



Theodore Roosevelt School
Dormitory Department

Dormitory Registration
2025-2026 School Year

THEODORE ROOSEVELT SCHOOL

Residential Enrollment Packet





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Vision Statement

“Providing ingenuity for the whole student with educational, cultural, creative and emotional support.”

Values

As the residential department of Theodore Roosevelt School, it is our intent to provide the very best educational, intellectual, emotional and behavioral support to each student. We view our students as individuals and see their potential for success. We understand that success is defined by each individual student and their personal abilities, and we help them discover their personal strengths. We are molding and conditioning young adults and appreciate our task at hand. We provide guidance as personal examples of integrity, character and educational success. We strive to create and maintain a safe, educationally supportive and positive living environment for all who reside with us.



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Dear Families and students of Theodore Roosevelt School,

We cannot thank you enough for your interest in our school's residential program. To our returning students and families, we're so excited to have you back and look forward to another great year. And to our new incoming students and families, please receive our warmest welcome as we're sure you will find our program as exciting as we do. We're confident our new implemented areas of interest will help shape and mold our students into the best possible young adults they can become.

Beginning this year, our residential program will be offering more in-dorm study, learning, discovery opportunities as well as an increase in group interactions and discussions.

Please note that I will be sending out pertinent information throughout the school year via text and email. I ask that you please keep your phone numbers up to date in our files so that we may contact you directly as needed.

On behalf of all the residential staff at Theodore Roosevelt School, we welcome you to the dorm and look forward to serving and teaching all of our students. Let's make it a great year!

Sincerely,

TRS Residential Staff



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Below is a sample schedule of what our regular day in the dorm will look like. Please keep this information as reference to better understand our daily operations:

MONDAY	
06:00 AM	Wake up call/get ready
06:30 AM	Morning chores/details work
06:50 AM	1 st Roll Call downstairs
07:00 AM	Breakfast at cafeteria
07:45 AM	School begins
02:30 PM	School ends/after school activities/afternoon snack
04:00 PM	2 nd Roll Call downstairs/begin 1 hour of academic study
05:00 PM	Dinner at cafeteria
05:30 PM	Dinner complete/clean the cafeteria after use
06:00 PM	Back at dorm/down time in common areas/cell phone use/group activities
07:30 PM	3 rd Roll Call/Evening snack
07:45 PM	Showers/hygiene routine
08:00 PM	Quiet time in individual bedrooms/collect phones/journaling/homework/reading time
08:30 PM	4 th Roll Call
09:00 PM	Lights out/bedtime



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Student Enrollment Information

First Name:	Last Name:	Middle Name:	Grade Level:	Age:
Date of Birth:		Gender: <input type="radio"/> Male <input type="radio"/> Female	Tribal Affiliation:	
Mother/Guardian Name:	Mailing Address:		Mother's Phone(s):	
Physical Address:		Community:		
Father/Guardian Name:	Mailing Address:		Father's Phone(s):	
Physical Address:		Community:		
Mother's Email:		Father's Email:		
Last School Attended:			City/State:	



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Emergency Contacts

In the event of any on site dorm emergency, the parent/guardian will be notified first. If contact is not made with the parent/guardian, the emergency contacts will be notified in the order you add them on the list.

Name:	Relation to Student:	Phone Number(s):	Physical Address:

Parent Name

Parent Signature

Date



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Authorized Persons for Student Check-in/out

All students must be signed into the dorm each returning Sunday between the hours of 05:00PM and 08:00PM unless otherwise noted or approved. Any student being checked out during the week must also be signed out by approved persons of your choosing:

Name:	Relation to Student:	Phone Number(s):

Parent Name

Parent Signature

Date



Student Conduct Agreement

The residential program strives to provide a safe, productive and enriching environment for all students and staff. To accomplish that, we have set rules and guidelines that must be adhered to and agreed upon by parents/guardians and students. Please review the items listed below with your student and sign together once understanding has been reached.

The following items are not permitted in the dorm at any time:

- Any type of weapon or contraband that may be considered harmful or dangerous to oneself or others
- Any amount of tribally deemed illegal drugs including alcohol, marijuana and other illicit substances
- Any amount of use of inhalants such as glue, gasoline or other chemicals
- Any amount of peyote, tobacco or tobacco products even if for ceremonial use
- Any form of substance paraphernalia including vape pens, pipes, lighters
- Any type of sexually explicit material, including photographic, video and illustrated forms

The following offenses are considered not permissible:

- Any degree of physical assault between students or students and staff
- Any degree of sexual assault between students or students and staff
- Any degree of verbal assault between students or students and staff
- Any degree or form of emotional abuse/bullying between students or students and staff
- Any degree or form of Cyberbullying between students or students and staff
- Any degree of verbal or written threats of the above listed forms of assault
- Any degree of theft or stealing from students or staff
- Any degree of theft of dorm property
- Any degree of unwarranted entry into the dorm without authorization or with a staff member



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- Any degree of intentional damage to dorm structure or property, including vandalism
- Any degree of attempt to conceal prohibited items
- Any degree of intended injury or harm to another student or staff member
- Any unauthorized absence from the dorm is considered AWOL and parent/guardians will be notified
- Open use of foul/offensive language, derogatory terms, explicit language or mention of inappropriate verbiage

Such offenses will result in disciplinary actions ranging from verbal and written warnings, parent/guardian notification, temporary dorm suspension or complete withdrawal from the dorm. Please be advised that we are not limited to these measures and are required to seek legal actions if necessary, depending on the nature of each incident, and understand that they will be dealt with on an individual basis per the discretion of the dorm staff and director.

Parent Name

Parent Signature

Date

Student Name

Student Signature

Date



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Weekend Residential Opportunities

We are happy to share that we will remain operative most weekends throughout the 2025-2026 school year. Weekend availability is subject to change depending on holidays as well as the needs of our staff, students and any potential residential maintenance required. Please understand that we aim to give all students the opportunity to stay on weekends so we will be rotating students each weekend based on student needs and availability. Our weekend numbers differ greatly than our numbers throughout the week due to limited dorm staffing and other school departments being closed such as the cafeteria and food services. Please sign below to confirm your understanding.

Parent Name

Parent Signature

Date



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Dormitory Incentive Trips

Each month, we would like to reward our residential students with an evening out together, doing things such as dinner and a movie, fun park activities, or other forms of local field trips. At the end of both the Fall and Spring semesters, we plan on taking our students on an overnight trip to a nearby city for social and cultural experiences, in areas such as Phoenix, Flagstaff and surrounding counties. As it applies, we will be sending home formal permission slips to each student permitted to attend. Please sign below to confirm your understanding.

Parent Name

Parent Signature

Date



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Medical Permission/First Aid Treatment

The dormitory carries a variety of over-the-counter medications and first aid care items. If at any time your student requires medical attention while at the dorm, we will reference this form. Please identify below which types of medication and care you give us permission to provide your student if needed:

OTC Medication:

Ibuprofen (Motrin)
Acetaminophen (Tylenol)
Naproxen (Aleve)
Midol (menstrual cramping)
Pepto Bismol (digestion)
Imodium (indigestion)
DayQuil cough medicine
NyQuil cough medicine
Diphenhydramine (Benadryl)
Cough drops
Chloraseptic (sore throat spray)
Tums (antacid)
Suphedrine (congestion)
Eye drops
Orajel (tooth ache)

First Aid Items:

Epinephrine (Epi Pen)
Naloxone (Narcan)
Neosporin (antibiotic ointment)
Band aids
Ace wraps
Vaseline (chapstick)
Hydrogen Peroxide
Alcohol pads

**I consent to ALL listed
medications/first aid**

Parent Name

Parent Signature

Date



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Permission to Medical Transport/Treatment

In the event of your student needing medical treatment at our local Indian Health Services hospital and the parent or guardian is unavailable, TRS staff may be able to transport your student to receive the care they need depending on staff availability. Please sign below if you consent to TRS staff transporting and signing-in your student in place of parent/guardian if necessary:

Student Name: _____

Date of Birth: _____

Chart Number: _____

Known Allergies: _____

Medical Conditions : _____

Prescribed Medications: _____

Allergies to Medications: _____

_____ **YES**, I consent to my student being transported/treated at IHS in my absence.

_____ **NO**, I do not consent to my student being transported/treated at IHS in my absence.

Parent Name

Parent Signature

Date



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Group Topic Permission

With our new dormitory curriculum, we are looking forward to connecting with and educating our students in a more intimate group setting on most days of the week. During this time, adolescent related topics will be discussed and information will be shared that is relevant to emerging teens. Areas of discussion may include sensitive topics to some, such as hormonal and bodily changes, sex/biological information, safe sex practices, relationships and personal hygiene and menstrual education. Some groups are gender specific and students may be divided for separate group discussions during these times. Please understand that this information is beneficial to the maturing physical and emotional health of our students and we are here to support them as they grow and learn about their adolescent years. Please sign below to express understanding of our dorm curriculum:

Parent Name

Parent Signature

Date



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Personal Electronics/Valuable Items Agreement

In an effort to promote healthy social development and interaction among students and families, dormitory students are permitted to bring personal cell phones, tablets and/or handheld gaming devices for use during designated times each day. Please understand that games with a rating of “M” or higher are not allowed in the dorm. Although the dorm staff will collect all electronic devices at the end of each day and store them in a locked cabinet, please understand that any electronic device brought into the dorm is optional and the TRS dorm staff is not liable for any damaged, lost or stolen devices. Any device that is concealed and discovered will result in loss of electronic privileges for a period of time to be deemed necessary by the residential director. Personal cell phones are not to be used for sexually explicit materials and photography and videos of other students without their consent is not permitted at any time.

Please discuss this information with your student and sign together below:

Parent Name

Parent Signature

Date

Student Name

Student Signature

Date



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Borrowed Linens/Bedroom Essentials

The dorm has a limited supply of extra linens, towels and bedroom essentials available for student use if needed. These items must be checked out to a student before use and checked back in after use. Please do not take any borrowed items from the dorm labeled “DORM” home. If these items require washing, dorm staff will wash them upon return. If any of these items are taken home accidentally, please return them to the dorm as soon as possible.

Please discuss this information with your student and sign together below:

Parent Name

Parent Signature

Date

Student Name

Student Signature

Date



Dormitory Check In Items

Please bring the following items for check in to the dorm:

Linens:

- (1) Twin XL fitted bed sheet/flat sheet
- (1) Pillow with pillowcase
- (1) Blanket/comforter
- (1) Bath towel
- (1) Bath robe – *optional*

Hygiene:

- (1) Shower caddy to hold bath items
- Shampoo/Conditioner
- Body wash/soap
- Body sponge/wash cloth
- Toothbrush/toothpaste
- Dental floss
- Face wash/moisturizer
- Body lotion
- Deodorant
- Alcohol free mouthwash - *optional*

Clothing:

- (1) school week's worth of clothes
 - Shirts
 - Pants
 - Socks
 - Undergarments (bras, underwear, boxers)
 - Shoes
 - Slides/flip flops/Crocs



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Prohibited Clothing:

- Any clothing with drug, alcohol, sexual or gang references
- Skirts or shorts higher than mid-thigh
- Fishnet or sheer leggings
- Distressed denim jeans with very large holes
- Crop tops or tops revealing the abdomen
- Low cut shirts
- Tops that reveal undergarments
- Tank tops or camis are to be worn under a shirt or with a cover up

Prohibited Accessories:

- Spiked jewelry or accessories
- Chains for clothing or wallets
- Safety pin decorations or accessories

We also ask that you refrain from bringing snacks and drinks for your student as we have limited food storage areas. All snacks and drinks will be provided to our students from the dorm