



United States Department of the Interior  
BUREAU OF INDIAN EDUCATION  
NEW MEXICO NAVAJO NORTH  
BECLABITO DAY SCHOOL  
P.O. BOX #1200  
SHIPROCK, NEW MEXICO 87420  
Telephone: (928) 656-3555/3556 Fax: (928) 656-3557



August 4, 2025

Parents and Guardians:

The Bureau of Indian Education (BIE) is committed to fostering positive and healthy school environments that reflect a culture of respect, cooperation, and mutual support for our students and staff members. To that end, the BIE has established the attached Visitor Code of Conduct to ensure that all interactions between the public and BIE employees are conducted in a safe and respectful manner on BIE property and/or during BIE activities both on-and-off-property.

The Visitor Code of Conduct outlines clear expectations for acceptable visitor behavior, including respectful communication, adherence to personal and professional boundaries, and compliance with school policies and legal requirements on all school campuses and BIE properties. These include, but are not limited to, BIE and BIE-sponsored functions, events, operations, activities, and extracurricular activities that may occur on school campuses or other locations.

Review the Visitors Code of Conduct for the purpose, definitions, and expectations. If rules aren't followed, visitors may have limited access to school activities, communication might be restricted, or legal actions could occur to enforce 18 U.S.C. § 111.

All visitors must adhere to these rules or face appropriate restrictions for violations in accordance with applicable laws and regulations.

We ask for your cooperation to make the school experience safer and more positive for our students, families, staff, and entire community.

Sincerely,  
Ms. Wilson, Head Teacher

Go Bobcats!

## VISITOR CODE OF CONDUCT

### PURPOSE:

The Bureau of Indian Education (BIE) is committed to providing a safe and harmonious learning and work environment. We want to cultivate an environment that inspires a culture of respect, cooperation, and mutual support. With this in mind, we create clear expectations for visitors while they are on BIE property and/or during BIE activities.

### DEFINITIONS:

“BIE Activities” includes but is not limited to BIE functions/events, BIE operations, BIE sponsored activities, as well as extracurricular activities.

“Prohibited Behavior” includes but is not limited to abusive and/or vulgar language and/or gestures, talking over one another, behavior that encroaches on another’s personal space, intimidation/intimidating behavior, intentionally destroying/damaging BIE property, intentionally disrupting BIE activities, offensive comments, physical aggression, physical attacks, profanity, and threats/threatening behavior.

“Visitors” includes non-BIE employees as well as BIE employees who are not acting in connection with their duties and responsibilities to the BIE.

### EXPECTATIONS:

The following are expectations that all Visitors must comply with:

- **Respectful Communication:** Visitors shall communicate and conduct themselves in a respectful and courteous manner with BIE employees, students, and other Visitors, refraining from engaging in Prohibited Behaviors. Communication channels include but are not limited to in-person conversations, video calls (e.g., Zoom, Teams, Google Meet), text messages, email, telephone calls, voicemails, social media posts, and messages, etc.
- **Boundaries:** Visitors shall respect the personal and professional boundaries of BIE employees, students, and other Visitors, refraining from engaging in Prohibited Behaviors.
- **Compliance with School Policies:** Visitors shall comply with all requirements for being on BIE property or at a BIE Activity, which may include but is not limited to signing-in, requesting permission to enter the property or attend the function, etc.
- **Compliance with Legal Requirements:** Visitors shall treat all BIE employees, students, and other Visitors with fairness, dignity, and respect, and shall comply with all applicable laws and regulations, including those related to harassment, discrimination, and personal conduct.

### CONSEQUENCES FOR VIOLATIONS:

Violation of this Visitor Code of Conduct may result in appropriate action, including but not limited to restrictions on the types of communications that will be allowed (e.g., requiring written communication as opposed to telephone calls, etc.), restrictions on access to school premises or participation in BIE Activities, the suspension of privileges, or legal action where appropriate, in accordance with applicable laws and regulations. 18 U.S.C. § 111.

# WELCOME VISITORS!



Follow these simple rules to keep our school positive and safe:

## BE KIND & RESPECTFUL

Please use polite and respectful language. This includes face-to-face, phone calls, texts, emails and social media. Hurtful words or actions are not permitted.

Respect personal space and boundaries. Be mindful of people's comfort zones and avoid threatening or aggressive behavior.

## GIVE PEOPLE SPACE

## FOLLOW SCHOOL RULES

Sign in when you visit. Follow our school rules, including permission to be on campus or attend events.

Treat everyone fairly, with dignity and respect. Follow all laws, especially those that protect people from harassment and discrimination.

## RESPECT THE LAW

## I M P O R T A N T

Review the Visitors Code of Conduct for the purpose, definitions, and expectations. If rules aren't followed, visitors may have limited access to school activities, communication might be restricted, or legal actions could occur to enforce 18 U.S.C. § 111.

