



TONALEA DAY SCHOOL

2024 - 2025

August 5, 2024 – May 21, 2025



New Student Enrollment Checklist

Name: _____

Grade: _____

1. _____ Enrollment Packet. *Do not complete if you are not the custodial parent or do not have legal or temporary guardianship documents attached.*
2. _____ Certificate of Indian Blood (CIB)
3. _____ Birth Certificate
4. _____ Current copy of immunization, dated after March 2024 (handwritten records will not be accepted.)
5. _____ Official withdrawal form, if transferring from another school.
6. _____ Copies of transcripts, grades, test scores, kindergarten certificate for all transferring students.
7. _____ (If applicable) Legal documents. If you are **NOT** the custodial parent or legal guardian of a student, you are required to provide one of the following documents:
 - Court custody documents
 - Social Service placement documents
 - Notarized Power of Attorney forms
8. _____ (If applicable) Other copies of court documents, protection orders, etc.
9. _____ (If applicable) Specialized services documents such as IEP, Gifted and Talented...
10. Student Email Address: _____
11. Parent Email Address: _____

**Please contact Tonalea Day School for more information
on student enrollment**

Helen.Klain@bie.edu

Phone: (928)283-6325

FAX: (928) 283-5158

Tonalea Day School
 Attn: Helen Klain
 P.O. Box 39
 Tonalea, AZ 86044

For internal office use only

ROUTING:

RECEIVED IN FRONT OFFICE DATE: _____ TIME: _____ INITIAL: _____

**STUDENT ENROLLMENT APPLICATION
FOR STUDENTS ENROLLED IN BUREAU-FUNDED SCHOOLS
2024-2025**

Name of School: TONALEA DAY SCHOOL	
Type: Day School	Funding: BIA Operated
1. IDENTIFICATION	
Grade Enrolling: _____	
Name of Student: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (Last) (First) (Middle) </div>	
Mailing Address: P.O. Box _____ City: _____ State: _____ Zip Code: _____	
Location of Residence: _____	
Date of Birth: _____ Place of Birth: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Month/Day/Year City, State </div>	
Gender: () Male () Female	
Tribal Affiliation: _____ Degree Indian: _____ Enrollment Number: _____	
Home Agency: _____ Chapter House: _____	
Dominant language spoken in home: 1.) _____ 2.) _____	
Non-Native Students: _____ <div style="text-align: center;">Race/Ethnicity</div>	
2. FAMILY INFORMATION	
Father: _____ <input type="checkbox"/> Check here if the student lives with this person. Mailing Address: _____ _____ Tribal Affiliation: _____ Home Agency: _____ Enrollment Number: _____ () Living () Deceased Occupation (Optional): _____ Employer: _____ Phone Numbers and Email Home: _____ Work: _____ Cell: _____ Email: _____	Mother: _____ <input type="checkbox"/> Check here if the student lives with this person. Mailing Address: _____ _____ Tribal Affiliation: _____ Home Agency: _____ Enrollment Number: _____ () Living () Deceased Occupation (Optional): _____ Employer: _____ Phone Numbers and Email Home: _____ Work: _____ Cell: _____ Email: _____

<p>Complete this section if the student is in a legal custody relationship with a person other than the parents.</p> <p>Legal Guardian: _____</p> <p>Check here if the student lives with this person: _____</p> <p>Mailing Address: _____</p> <p>Tribal Affiliation: _____</p> <p>Home Agency: _____</p> <p>Enrollment Number: _____</p> <p>Occupation (Optional): _____</p> <p>Employer: _____</p>	<p>LEGAL DOCUMENTATION NEEDED TO ENROLL STUDENT.</p> <p>Other (group home, etc.) _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Student Lives With: _____</p> <p>Telephone Home: _____</p> <p>Telephone Cell: _____</p> <p>Work: _____</p> <p>Emergency: _____</p> <p>Email: _____</p>
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3. SCHOOL(S) PREVIOUSLY ATTENDED:

A. School Name: _____ Dates Attended: _____ Grades Completed: _____

Address: _____ Reasons for Leaving: _____

City/State/Zip: _____

Has your child participated in the following: Gifted and Talented 504

Special Education Other:

YES NO My child has been previously suspended or expelled from this school.

YES NO My child is currently being referred for a suspension or expulsion from his/her school.

B. School Name: _____ Dates Attended: _____ Grades Completed: _____

Address: _____ Reasons for Leaving: _____

City/State/Zip: _____

Has your child participated in the following: Gifted and Talented 504

Special Education Other:

YES NO My child has been previously suspended or expelled from this school.

YES NO My child is currently being referred for a suspension or expulsion from his/her school.

I am legally responsible for this student and hereby apply for his/her admission to this school.
 I understand that additional information may be requested by the school before the student is enrolled.

X _____

Signature of Parent/Legal Guardian/Adult Student Date

Tonalea Day School Enrollment is: Approved Not Approved

Principal: _____ Date: _____



Tonalea Day School
Phone: (928) 283-6325
Fax: (928) 283-5158



Release/Transfer of Record (s) Form

Student: _____ **Grade:** _____ **DOB:** _____

Parent /Legal Guardian: _____

This is a request for the records of the above-named student to be released from your facility for the purpose of a routine school transfer, educational planning, and placement.

Records Requested From: Previous School: _____

Address: _____

Phone Number: _____

Fax Number: _____

The following records are authorized by the parent/legal guardian to be released or transferred upon the receipt of this request.

- Cumulative Record
- All Academic assessment records (DIBELS, NWEA, etc.)
- Psychological and Special Education Records
(If applicable to this student: IEP, consent of evaluation, placement summary reports)
- Medical and Health Record
(If applicable to this student: birth and developmental history, vision, and hearing records.)
- Other: _____

I hereby authorize the release or transfer of the above student's records to:

Tonalea Day School
P.O. Box 39
Tonalea, Arizona 86044

Parent or Legal Guardian Signature

Date



TONALEA DAY SCHOOL

SY 2024 – 2025

PARENT PERMISSION FOR STUDENT CHECK-OUT



STUDENT: _____ **GRADE:** _____

For the safety and well-being of our students, **ONLY** the people listed below may check-out a student from Tonalea Day School. (Strictly for check outs **ONLY**)

Mother's AND/OR Legal Guardian's Name: _____

Phone No: _____

Phone No: _____

Father's AND/OR Legal Guardian's Name _____

Phone No: _____

Phone No: _____

Please keep in mind, if the school cannot contact a Parent/Legal Guardian, the people listed below will be contacted to check-out student, especially in cases of emergency.

*I give permission for the following **ADULTS** to check-out my child/children. Authorized persons must be 18 years of age or older. A form of identification with a photo and name may be requested for check-out.*

1.		Relation		Phone Number	
2.		Relation		Phone Number	
3.		Relation		Phone Number	
4.		Relation		Phone Number	

Parents are encouraged to have their children in class during instructional time, 8:00 A.M. to 3:15 P.M.

A pattern of early check-outs will require a conference with the Principal and parent.

Early check-outs are strongly discouraged, however, we respectfully request that early check-outs be made **prior** to 3:05 P.M. but not before 2:55 P.M., as after 3:05 P.M. students are preparing to board buses, walk home, or carpool.

Parent / Legal Guardian's Signature

Date

STUDENT NAME: _____ GRADE: _____ SY: **2024-2025**



Home Language Survey

2024-2025 Academic Year

Tonalea Day School



Date: _____
Student's Name: _____
Parent Name: _____

Instructions

This Home Language Survey (HLS) is to be completed by the parent or legal guardian of the student enrolling in this school. The information on this form helps us identify students who may need support in increasing their English language skills necessary for success in school. Completion of the survey is optional, though indicating that English was **not** the child's first language may lead to additional resources or supports to assist in your child's development in the English language for academic achievement.

Process

If your child is identified as a possible English Language Learner through this Home Language Survey the student will go through a process to make a final determination. Your child will be screened to determine the child's English language status. If the student scores a 26 or lower on the Kindergarten W-APT or below a 4.5 on the 1st -12th WIDA Screener the child will be identified as an English Language Learner. You will receive a Parental Notification Letter of your child's score and the eligibility. If your child is identified as English Language Learner, you will be notified of educational services he/she will receive and will be tested annually to determine if he/she becomes proficient in the English language. The letter will offer you the option to decline some or all services to your child. Your child's score will be entered into the Native American Student Information System (NASIS).

Student Languages / Please check Yes or No

1. Was **English** the **first language** used by this student?
 Yes: Go to Question 2
 No: Go to Question 3
2. When at home, does this student hear or use a language **other than English** more than half of the time?
 Yes: Go to Question 3
 No: Student is not eligible for English Language Proficiency (ELP) Screening. HLS is complete.
3. When interacting with their parents, guardians, or caregivers, does this student hear or use a language **other than English** more than half of the time?
 Yes: Administer ELP screener. Record other language(s). HLS is complete.

HLS results: Screen / Do Not Screen (circle one)

Name the language used by the student or used more than half of the time at home.

Language: _____

*Place HLS in student's School Folder.



TONALEA DAY SCHOOL TECHNOLOGY ACCEPTABLE USE AGREEMENT

Technology tools and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school technology materials and Internet access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet, or other means over the computers available to students and staff is the property of the Bureau of Indian Education and may be accessed at any time by the Bureau for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the technology tools and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved.

The nature of the internet makes it impossible for the school to block users from accessing all potentially inappropriate sites. Students who intentionally access inappropriate internet sites will have their computer/internet rights revoked according to the student handbook.

When using the Tonalea Day School internet, the following are not permitted:

- Accessing Individual email, Facebook, Twitter, YouTube, Instagram, Snapchat or other internet social networking sites.
- Sending or displaying offensive messages and/or pictures.
- Harassing or insulting others.
- Accessing other's passwords, folders, work, or files. Students should use flash drives to store their documents rather than saving them to the computer hard drive or to the server.
- Printing documents or pictures without specific permission.
- Downloading music, pictures, movies, or videos.
- Downloading to a disc or hard drive without permission.

1. PRIVILEGES

The use of the Bureau network services is a PRIVILEGE, not a right, and inappropriate use may result in a cancellation of those privileges. The school administrator and teachers will deem what is inappropriate use and may deny, revoke, or suspend access to specific users.

2. SECURITY

Security on any computer system is a high priority. If you identify a security problem within the network, you must notify the teacher or principal. Do not demonstrate the problem to other users. Do not use another individual's account, forge messages or post anonymous messages. Attempts to login to any system as any other user may result in cancellation of user privileges. Attempts to login to the Bureau networks as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems in using other computer systems may be denied access to Bureau network services.



3. NON-COMPLIANCE

Violations will be referred to the school administrator for disciplinary or legal action. Consequences will be based on policies disciplinary or legal action. Consequences will be based on school discipline policies. In addition, failure to comply with this policy or directives may result, dependent on the severity of the breach, in withdrawal of your access privileges, exclusion from courses of study, placement in an alternative education program, or criminal prosecution. Faculty members will be notified of the student's loss of privileges.

All files stored on school computers, including email, are subject to routine monitoring by school and agency personnel. **Users should have no expectation of privacy regarding these files.**

All users must sign and return this form before using the Tonalea Day School computers and network.

I have read and understand the Tonalea Day School policy relating to acceptable use of the school technology and network system. I agree to abide by this policy. I understand that any violation of this policy will result in loss of computer and internet use which in turn may affect my ability to complete assignments and may affect my grade. I understand that all internet activity can be tracked by Tonalea Day School and the Bureau of Indian Education.

Student Name: _____ Grade: _____ Date: _____

Student Signature: _____

As the parent/guardian, I have read and understand the policies relating to acceptable internet usage. I understand that it is impossible for the school to restrict access to all controversial materials. I will not hold the school or its employees responsible for material acquired on the internet. I understand that my child is responsible for his/her appropriate use of the internet. I hereby give my permission for my child to use the technology available at Tonalea Day School. I understand that all internet activity can be tracked by Tonalea Day School and the Bureau of Indian Education.

Parent/Guardian Signature: _____ Date: _____

NOTE: Please sign this page and return it to your child's teacher. We will make two copies of the page; one to return to parent/guardian, one for the teacher, and the original will remain in the office.



Tonalea Day School
Po Box 39
Tonalea, AZ 86044
Phone: (928)283-6325
Fax: (928)283-5158



Media Publication Form Photographs and/or Video Consent Form

Occasionally, we may take photographs of the students at Tonalea Day School. We may use these images in our school publications, as well as our website or on our display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring purposes or other educational use.

From time to time, our students will appear in local or national newspapers.

SY 2024-2025

We request your permission before we photograph or make any recordings of your child for educational or athletic purposes.

Please answer questions 1 to 4 below, then sign and date the form where shown.

Student Name: _____ **Teacher:** _____ **Grade:** _____

1. ***May we use your child's photograph for promotional recruitment purposes?***
_____ **Yes** _____ **No**

2. ***May we use your child's photograph in other printed publications that we produce for educational purposes or on project display boards?***
_____ **Yes** _____ **No**

3. ***May we use your child's image on our website?***
_____ **Yes** _____ **No**

4. ***May we use your child's image on the Northern Arizona Interscholastic Conference (NAIC) website for athletics?***
_____ **Yes** _____ **No**

Parent/Legal Guardian (**Print**)

Parent/Legal Guardian (**Signature**)

Date

NOTICE OF NAVAJO NATION TRUANCY LAW
10 NNC 118, 502, & 503

Student: _____ Grade: _____

Parents: _____

Mailing Address: _____

The Arizona State Law and the Navajo Nation Compulsory Law require students to attend school. The law requires the parents/guardian to be responsible for their child's daily attendance and to notify the school of their child's non-attendance in a timely manner. The primary responsibility to attend school must be with student and the parent/guardian.

You are hereby given notice of **Navajo Nation Truancy Law** regarding the compulsory education which states as follows:

- 10 NNC 118 Student Attendance: A. *“Every person who has a Navajo child or Navajo children under his or her care between the ages of 5 and 18 years shall assure the attendance of the child or children in school. For purpose of this Section, a child shall be five years old only if he or she has a fifth birthday prior to December thirty-first of the school year to which this policy is applied. This policy attends to attendance by children who have not yet graduated from high school. Local school governing boards shall develop programs to improve regular school attendance in compliance with this policy.”*
- 10 NNC 502 Compulsory School Attendance- Generally: *“Education in a Navajo school shall be compulsory as to children between the ages of 5 and 18 years as prescribed and defined in 10 NNC 118 of the Navajo Education Policies.”*
- 10 NNC 503 application of State Law and Navajo Nation Law: *“The Navajo Nation Council consent to the application of state compulsory school attendance law to the Indian of the Navajo Nation and their enforcement on Indian lands of the Navajo Nation wherever 10 NNC 188 of the Navajo Education Policies regarding compulsory attendance shall apply to all Navajo minors between the ages of 5 and 18 and to all person having care and custody of such minors who are within the civil or criminal jurisdiction of the Navajo Nation.”*

I hereby have read the Compulsory School Attendance notice for the School Year 2024-2025.

Parent/Guardian Signature

Date