SHINING STAR BOARDING SCHOOL

A Model Design

for a

Homeliving Handbook

SY 2009-2010

Prepared by the Bureau of Indian Education
Residential Life Program
TABLE OF CONTENTS

Introduction ........................................................................................................................................... 4

Mission and Vision Statements ........................................................................................................... 4

Statement of Philosophy and Goals .................................................................................................... 5
  Program Goals and Objectives ........................................................................................................... 6

Organization .......................................................................................................................................... 8
  Residential Program Organization Chart and Chain of Authority .................................................. 8

Standard Residential Program Operations .......................................................................................... 10
  Description of How Policies are Developed and Administered ...................................................... 10
  Residential Staff Activity Schedule .................................................................................................. 11
    Residential Hall Work Schedule ..................................................................................................... 11
    School Day/Residential Schedule .................................................................................................... 12
    Weekend Schedule ............................................................................................................................. 13

Responsibilities of Residential Program Staff .................................................................................... 13
  Morning Tour of Duty ......................................................................................................................... 13
  Student Lunch Hour Duty .................................................................................................................... 14
  Afternoon/Evening/Night Tour of Duty ............................................................................................... 14
  Security Personnel – General Duty and Responsibility .................................................................... 15

Residential Policies and Procedures ..................................................................................................... 16
  Accountability Checks ......................................................................................................................... 16
  Alcohol and Substance Use ................................................................................................................ 16
  Appropriate Room Décor ..................................................................................................................... 16
  Bulletin Boards ...................................................................................................................................... 16
  Bullying/Violence ................................................................................................................................. 16
  Chaperones ........................................................................................................................................ 16
  Check-In/Check-Out Procedures ......................................................................................................... 16
  Child Abuse/Child Neglect .................................................................................................................. 16
  Cleanliness .......................................................................................................................................... 17
  Computer Usage Policy ....................................................................................................................... 17
  Confidentiality ..................................................................................................................................... 17
  Corporal Punishment or Harassment .................................................................................................... 17
  Curfew ................................................................................................................................................ 17
  Discipline ............................................................................................................................................ 17
  Dorm Student Councils ....................................................................................................................... 17
  Dress Code .......................................................................................................................................... 17
  Employee Evaluation ........................................................................................................................... 17
  Emergency Procedures and Contact Numbers .................................................................................... 17
  Family Groups .................................................................................................................................... 18
  Field Trips .......................................................................................................................................... 18
  Fire Alarms ......................................................................................................................................... 18
  Fire Drills .......................................................................................................................................... 18
  Government Credit Cards .................................................................................................................. 18
  Illness ................................................................................................................................................ 18
  Incident Reporting (Behavior) ............................................................................................................. 18
  Injury on the Job .................................................................................................................................. 19
  Keys .................................................................................................................................................... 19
  Laundry .............................................................................................................................................. 19
  Law Enforcement on Campus ............................................................................................................ 19
  Log Books ......................................................................................................................................... 19
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine Administration</td>
<td>19</td>
</tr>
<tr>
<td>Native Language or Cultural Activities</td>
<td>19</td>
</tr>
<tr>
<td>Missing Students</td>
<td>19</td>
</tr>
<tr>
<td>Money/Valuables</td>
<td>19</td>
</tr>
<tr>
<td>Parents</td>
<td>20</td>
</tr>
<tr>
<td>Privacy</td>
<td>20</td>
</tr>
<tr>
<td>Proselytizing</td>
<td>20</td>
</tr>
<tr>
<td>Referring Students</td>
<td>20</td>
</tr>
<tr>
<td>Relationships</td>
<td>20</td>
</tr>
<tr>
<td>Safety and Welfare of Students</td>
<td>20</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>21</td>
</tr>
<tr>
<td>School Bank</td>
<td>21</td>
</tr>
<tr>
<td>School Supplies and Equipment</td>
<td>21</td>
</tr>
<tr>
<td>Services Available</td>
<td>21</td>
</tr>
<tr>
<td>Search and Seizure of Students</td>
<td>21</td>
</tr>
<tr>
<td>Staff Meetings</td>
<td>21</td>
</tr>
<tr>
<td>Study Hall</td>
<td>21</td>
</tr>
<tr>
<td>Supervision by Movement</td>
<td>21</td>
</tr>
<tr>
<td>Transportation Schedules</td>
<td>21</td>
</tr>
<tr>
<td>Tobacco Use</td>
<td>21</td>
</tr>
<tr>
<td>Toxic Waste/Body Fluid Disposal</td>
<td>22</td>
</tr>
<tr>
<td>Two-Way Radios</td>
<td>22</td>
</tr>
<tr>
<td>Vehicles</td>
<td>22</td>
</tr>
<tr>
<td>Visitors in the Residential Halls</td>
<td>22</td>
</tr>
<tr>
<td>Wellness Program</td>
<td>22</td>
</tr>
<tr>
<td>Housekeeping/Sanitary Guidelines</td>
<td>23</td>
</tr>
<tr>
<td>Tips for Family Groups</td>
<td>24</td>
</tr>
<tr>
<td>Students Rights and Responsibilities Handbook</td>
<td>25</td>
</tr>
<tr>
<td>Addendum</td>
<td>26-28</td>
</tr>
</tbody>
</table>

Directory – School Information
Emergency Contact Numbers

Events Calendar
  School Calendar
  Class Schedules
  Athletic Schedules

Forms (Check Lists and Reporting Forms)
  Bed Check Log Incident Report
  Counselor/Medical Referral/Medication Log
  SCAN Report

Local Grievance Procedure

Maps
  Map of the Campus
  Map of Residential Program Buildings
  Map of Academic Program Buildings
  Map of Bus Routes

Notice of Asbestos in the Workplace Schedules
School Committee

Signature - Required Documents
- Corporal Punishment Prohibition
- Computer User Agreement
- BIE Statement of Policy/Employee Handbook
- Sexual Harassment Prohibition Notice

Two-Way Radio Information
- School Call Letters
- Radio Protocol
- Ten Codes
INTRODUCTION

The manual serves as the official Residential Staff Handbook for the (insert name of residential program) Boarding School. It may be used as a standard guide for identifying current administrative policies and practices for the residential program operations. Schools can include additional information, but this handbook includes the topics identified in 25 CFR, Part 36, section 36.94—what must be contained in a homeliving handbook.

The manual is administratively mandated for all Bureau of Indian Education (BIE) operated and funding supported residential programs as a minimum requirement for the successful operation of the dormitories. The mandate is provided under the authority of the Public Law 107-110, No Child Left Behind Act of 2001, Section 1122(a)(3), and the Code of Federal Regulations (25 CFR), Part 36—Homeliving Programs.

The residential program staff, hereafter referenced as the RPS, supports, integrates, and implements the following mission and vision statements into the daily operations of the residential program.

MISSION AND VISION STATEMENTS

BUREAU OF INDIAN EDUCATION MISSION

The mission of the Bureau of Indian Education is to provide quality education opportunities from early childhood through life.

MISSION OF (name of residential program)

The mission of the (insert name) Boarding School is to provide a strong and healthy life skills foundation for all residential students through a positive residential life experience of a quality home-life educational environment, which will enable them to recognize positive choices, make wise and informed decisions, and upon graduation, become a motivated life-long learner with choices to obtain a post-secondary education or secure a career of their choice.

BIA/OIEP VISION

The vision of the Bureau of Indian Education is to promote healthy communities through lifelong learners.

VISION OF (name of residential program)

The Residential Program’s vision is that each graduating student will become a productive and contributing member of the communities in which they live.
STATEMENT OF PHILOSOPHY AND GOALS

The (insert name of residential program) operates its program activities and services on principles of the following philosophy, goals and objectives. The statement of philosophy and goals are developed with the involvement of students, parents, lay citizens, school staff, and tribe(s), and adopted by the local school board.

The statement of philosophy and goals are reviewed annually and revised as necessary.

PHILOSOPHY
(You may adopt, adapt and or modify the following)

It is the philosophy of the residential life program that every resident, employee, and guest, possesses the right to reside within a safe and healthy living environment that is conducive to motivating and supporting the personal, social, mental and spiritual growth and development of its residents.

It is the ethical responsibility of the entire residential living community to protect and promote the values underlying this principle, and to participate in creating, developing and exhibiting the positive attitude necessary in creating a homelike atmosphere with the foremost care and concern of the students within every action demonstrated and taken within the residential community.

GOALS

“Goals” means a statement of what the residential school system or residential program is attempting to do to meet the comprehensive educational needs and interests of its residential students, in accordance with its philosophy.

OBJECTIVES

“Objectives” means a statement which indicates what the residential school or residential program is aiming to do or accomplish, to meet the needs of the students in accordance with its philosophy, goals and policies. These should be measurable so the program can monitor and evaluate its progress annually to determine if they have been met at the end of each program activity.

Each residential program should identify both long range objectives (general, long term aims) and short term objectives (specific, short-range aims).
PROGRAM GOALS AND OBJECTIVES (example)

GOAL 1: To produce students with a strong and stable self-identity and self-worth with an experienced personal well-being. (example of a goal aimed at personal growth and development).

Long Term Objectives

1. The RPS will help students acquire an appreciation of their native cultural identity to encourage the development of a positive self identity.

2. The RPS will help students develop and acquire a sense of personal pride, high self esteem and self-worth by increasing their personal and cultural self-awareness.

3. The RPS will help students with their emotional growth and development as part of their personal well-being experience.

Short Term Objectives

1. The RPS will sponsor monthly cultural heritage appreciation events and provide opportunities for all the students to design, make, and or dress up in cultural traditional attire, prepare and serve native foods, and/or make educational presentations on their cultural heritage at these events.

2. The RPS will involve every student in planning and decorating residence halls with culturally significant educational materials.

3. The RPS will receive training in strategies to enhance the emotional growth and development of students living in the residence halls.

GOAL 2: To produce students with an experienced sense of strong and stable social well-being (example of a social development goal).

Long Term Objectives

1. The RPS will help students develop an ability to get along with others, relate to other students, be respectful of others and their belongings, and be recognized as socially responsible individuals.

2. The RPS will help students learn to relate and trust adults and be respectful of adults.

Short Term Objectives

1. The RPS will create weekly opportunities for students to learn about and experience good physical and mental health practices.

2. The RPS will provide weekly constructive leisure time activities and use these opportunities to educate and motivate students to learn, develop, and to maintain wholesome lifestyles.
3. The RPS will demonstrate positive social attitudes and behaviors daily and serve as adult role models for students.

4. The RPS will actively protect students from social isolation daily.

5. The RPS will teach students to assume responsibility for their actions and words.

**GOAL 3:** To produce productive citizenship among the student residents.

**Long Term Objectives**

1. The RPS will prepare students to become responsible citizens.

2. The RPS will help students learn to become productive, independent, and self sufficient individuals.

3. The RPS will help students develop good home-living skills and learn to accept personal responsibility.

**Short Term Objectives**

1. The RPS will create opportunities for students to learn about citizenship by creating and establishing opportunities for active participation in residential government activities, group sessions, academic study groups, fund-raising activities, local community fairs, parades, etc.

2. The RPS will create opportunities for students to experience learning of personal responsibility through assigned chores, duties, study, academic responsibility, and participation in school activities.

**GOAL 4:** To provide a caring and motivating home-living environment that will result in a stable residential student enrollment and school retention.

**Long Term Objective**

1. To create an environment that is safe, caring, and nurturing to the needs of all the students.

2. To ensure the facility is free from hazardous conditions and all defective furniture, equipment, appliances, etc, are repaired or replaced immediately to ensure the safety of students and to reinforce the positive student image.

**Short Term Objectives**

1. The RPS will treat all students respectfully and regard them as worthy individuals.

2. The RPS will be fair and friendly to all other staff members, students, and guests.

3. The RPS will demonstrate full support and assist students in their academic studies, making sure that student research and homework is completed regularly and consistently.

4. The RPS will provide all students the opportunity to receive tutoring.
Scan in or duplicate and insert your school’s board approved organization chart.

For clarity, who reports to who should be listed by name and position. If appropriate, this page can be presented horizontally (landscape) rather than vertically (portrait).

ill.
RESIDENTIAL PROGRAM ORGANIZATION CHART

Insert names, programs, and buildings.

You should also include here who is the “officer/employee in charge” at times when the principal and or residential supervisor is not on campus or on duty. This gives staff (and parents) security in knowing that there is a “boss” on the campus at all times. Write in provisions for what happens when that person/position leaves campus or becomes ill.
STANDARD RESIDENTIAL PROGRAM OPERATIONS

This section (1) describes how policies are developed and administered, (2) provides the dormitory schedule of operations and (3) defines responsibilities of the Residential Staff.

DESCRIPTION OF HOW POLICIES ARE DEVELOPED AND ADMINISTERED

(This meets the requirements in 25 CFR Part 36; 36.94 (g).)

Describe here how each residential program develops and administers its policies. This will provide to the reader, particularly parents and or guardians, a clear understanding of how policies, procedures and practices are made and why they are made, and what happens when the policies are not followed. Is there discipline and what is the discipline? Define the role of the school board in this process? Who and when are parents notified? We should all continue to be reminded daily that we are an educational institute, not a disciplinary institute – that is, we should at foremost, teach students through our educational process.

Refer to the organizational charts on the previous two pages as necessary.
RESIDENTIAL STAFF ACTIVITY SCHEDULE

Residential Hall Work Schedule

(Insert your work schedules here)

On this page, clearly identify and describe who works in which building(s) and at what times; who has “outside dorm” duties such as drivers, recreation supervisors, cafeteria supervisor, sick room monitor, ball game or field trip chaperone, and who has oversight of students returning from classroom buildings in the afternoon.

If you have organized activities using a method of rotating duties and or times of duties, include that information as well.

At the end of your description, present a map layout of the dormitory/campus following your description so that duty stations (areas) will be clearly identified for employees.
BEGINNING OF MORNING SCHEDULE

Morning Shift Staff comes on duty  5:30am
Night Shift goes off duty  6:00am
Students Awakened  6:00am

BREAKFAST  6:30 – 8:00am

1st Period Class  8:25 – 10:55am
2nd Period Class  11:00am – 12:30pm

LUNCH  12:30 – 1:10pm

3rd Period Class  1:15 – 2:40pm
4th Period Class  2:45 – 4:15pm

Often there are schedules for “late start days” and schedules for days when there are assemblies scheduled. Those should also be inserted here.

Evening Shift comes on duty  2:00pm
Morning Shift goes off duty  2:30pm

STUDENTS CHECK IN AT THE RESIDENCE HALL  4:15 – 4:30pm

SUPPER  5:00 – 6:30pm

Activity Period/Clubs Meet  5:30 – 7:00pm
Library/Computer Lab/Fitness Center Available for use
Counseling Center Open
Recreation Facilities Available for use

ACCOUNTABILITY CHECK  6:15 – 6:30pm
(36.100 requires 4 accountability checks per day)

Study Hall  7:00 – 8:30pm

Lights Out  9:30pm

BED CHECK  9:45pm

Night Shift comes on duty  9:00pm
Evening Shift goes off duty  1:00am
(Reminder: students are to be physically checked each hour during the night)
Weekend Schedule

Insert your wake/bed times, accountability checks, meals and available usage areas should be given just as for the school day above. Include regularly scheduled recreation activities and/or field trips along with the routine schedule for the days.

RESPONSIBILITIES OF RESIDENTIAL PROGRAM STAFF

Morning Tour of Duty

1. Check in with the night staff.
2. Read the log book.
3. Awaken all the students so they get ready for breakfast.
4. Take roll call to assure accurate accountability of the students.
5. Check medication charts and give needed medication and make a record of it in the chart. Make certain the medication policy is followed.
6. Supervise student details (that are done in the morning).
7. Encourage good hygiene and grooming.
8. Make a thorough check of the dormitory to see that all rooms are neat and clean and that all details have been done. The home-living assistant should attend to any shortcomings. Turn off lights and any radios or appliances that may have been left on by students. Be observant for any safety issues.
9. Monitor any student that is sick in the dorm.
10. Make periodic checks through the building to see that there are no conditions which should not exist or unauthorized people inside. You should set a time for the frequency of these walks through.
11. Check any incoming or leaving supplies or materials to verify the count.
12. Put away supplies neatly and check storage areas for safety and cleanliness.
13. Check for repair or maintenance needs and prepare work orders.
14. Work on the bulletin board, post activity calendars and other schedules.
15. Check students’ records and update as necessary.
16. Check the area around the outside of the dormitory to ensure safety and cleanliness.
17. Clean assigned areas within the dormitory.
18. Maintain an atmosphere suitable for the students’ well-being in the dorm and on the campus in general.


**Student Lunch Hour Duty**

1. Open the dormitory during the lunch hour, if your programs allows.

2. Promote students brushing their teeth and washing up.

3. Make periodic checks throughout the building to see that there are no unauthorized people in the building and that no unsafe conditions have developed.

4. Continue to monitor the health isolation room in the dorm.

**Afternoon/Evening/Night Tour of Duty**

1. Check the building to ensure that all students have gone to their classes and lights and other electrical appliances are off.

2. Check to make sure the washrooms have been left clean and well supplied.

3. Meet with co-workers who are coming on duty to discuss student issues and unfinished jobs from the morning.

4. Record all necessary information in the logbook. Read the logbook carefully.

5. Continue to monitor any student sick in the dorm.

6. Check students in from their classes using appropriate forms.

7. Take care of student needs as they return from school. This is a time when students may need to check out, need equipment, seek counseling, feel sick, or want to discuss problems.

8. Check students out to activities and know where their activities are taking place.

9. Assist getting students back into their proper places at curfew time.

10. Make sure details are done before study hour begins.

11. Supervise study hour and provide tutoring if necessary. Ensure a proper study atmosphere in the dormitory.

12. Encourage proper cleanliness and personal hygiene among the students.

13. Night attendants must physically check student rooms once every hour between the time the lights are turned out at night and the students are awakened in the morning.
14. See that all students are accounted for before going off duty.

15. Record the necessary information from your tour of duty in the logbook and return it to its proper place.

16. Inform the remaining staff that you are leaving.

SECURITY PERSONNEL- GENERAL DUTIES AND RESPONSIBILITY

1. Walk the school grounds to prevent fire, theft, vandalism, illegal entry or any situation that might jeopardize the safety of students, staff or government property. Go between buildings and listen for strange noises. Be observant of things out of place, excessive heat or water, lights on or off that should not be, strange vehicles, or unknown people.

2. Carry a fully charged two way radio at all time you are on duty.

3. Check all doors, windows, and gates to determine that they are secure.

4. Confront unauthorized people for explanation or assistance. Call the police for assistance if necessary.

5. Sound fire alarm to alert students, school personnel, and fire department in the event of a fire. Assist in the evacuation of the building and accounting for students.

6. Report any unusual conditions, maintenance problems, or safety issues to the proper person or office.

7. Patrol the campus to check for vehicles parked in restricted areas, such as fire lanes or driveways.

8. Check exterior lighting and turn on all lights that should be on. Report any not working properly.

9. Check doors and windows of all unoccupied buildings for any potentially dangerous situations such as a fire or flooding from leaks.

10. Be sure you know what is happening when there are large numbers of students gathering.

11. Check school vehicles to make sure they are locked and secured in their proper places.

12. Assist with moving students into the dormitory at curfew time and after night time campus activities.

13. If you are called on the radio for assistance, respond immediately. If you hear that something may be happening on the campus, respond in case you may be needed.
RESIDENCE HALL PROCEDURES AND POLICIES

**Accountability Checks** – Residential employees are responsible for knowing where every child is at all times. The use of student check-ins/outs, roll calls, bed checks, passes, and general observation and supervision of students are required procedures. All students must be physically accounted for four times daily. If a student is unaccounted for, the homeliving program must follow its established search procedures; and when a homeliving staff is aware of a student who is going to be absent from school, the homeliving program is required to notify the school.

**Alcohol and Drug/Substance Use** – Use of alcohol, inhalants and or other chemical substances are not allowed in the residence halls, on the school campus, nor on any other federal property.

**Appropriate Room Décor** – All staff members should periodically monitor and check the rooms to make certain the sleeping rooms are free from insults to traditional cultural beliefs, particularly inappropriate and sexually explicit posters and or pictures on the walls as well as sexually suggestive or offensive adult video tapes that tend to lead to sexual abuse or sexual harassment of the opposite gender, and or bedroom arrangements that would lead to or encourage inappropriate sexual behaviors. Upon locating such items or arrangement, the staff member must immediately have an educational conference with the student to explain and educate the individual on why such an item is offensive and inappropriate, and that, as substitute parents, students are to be taught to be respectful for the opposite sex, with corrective and appropriate behavior.

**Bulletin Boards** - Each residence hall should have at least one bulletin board posted where students, parents, and other guests can see it. It should provide activity calendars and special dates for the students/parents. It should be attractive and interest provoking and changed at least every two weeks.

**Bullying/Violence** – The dorms must be safe environments for students to live. Bullying activities and violent behavior can interfere with the learning process. Staff must be aware of bullying and violent behavior and be trained on handling the unacceptable behavior. Staff must never bully students emotionally or verbally. Staff must know the policy.

**Chaperones** – There will be times that home-living assistants will be required to chaperone student trips off campus and activities on campus. Always be highly visible. If you are off campus the students should know how to find you at any time. Remember you are on the trip to take care of children and maintain a safe environment, not to be entertained.

**Check In/Out Procedures** – Students must sign out for all activities other than meals and classes, so they can be located at any time. Any person checking out a student must be authorized by the parent/guardian and listed on the checkout card maintained in the office. No telephone checkout is to be permitted. If you are in doubt of a person’s identity, ask for identification.

**Child Abuse/Neglect** – Any staff member who has reasonable cause to suspect that a child has been abused or neglected is required to report the incident immediately to the principal or officer in charge. This also applies to children threatened with abuse or neglect. Failure to report could result in criminal liability and/or personnel action up to and including
termination of employment. Insert a page devoted to a flow chart for local reporting procedures (with names) and a sample Scan report. It would also be good to insert a listing of your child protection team here.

Cleanliness – Each student is expected to perform details or community service work. Include schedules, follow-up by staff, and acknowledgement of good work. No student should be engaged in a detail after the beginning of study hall.

Computer Usage Policy – Students: Computers are provided for students to conduct research, complete assignments and communicate with others. Access is a privilege not a right and parents and students must sign a Computer Usage Contract form that student’s must abide by. Violations may result in loss of access or other disciplinary or legal action.

Confidentiality – Confidentiality of students and their families shall be maintained under guidelines of Tribal, State and Federal law and professional ethics. Staff shall not discuss students in public places, at work or in the community in any manner that might allow the student to be recognized by someone listening.

Corporeal Punishment or Harassment – The Bureau of Indian Education does not allow corporeal or humiliating punishment. This includes physical contact, emotional harassment, and or humiliating behavior toward a student. If a substantive accusation is made, the employee may be put on leave or detailed to another assignment and/or location while the allegation is investigated. This is for the protection of both the employees and the students.

Curfew – Insert your set time for all students to be back on the campus and/or in their dormitory each night.

Discipline – The Shining Star Boarding School Code of Rights and Responsibilities will be enforced at all times. Read and be familiar with the code of conduct in the handbook. The foundation of discipline is not fear but confidence brought about by mutual respect.

Dorm Student Councils – The establishment of dorm student councils is one way of getting students actively involved in their living environments. Dorm councils provide an opportunity for students to develop leadership skills and provide input into policies and procedures.

Dress Code – All staff members should be neat, clean and appropriately dressed at all times. If you do not have a formal dress code there may be things that you do not allow students to wear, those items should most likely also not be worn by staff on duty. Hats, buttons, clothing, or other personal items which display vulgar or obscene ideas or which promote drugs, alcohol, sex, suicide are not allowed on the campus. Earning respect from students requires that you dress like the professional employee you envision yourself to be.

Employee Evaluation - You will be evaluated annually. Evaluation conferences between you and your supervisor will be held at least once every six months. Contract renewal and other incentives are usually based upon the evaluation of your performance.

Emergency Procedures and Contact Numbers – The school Emergency Preparedness Plan procedures must be reviewed and each staff member must be familiar with the requirements. Emergency contact numbers must be updated and posted at staff desks and on bulletin boards for immediate access.
Family Groups – You will be assigned a family group by your supervisor. The purpose of the group is to create a more homelike atmosphere in the residence hall. Family groups will meet at least twice each month to teach and nurture the students.

Field Trips – All field trips must be thoroughly planned. A written field trip request form must be submitted to the principal’s office at least two weeks before the planned trip. The request must include the following:

- Clearly stated objectives of the trip
- Names of the students going on the trip
- Destination and dates of the trip
- Meal and lodging plans for the trip
- Detailed itinerary for overnight trips

Personal or private vehicles may not be used for the trip. The school board must approve any field trip involving an overnight stay. The school board meets only once a month. Submit your request knowing their meeting dates.

Fire Alarms – If the fire alarm goes off, evacuate the people from the building immediately; contact the homeliving supervisor/officer in charge with your radio. Check the fire alarm box to determine the trouble location. DO NOT SILENCE THE ALARM. Go to the trouble location indicated to confirm smoke, excessive heat, fire or false alarm. Report it to the responsible person. Remember that the safety of lives is your first responsibility.

Fire Drills – At least one fire drill must be held each month in the residence hall. Buildings must be evacuated rapidly and orderly. Do not allow people to stop and pick up personal belongings or re-enter the building. Develop a written plan for holding doors open for others; checking rooms; and taking an accurate count once outside the building. Evacuation routes must be plainly posted in strategic locations throughout the dormitory.

Government Credit Cards – You may be given a U.S. Government charge card. The card is for official business only. You may not make personal charges with it. It is to be used only for official authorized purposes. Your bill must be paid in full each month. If you have a problem with the card or making payments in full, talk to your supervisor immediately. You may be required to turn your card in when you are not in travel status.

Illness – An isolation/sick room is provided for both boys and girls. Students suspected of being contagious must be placed in the sick room until other appropriate provisions are made. When a student is placed in the isolation room he/she must be monitored closely. Visual checks on the student must be made every thirty minutes at a minimum. There may be students so ill that an employee will have to remain in the room.

Incident Reporting (Behavior) – All staff members will be trained and are responsible for reporting and writing incident reports. The person on duty who observes the incident will fill out the incident report and counsel with the student involved. The homeliving specialist will follow-up on incident reports.
Injury on the Job – If you are injured on the job report it to your supervisor immediately. If you are a Federal employee, your supervisor will give you a signed CA-16 form (request for an examination). This authorizes you to go to the doctor or hospital of your choice. Other forms will be required depending on the severity of the injury and any time lost on the job. Keep your supervisor informed of your medical status.

Keys – School keys are government/school property assigned to you and must be returned at the end of the year. Staff members should never loan keys to students. Special care must be given to any master key you may have. If you lose your keys, report it immediately to your supervisor. Staff members will assist students who are locked out of their rooms. Keys for students is addressed in the student handbook.

Laundry and Washing Machines – Students in grades 7-12 are responsible for doing their own laundry. Clothing care for students in grades 1-6 is the responsibility of the dorm staff. This is an opportunity to teach students how to sort their clothes, use detergents and machine settings. Laundry hours should be posted and washing machines and dryers must be in working order.

Law Enforcement on Campus – When law enforcement officers come onto the campus, the officer in charge is to be contacted immediately. Valid identification as an officer should be requested when they present themselves. If a student is to be interviewed by the officer, he/she must be apprised of his/her rights to participate. The person in charge will sit in with the student during the interview if the student is under 18 years old. The student has the option of whether or not to take part in the interview or respond or not respond to questions. No minor student may be removed from the school premises by law enforcement personnel without the consent of a parent or legal guardian, except upon service of a valid warrant of arrest or if a threat to self and others.

Log Books – The logbook is used to maintain an open line of communication between residential staff members with changing tours of duty, and to convey messages on any special information others need to know for the continued smooth operation of the residence hall. Accountability issues, illness, problems, schedule changes, or other out of the ordinary pieces of information must be recorded in the log book. The book is to be read carefully. Notations must be accurate and reflect a professional manner. Confidentiality dictates that the log book is for staff use only and should never be available for students or visitors.

Medication Administration – Absolutely no medication is to be kept by the students in their rooms. The residential staff must document all medicines, including over the counter medicines that are dispensed to students with the name of the student, medicine dispensed, date, time and dosage given. All medicines are to be kept in the medicine cabinet which is to be locked when not in use. Avoid cabinets with glass doors.

Native Language or Cultural Activities: A homeliving program make available native language or cultural activities for students residing in the dormitory. A monthly schedule of those activities, including speakers and activities must be posted so students are aware of the activities and have the opportunity to participate.

Missing Students – Insert your written procedure for reporting, searching for, and proper notification procedure when you have a missing student. This should be done in anticipation of on-campus and off-campus situation. The procedure should be included in the Emergency Preparedness Plan.
Money/Valuables – Staff members are discouraged from loaning to students (and other staff members). Staff members are not allowed to borrow any items from students. Items frequently asked for in loans are money, vehicles, keys, clothing, hand held electronic objects, CD’s, and other entertainment items. As we advise the students, you should not bring large amounts of money or valuable items to the school. Keep purses locked up at all times. The school is not responsible for the loss of your personal property.

Parents – Parents are always welcomed to the dorm. Be friendly and courteous to them at all times.

Privacy – All students have the right to a reasonable degree of privacy, but that privacy does not extend to the endangerment of the health and safety of other students or the staff. The school recognizes and will preserve the student’s right to privacy and security of personal effects. However, the right to inspect each room and student locker for safety and health hazards and or violation of school regulations is reserved to the administration. A student’s personal belongings including luggage, bags, storage containers, backpacks, purse, or wallet will be inspected only in the student’s presence and with the student’s permission unless there is a clear indication with reasonable suspicion that a law or school regulation has been broken.

Proselytizing – Staff members are not allowed to impose their own values or beliefs such as religious or political views or beliefs upon students.

Referring Students – If a staff believes there is a need for a student to be seen by a counselor or doctor, or if the student asks to be referred, you must fill out a referral form located in the office file. The staff will need to complete the form and give it to the supervisor. We have available on campus, counseling services from professional counselors, a licensed social worker, and substance abuse counselors. The Indian Health Service also has counselors and therapists available to help our students.

Relationships – Staff members are not to establish or attempt to establish a relationship with a student that is or might resemble a dating relationship. Employees may not show favoritism to any individual student at the expense of other students. Staff must ensure a quality of care for all students.

Safety and Welfare of Students – Each staff member will be assigned a reasonable number of students with whom to make daily contact. Male employees will be assigned only male students and female employees will be assigned only female students. You will not be assigned students already in your family group. The purpose of the daily contact is to look for signs of any problems or needs that the student may need help with but is reluctant to reveal. Such things as bruises, missing glasses, inappropriate clothing, and mood changes should be noted and reported.

The following are examples of changes to watch for:

<table>
<thead>
<tr>
<th>Moods</th>
<th>Physical Appearance</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawn &amp; quiet</td>
<td>Hygiene (good or bad)</td>
<td>Poor grades</td>
</tr>
<tr>
<td>Complaining</td>
<td>Not bathing</td>
<td>Improving grades</td>
</tr>
<tr>
<td>Defiance</td>
<td>Not washing clothes</td>
<td>Tardiness to class</td>
</tr>
<tr>
<td>Defensiveness</td>
<td>Not changing clothes</td>
<td>Incomplete homework</td>
</tr>
<tr>
<td>Aggressiveness</td>
<td>Body odor</td>
<td>Avoiding homework</td>
</tr>
<tr>
<td>----------------</td>
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<td>------------------</td>
</tr>
<tr>
<td>Talkative</td>
<td>Not brushing teeth</td>
<td>Falling grades</td>
</tr>
<tr>
<td>Anger</td>
<td>Not wearing eyeglasses</td>
<td>Poor attendance</td>
</tr>
<tr>
<td>Avoidance</td>
<td>Changing styles of dress</td>
<td>Complaints about school</td>
</tr>
</tbody>
</table>

These are only examples of changes for which to watch. They are not the only changes for which to look.

**Sexual Harassment Policy** – The welfare and safety of children and staff is a priority. Unwelcome sexual advances, derogatory or pornographic posters, requests for sexual favors and any other verbal or physical conduct of a sexual nature constitutes sexual harassment and will not be tolerated. Tribal, state and Federal laws regarding sexual harassment will be adhered to at all times.

**School Bank** – Staff members are to encourage students to use the student bank for the safe keeping of their money. Employees are to honest with the funds of clubs or residence hall activities. You are not allowed to co-mingle funds with your personal money. Accurate and timely records of all transactions are required. Club funds must be placed in the school bank the next working day. The money in club or dorm accounts is strictly for the use of the residence hall or club and never for personal (employee) use.

**School Supplies and Equipment** – Staff members are not to remove any government purchased items from the school for their personal use. This includes food whether cooked or uncooked, cleaning supplies, tools, school supplies, or any other materials provided at the school.

**Services Available** – Insert the various services available to the students in the dorm such as recreation, academic tutoring, student safety and health care services.

**Searching (and seizure) Students** – See privacy.

**Staff Meetings** – Regular staff meetings will be held for general announcements, to review schedules, discuss safety issues, consult on student progress and discipline, and provide in-service training.

**Staff Training** – The Homeliving Regulations require staff training that is to be completed before the first day of student occupancy for the year and annual training that is required during the school year. Attach a copy of the regulations to the handbook for reference.

**Study Hall** – There will be at least one hour per day of scheduled structured study at least four days per week for all students. Additional student time for students that are failing any class will be provided. Study times will be designated and times posted so students can complete home-work, read, study and learn discipline. Staff will provide tutoring assistance to those students that need additional help during study time.

**Supervision by Movement** – Supervision of students and their activities is most efficiently done by both observation and constant movement among them not by being seated or standing in one place where you become the observed. Talking with students as you move among them will increase your power of observation as well as your rapport with students.
Transportation Schedules – If you transport students home on weekends, provide a schedule of times and places. Inserting a map at the back of this handbook with routes and stop times will also help. Give arrival and departure times at each bus stop (waiting times at stops are important). If you transport students you should also have a written policy developed regarding the cancellation of buses due to bad driving conditions. The written policy should include who makes the decision to cancel or postpone, who and how the students (public) are notified of the decision, and the alternative pickup day/time information.

Tobacco Use – The use of tobacco is strictly forbidden in school vehicles. Smoking is only permitted in properly designated smoking area during rest breaks or meal periods. Besides the proven health hazard for you, its use sets an unwanted example for the students. Shining Star Boarding School needs healthy students and employees.

Toxic Waste/Body Fluid Disposal – Residential staff are responsible for the safe and proper disposal of infectious waste. This may include any bandages or other materials that has collected the waste from any student, employee or visitor at the school. The proper disposal is in a double “Red Bag”. The red bags are obtained through Indian Health Service.

Two-way Radios – You may be assigned a two-way radio for use at school. It is a valuable piece of government property you should protect from damage or loss. It is also an excellent communication tool. Use it as you need, but always remember that your message is being heard by many people including our students and your supervisor.

Vehicles – Employees are NOT to allow students to drive employee or government owned or leased vehicles. Keys to vehicles are not to be given to students for any reason.

Visitors in the Residence Hall – All visitors in the residence hall must check in at the office. Each visitor must sign in (and sign out) with a definite destination or person to visit. They must be given a visitor pass to wear while on campus. No one should be permitted to wander through the dormitory without an escort.

Wellness Program: A wellness program has the elements of a safe and nurturing environment where students are known and activities such as character development, sex education, healthy choices and other wellness services are provided. Students are provided the opportunity to identify and implement practical, meaningful, long-lasting improvements that promote health and wellness.
HOUSEKEEPING/SANITARY GUIDELINES

The residential supervisor is responsible for the cleanliness of the residence hall and the grounds around the buildings. He/she will assign cleaning duties, schedules, and other activities which will ensure all areas are safe and provide a healthy environment for the staff and students. Students will be assigned an appropriate degree of community service work (details) that promotes the responsibility of maintaining a healthful and pleasant living area.

BASIC CLEANING GUIDELINES:

The following list should be done daily or weekly:

- All hard surface floors will be swept and mopped.
- All carpeted floors will be vacuumed.
- All bathrooms will be cleaned and sanitized including water faucets, toilets, urinals, sinks, floors and mirrors.
- Shower stalls/rooms will be cleaned and sanitized.
- There are certain weather conditions which will require floors to be cleaned more than once a day.
- All water fountains will be cleaned and sanitized.
- All beds will be made each day and linens must be changed and cleaned weekly.
- Each room will be cleaned daily and checked for safety hazards and any work orders that may be needed.
- Any non-working light bulb or tube will be removed and replaced. Remember that some of these fixtures are considered hazardous material.
- Food items left in student rooms should be thrown away or stored in a proper receptacle to deter spoilage, rodents, and insects in the dormitory.
- Check bathrooms and replenish soaps, toilet tissue, and paper towels as needed.
- Hallways will be buffed.

As needed:
- Remove snow, ice or sand from steps, sidewalks and other areas.
- Clean and pick up trash from areas around the residence hall at least twice each week.
- Wash all windows both inside and outside at least once each month.
- Shampoo carpets at least quarterly.

After the students have left the dorm, the staff should check on what the students cleaned, put away all supplies and equipment and do cleaning in areas not done by students or not done well by students. At no time should a student be kept from going to class in order to complete a cleaning assignment. You will have to work with students to teach them to do their community service work properly. Explain the need for students to do their part in keeping their dorm home a pleasant, clean and an inviting place to live.
TIPS FOR FAMILY GROUPS

- Show affection. Let your students know you care for them. Tell them often. Let your actions also show your care for them.
- Build your students’ sense of worth.
- Listen to your students. Give them a chance to talk about both the positive and stressful events in their lives. Let them know that you understand their worries and take them seriously.
- Help them develop their own problem solving skills.
- Encourage their interests and abilities.
- Treat them as individuals with their own special qualities.
- Give your students some attention every day.
- Have regular family meetings. Discuss activities, routines and problems.
- Give everyone a chance to speak and don’t allow angry or negative attitudes. Work with them at problem solving rather than conflict.
- Talk about any changes affecting or that might affect your students. Let them know that there are always professional counselors at the school to help them and you would be happy to arrange a session for them whenever they would like.
- Use humor and empathy, not orders, anger, or sarcasm when asking your students to do something.
- Find activities that can be done as a family such as exercise, meals, or trips. Make sure the activity is of real interest to the students and not your own.
- Never forget that your students have problems also. They need patience and understanding just like you. What may be a small thing to you can be a very big problem to them.
- Take a special interest in each of them. Learn their likes and dislikes, know family names, and pay attention to activities in which they participate.
- Visit their classrooms when you can. Keep up with their academic progress and grades. Urge them to do as well as they can in school.
- Discuss their futures with them. Help them see the bright future that lies ahead as they continue their education.
- Help them plan for their futures after graduation. Talk about different careers, college, and trade school to help them realize that they can achieve.
- Invite guests to talk with your family group. Small groups are an excellent means to bring out meaningful thoughts and promote open discussions.
STUDENT RIGHTS AND RESPONSIBILITIES AND STUDENT HANDBOOK

The 25 CFR, Part 42 (42.10) states that each school must develop a student handbook that includes local school policies, definitions of suspensions, expulsion, zero tolerance, and other appropriate terms, and a copy of the regulations in this part.

Insert student handbook and Part 42-Student Rights here. .
ADDENDUMS
SCHOOL DIRECTORY- INFORMATION
(insert names, titles and phone numbers)

SCHOOL BOARD MEMBERS

President
Vice President
Secretary/Treasurer
Member
Member

SCHOOL STAFF

ADMINISTRATION

ACADEMIC STAFF

FACILITIES STAFF

RESIDENTIAL STAFF
OTHER DOCUMENTS TO BE PART OF THE HOMELIVING HANDBOOK

Emergency Contact Numbers (insert local school officials, fire department, police, ambulance, hospital, utility companies, and your facility manager.)

Events Calendar:
- School Calendar
- Class Schedule
- Athletic Schedules

Forms
Check List Forms
- Bed Check Log
- Medication Log
- Structured Physical Activities
- Tutoring
- Linen changes

Reporting Forms
- Counselor/Medical Referral
- Local Incident Report
- SCAN Report

Local Grievance Procedure

Maps
- Map of Campus
- Map of Residential Program Buildings
- Map of Academic Program Buildings
- Map of Bus Routes

Notice of Asbestos in the Work Place

School Committees

Signature - Required Documents
- Corporal Punishment Prohibition Notice
- Local Computer User Agreement
- BIE Statement of Policy/Employee Conduct
- Review and Receipt of Residential Employee Handbook
- Sexual Harassment

Two Way Radio Information
- School Call Numbers, Letters (caller identification)
- Radio Protocol
- Ten Codes