicle not owned by Kinteel Residential Campus.**
* **AWOL – Absent without Leave. Leaving Campus without permission.**
* **Skipping Class – Missing or leaving early any class, course, event or required school activity.**
* **Breaking Federal or State Laws.**
* **Use or possession of tobacco, drugs, alcohol, or controlled substances**
* **Use or possession of weapons**
* **Scuffling/engaging in dangerous behavior towards self or others including extreme teasing, shoving, pushing, or jostling which could lead to a fight.**
* **Robbery – Taking the property of another, with the intent to permanently deprive the person of the property, by force or by fear.**
* **Breaking and Entering/Burglary – The criminal act of entering a room or other enclosed property through the slightest amount of force (even pushing the door), without**

authorization. If there is intent to commit a crime, this is burglary. If there is no such intent, breaking and entering alone is considered trespassing.

* **Larceny/Theft-Taking property belonging to another person with intent to permanently deprive the owner of the property (i.e. Shop lifting).**
* **Selling – Selling any item for personal gain**
* **Knowingly or intentionally engaging in a tumultuous act or uproar; makes unreasonable noises and continues to do so after being asked to stop (10 sec.), or disrupts an activity.**
* **Drugs – Any use or distribution of a chemical (drug) not prescribed by a doctor.**
* **Fighting/joining in a fight/ inciting a fight – Fighting will not be tolerated. Fighting is defined as physical and/or verbal abuse where all parties have contributed to the conflict.**
* **Harassment – To torment or cause unhappiness to others, either through verbal or physical assaults, or through more subtle methods of coercion or manipulation such as eye snapping or physical gestures (i.e. middle finger).**
* **Hazing or Intimidation – The act of placing another person in a compromising position against their will for group acceptance.**
* **Physical Contact – Any unwanted touching or physical contact by another person.**
* **Threat/Intimidation – Any deliberate action that makes another feel intimidated, fearful, anxious, coerced, threatened, or extortion.**
* **Tobacco – To distribute or use by snuffing, chewing, or smoking.**
* **Trespassing – The criminal act of going onto a person’s land, property, locker, or room without permission of the owner, lessee, or assigned occupant.**
* **Other Dangerous Behavior – Huffing, blacking out of self or others, suicide attempts, tattooing, self-mutilation, self- piercing, runaway, possession of razors blades, etc.**
* **Gang related signs, colors, graffiti, bandanas, hairnets, monikers (self-given nickname) or jewelry.**
* **Activating false fire alarms, barricade doors and / or window.**
* **Incendiary Devices – Possessing, displaying or using matches, lighters or other devices used to start fires.**
* **All other serious behaviors or crimes not on the list.**

Students who participate in, or are involved in, any form of violations above will face the following discipline:

1st Offense

A Student who participate for the 1st time in any rule-breaking event in Major Violations I will automatically be placed on a 3-day suspension. A parent conference with the Director will take place prior to student’s return.

Upon return the student will participate in the following:

* + **Mandatory Behavioral or Clinical Health Assessment**
  + **Mandatory counseling**
  + **Restriction and/or revoked privileges**
  + **Restitution**
  + **Behavioral Contract 2nd Offense**

A Student who participate for the 2nd time in any rule-breaking event in Major Violations I may be dismissed from Kinteel Residential Campus, Inc.

## Major Violations II

|  |  |
| --- | --- |
|  | **Consequences** |
| **Offense** | **First Offense** |
| **Major Violations II Includes:** | **Students who participate in, or are involved in,** |
| **Bullying** | **any form of the Major Violations II will** |
| **Battery** | **automatically be dismissed from Kinteel** |
| **Homicide** | **Residential Campus, Inc. for the remainder of** |
| **Kidnapping** | **the school year.** |
| **Arson** |  |
| **Motor Vehicle Theft** |  |
| **Sexual Battery** |  |
| **Sexual Harassment** |  |
| **Sexual Offenses** |  |
| **Vandalism** |  |
| **Weapons Possession or Use** |  |

* + **Bullying – Physical, verbal, and cyber bullying.**
  + **Battery – Any assault in which the assailant makes physical contact with hands, feet or object against a staff member, parent, or student.**
  + **Homicide – The unjustified act of taking of a human life, murder.**
  + **Kidnapping – Any illegal capture and captivity of a person against their will, regardless of age.**
  + **Arson – The willful and deliberate attempt or malicious burning of personal or public property.**
  + **Motor Vehicle Theft – Stealing automobiles, buses, motorcycles, snowmobile, trucks trailers, or any other motorized vehicle.**
  + **Sexual Battery – The oral, anal, or vaginal penetration by another person with an object; non-consensual sexual relations; rape.**
  + **Sexual Harassment – Sexual harassment, personal harassment, harassment of sexual orientation, or stalking**
  + **Sexual Offenses – Willful display of nudity or hickeys, any sexual intercourse, inappropriate touching, or the possession of sexual materials, devices, pictures, drawings, writings or lewd and suggestive dancing.**
  + **Vandalism – The conspicuous defacement or destruction of a structure, a symbol or anything else that goes against the will of the owner/government body (i.e. Drawing on building, explicit drawing in the bathroom, etc.).**
  + **Weapons Possession or Use – Any device or item by design or manufactured that could be used to cause harm or injury to others self.**

Students who participate in, or are involved in, any form of the violations above will automatically be dismissed from Kinteel Residential Campus, Inc. for the remainder of the school year. Student may re-apply at the beginning of the next school year.

NOTE: The major violations committed at Kinteel Residential Campus, Inc. and Aztec High School will be combined, therefore students will be dismiss for the remainder of the school year, if major violations are committed at each place.

## ZERO TOLERANCE - Bullying and

\*Student will have a reporting protocol and will be able to report all types of abuse, harassment and bullying as well as self-harm to a dedicated platform. These reports will be confidential and may be anonymous if so desired. Students are encouraged to talk to any staff member if any person on the Kinteel Residential Campus, Inc. shows any signs of violence.

Kinteel Residential Campus, Inc. will not tolerate any forms of bullying or sexual harassment regarding students.

According to New Mexico State Statue 30-9-13, harassment is unlawful and a misdemeanor (30-3A- 2A), according to Federal Statue under sec. 703 of Title VII. Charges will be reported immediately to local law enforcement and social service agencies.

Bullying and harassment are acts of aggression by a student or a group of students with the intent to ridicule, humiliate, intimidate and cause embarrassment, pain or discomfort to another student.

## Forms of Bullying

Physical bullying: Pushing, tripping, kicking, hitting, punching, pinching, biting, forcing others to do things they don’t want to, taking or damaging other’s belongings, demanding items such as money or food, pranks, stealing, hiding, damaging, or destroying property.

* **Verbal bullying: Teasing, mocking, taunting, abusive comments about appearance, verbal threats, threatening and embarrassing gestures, insulting family members, name-calling.**
* **Psychological bullying: Spreading rumors, deliberately excluding someone from activities, influencing/telling others to dislike someone, rude gestures.**
* **Cyber bullying: Using electronic communication devices (computer, internet, cell phones, telephones, etc.) to communicate abusive language, send inappropriate and explicit material or images, or reveal other’s personal information with malicious intent.**

## Forms of Sexual Harassment

* ***Sexual Harassment:* Unnecessary touching, jokes of a sexual nature, suggestive visual display, leering, and other intimidating behaviors.**
* ***Racial Harassment:* Inappropriate questioning about racial or ethnic origin, offensive graffiti, threatening gestures.**
* ***Personal Harassment*: Inappropriate remarks about the personal circumstances, inappropriate remarks appearance, verbal attack about family or relatives.**
* ***Harassment of Sexual Orientation:* Homophobic remarks or jokes, threats to disclose sexuality, questions about sexual activity, spreading sexual rumors.**
* ***Stalking:* Leaving repeated or alarming messages on voicemail or e-mail, social media, cell phone texts, following people around, asking others for personal information about another person.**

Bullying and harassment can cause distress, lower self-esteem, reduce self-confidence, affect school performance, cause absenteeism, result in withdrawal from school, and discourage participation from school activities. Students have a responsibility to report acts of bullying to any staff member. The staff has a responsibility to act promptly after receiving a report.

## Complaint Process

Students or their parents/guardian may file written reports of conduct that they consider to be bullying or harassment. Such reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying or harassment, including time and place where the alleged conduct, the number of incidents, the target of bullying and names of any potential offender or witness. All reports will be promptly investigated. If acts are verified, promptly disciplinary actions shall be taken against the perpetrator in accordance with Major Violations II policy under section “Student Misconduct & Discipline” in the Parent & Student Policies/Procedures Manual.

## Consequences for False Accusations

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying, cyber bullying, intimidation or harassment range from positive behavioral interventions up to and including suspension or expulsion.

Consequences and appropriate action for a residential employee found to have falsely accused another, as a means of bullying, cyber bulling, intimidation or harassment shall be discipline up to and including termination of employment accordance with the residential policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as of means of bullying, cyber bullying, intimidation or harassment shall be determined by the Director or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

## Notification

Kinteel Residential Campus, Inc. Staff will notify the parent/guardian of the student who was the perpetrator in the bullying or harassment incident AND the parent/guardian of the student to whom the act was directed to.

## Hearing Process

Every student is entitled to due process. Students and parents will get a copy of the Parent & Student Policies/Procedures Manual. Each Parent and student will be required to go through a Kinteel Residential Campus, Inc. orientation using the student manual. Students and parents are responsible for learning the rules and policies. All violations have consequences and will be dealt with on a case-by-case basis. If a student is expelled for the remainder of the school year, families have the right to appeal the decision by the Board of Trustees.

## Withdrawal Process

A student may be withdrawn from Kinteel Residential Campus, Inc. at any time. To withdraw a student, a meeting with the Director will take place with the student and parents/guardians to discuss reasons for withdrawal. A withdrawal form is required from the

student and signed by the guardians stating the reason for withdrawal and where the student will attend school thereafter.

## Student Discipline

Appropriate behavior is a necessary prerequisite to learning and living at Kinteel Residential Campus, Inc. Therefore, each student must conduct himself/herself properly and in accordance with the Parent and Student Policies and Procedures Manual. Each employee is responsible for helping to enforce proper student conduct.

Cooperation between parents, legal guardian is essential to positively affect student discipline. To facilitate and further this cooperation, Kinteel Residential Campus, Inc. will:

* **Strive to inform parents of situations that may be developing prior to the need of disciplinary action whenever possible.**
* **Develop and distribute to parents clearly-stated discipline policies, rules and regulations.**

Students must accept the responsibility for their conduct. Kinteel Residential Campus, Inc. will assist parents/guardians whenever possible by recommending services sponsored by the residential campus, outside services, and agencies that may be of assistance in correcting unacceptable student behavior. However, parents/guardians must ultimately assume the responsibility for the conduct of their child.

## Student Responsibilities

Kinteel Residential Campus, Inc. expects all students who are residing on Campus to carry out certain responsibilities, but does not expect students to handle responsibilities beyond their capabilities. All students will be expected to be responsible in the following areas:

* **Individual conduct that is orderly & respectful manner at all times**
* **Maintain positive cooperation with all staff members**
* **Respect the individual rights of others**
* **Maintain a 2.0 GPA and above as long as they are a student of Aztec High School and Kinteel Residential Campus, Inc.**
* **Be on time to activities and to participate in residential campus activities**
* **Attend study hall daily Monday through Thursday each week**
* **Be present for roll calls to ensure all students are accounted for. Students will be in their residential halls by 8:30 p.m.**
* **Seek help for personal problems or notify staff of any health problems**
* **Remind parents/guardians to check them in and out of the Campus and promptly and properly, including at bus and suburban stops**
* **Perform daily assigned residential campus chores, which include keeping the living sections cleaned and volunteering to help in the kitchen.**
* **Being responsible for his/her own valuables**
* **Report all known incidents with chores and names of those involved in the following behaviors: fighting, name-calling, racial remarks, drug/alcohol use, etc.; confidentiality will be honored in these matters. Share the Parent & Student Policies/Procedures Manual with parents/guardians.**

## Students Rights

To assure that students have the opportunity to receive a meaningful education, students have the following rights:

* **To be in a safe, secure, and sanitary environment**
* **To cause no harm to self and/or others**
* **To be given complete confidentiality when consulting with home living staff and counselors**
* **To consult with home living staff members and counselors without the fear of reprisal**
* **To seek tutoring services and counseling support**
* **To be involved in residential campus activities, provided students meet the qualifications set forth in the Parent & Student Policies/Procedures Manual.**
* **To free elections of their peers for students government and to seek and hold office in accordance with the provisions of the Student Council Policy**
* **To due process and a fair hearings**

## Parent Responsibilities

* **Become familiar with the Kinteel Residential Campus, Inc. Parent and Student Policies and Procedures Manual**
* **Read and sign a copy of the Kinteel Residential Campus, Inc. Parent and Student Policies and Procedures Manual**
* **Inform the residential staff of any special information regarding their child (e.g. changes in family status, guardianship, legal responsibilities, medical situations, etc.)**
* **Update the Parent/Student Check-Out Card and emergency contact information every nine**

(9) weeks to inform the office of any changes to parent/guardian contact information, telephone and cell phone numbers, legal guardianship, and Check-Out authorization.

* **Become involved in the child’s educational progress by participating in school and residential campus orientated activities and events.**
* **Provide transportation from and to the Kinteel Residential Campus, Inc. (and/or DESIGNATED TRANSPORTATION STOPS) and pick up their child in a timely manner on weekends (Fridays) and holidays.**
* **Encourage their child to attend school on a daily basis and complete all course assignments.**
* **Ensure all required items (personal items, school supplies, personal hygiene, etc.) are obtained for your child prior to weekly check-in.**
* **Ensure your child is fed prior to weekly check-in.**
* **To participate in parent/teacher conferences, Parent Advisory Committee, and other activities**
* **To utilize PowerSchool to access/monitor students grades, attendance and tardies;**
* **To check out their students during the school day when absolutely necessary;**
* **To wait until the end of the week before taking their student home;**
* **To support their student’s academic and extra-curricular endeavors;**
* **To take care of their child’s routine medical, dental, and psychological health services;**
* **To inform staff of any problems or situations which may be harmful to their child or others in the community**

## Parent Rights

* **Right to receive a copy of the Kinteel Residential Campus, Inc. Parent and Student Policies and Procedures Manual**
* **Right to expect quality services for their child while residing at Kinteel Residential Campus, Inc.**
* **Right to expect a safe, healthy, and positive environment for their child**
* **Right to expect an atmosphere of positive cooperation from the administrative and residential staff.**
* **Right to become involved in the decision making process and planning of matters that have a direct impact on their child**
* **Right to become involved in Kinteel Residential Campus, Inc. sponsored training/workshops, contingent of availability of funds**
* **Right to be informed in a timely manner should their child become ill, injured or require medical care of any form**
* **Right to address charges imposed on their child in disciplinary matters**
* **Right to obtain copies of discipline documents (letter of suspension, etc.)**
* **Right to be informed in a timely manner when their child is reported missing or AWOL from campus**
* **To be represented through the Kinteel Residential Campus, Inc. Parent Advisory Committee (PAC)**
* **To be informed when an emergency arises;**
* **To be informed of residential, academic and extra-curricular programs**

## Parent Involvement:

Kinteel Residential Campus, Inc. encourages parental involvement in the Parent Advisory Committee. They have an active committee and hold quarterly meetings throughout the school year. Parents are encouraged to be involved in their children education by attending Parent Advisory Committee meetings. Parents will be committed to attend two or more Parent Advisory Committee meetings to be informed of student’s academic programs and extra-curricular activities.

# Kinteel Residential Campus, Inc.

SY 2021-2022

## Student Etiquette

Students are expected to show respect, courtesy, and consideration to residential staff, visitors, presenters, and their peers. This applies to presentations provided for students’ cultural and social education. Students will be asked to turn off election devices, and keep quiet unless asked to provide comments or questions, remain alert and actively listen. Most importantly, students are required to stay to the end of the presentation. Inappropriate behavior such as whistling, yellow or public display of affection (PDA) will not be tolerated. All students and on-duty staff are required to attend all assembly programs.

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As a student at Kinteel Residential Campus, Inc., it is important that I work to the best of my ability; therefore,

I will strive to do the following:

Respect self, the Residential Campus, and staff

\_\_\_ Follow daily Residential Campus scheduled

\_\_\_ Follow rules of conduct

\_\_\_Attend school everyday

\_\_\_Attend study hall as expected

\_\_\_Work cooperatively with tutors during study hour(s)

\_\_\_Maximize educational and social potential

\_\_\_Attend all scheduled classes, mandatory Residential Campus meetings, or events on time

\_\_\_Plan ahead and be prepared for school each day.

\_\_\_Develop time management skills

\_\_\_Use appropriate language; swearing and /or vulgar language is unacceptable.

\_\_\_Participate in extracurricular activities provided by the Residential Campus

\_\_\_Dress appropriately and maintain standard personal hygiene

\_\_\_Complete chores as assigned and maintain a clean/orderly living environment

\_\_\_Attend Navajo Culture/Language class or presentations a week

\_\_\_Attend all other presentations

\_\_\_Follow established check-out/check-in procedures for On-Campus and Off-Campus activitie

## Kinteel Residential Campus, Inc.



**Purpose**

Computer Intranet and Internet Usage

It is the policy of the Kinteel Residential Campus, Inc. to provide equipment, instruments and materials that facilitate the learning and working environment. It is also the policy to ensure that equipment used by students is used in a manner that upholds the professional standards.

To help students do their work, Kinteel Residential Campus, Inc. may give access to computer files, the emails system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all students follow this policy, we may monitor computer and email usage.

Kinteel Residential Campus, Inc. strives to have a campus that is free of harassment and sensitive to the diversity of our students. Therefore, we do not allow students to use computers and emails in ways disruptive to others, or harmful to morale.

## Desired Outcome

Adherence to this policy must be maintained to prevent loss of Kinteel Residential Campus, Inc. Intranet and Internet privileges. All use of computers, intranet and the internet must be in support of educational or work related missions and goals.

## Prohibited Behavior

A student may not display, download, or email sexually explicit images, messages, and cartoons. A student also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect. A student may not use any computer or its related equipment in order to promulgate profane, abusive or impolite language. If one encounters materials by accident that violates this policy, one must notify the person in charge or a supervisor immediately.

A student may not use emails to ask other people to contribute to or to tell them about business outside of Kinteel Residential Campus, Inc. including religious or political causes, outside organizations or any other non-business matters.

Kinteel Residential Campus, Inc. buys and license computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer. A student may not install their own software, shareware, freeware, search bars, Internet plug-ins, peer to peer, or any other software that is not approved by the Network Administrator.

If you know about any violations to this policy, notify the Director. A student who violates this policy will be subject to disciplinary action, up to and including expulsion.

## Privacy

Network Administrators will monitor computers, emails and computer storage areas. Network Administrators may review computers, computer storage areas, communications (email), etc., to maintain system integrity, safety, and to ensure that students are using the network responsibly.

* 1. **Network Administrator is the Director. The Director may designate a Network Administrator in his/her absence.**
     1. **A Network Administrator can order the monitoring and/or review of computer(s), email and computer storage areas at any time when a student is using a Kinteel Residential Campus, Inc. computer, its Intranet and Internet. However, the need to monitor must be concurred by at least two Network Administrators.**
     2. **Network Administrator will maintain a narrow scope of monitoring all computers to ensure limited exposure to personnel issues that could be observed on certain computer, computer storage areas and e-mails.**

## Storage Capacity

Users are expected to delete emails or other materials that take up excessive storage on a computer or network drive(s).

## Copying

Users should never bring, download or install any software, or music CD to Kinteel Residential Campus, Inc. for the purpose of making copies for any reason, unless, it is approved by the Network Administrator.

## User Agreement

Before any person is allowed to use the Kinteel Residential Campus, Inc. computer, its related equipment and the related materials produced or consumed by the potential user, the user must sign the attached user agreement form.

Kinteel Residential Campus, Inc. will not be liable for any direct or indirect, incidental or consequential damage due to information gained and/or obtained via use of the Kinteel Residential Campus, Inc.’s computer system.

Kinteel Residential Campus, Inc. does not warrant that any computer system or any of the networks accessible through the system will meet any requirements you may have, or that the computer system will be error-free or uninterrupted.

Computer use, including access to public computer network, is a privilege, which may be revoked by Kinteel Residential Campus, Inc. Network Administrators at any time for violation of the Internet and Intranet Policies. Kinteel Residential Network Administrators will be the sole arbiter(s) of what constitutes a violation policy.

In consideration of the privilege of using the Kinteel Residential Campus, Inc.’s computer system and in consideration for having access to the public network, I hereby release the Kinteel Residential Campus, Inc., its members, administrators, network administrators and employees, including its computer operators, and any institutions which they are affiliated with from any and

all claims and damages of any nature arising from my use, or inability to use the computer system, e-mail, Intranet, Internet or any other related

## Kinteel Residential Campus, Inc.

### SY 2022-2023

**Administrative and Staff Campus Responsibilities**

I will:

* **Provide necessary guidance and information to parents.**
* **Provide necessary guidance to students through tutoring services.**
* **Encourage students and parents by communicating regularly about student progress every six weeks (if needed).**
* **Contact parents monthly on the accomplishments/improvement.**
* **Provide a high quality program in a supportive and positive environment.**
* **Provide varied learning opportunities for students to enable them to meet academic expectations.**
* **Hold expectation high for all students, believing that all students can learn.**
* **Make Kinteel Residential Campus, Inc. accessible to all parents during visiting hours.**
* **Acknowledge a major responsibility to provide a sound, useful education with full commitment within my power to promote the achievement of the student’s education at Kinteel Residential Campus, Inc.**
* **Ensure that the student’s welfare will be protected through the enforcement of the school rules and Student Rights and Responsibilities.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Director Date