

School Year 2019-20
STUDENT HANDBOOK
Middle and High School



We believe students must act with self-respect and with respect for others.

MISSION STATEMENT

Sapa un oti, Lakota owayawa kinhan woiwacin yuha pi ki le, wakanyeja wayawa piki, wouspe nahan wolakota ecetkiya ta tiwahe, nahan wowasi kin lena waste, nahan zaniyan wouspe pi kta eya wicunkicipatintanpi ksto/yelo!

The mission of St. Francis Indian School is to facilitate the best academic and cultural education with the highest expectations for our students and their families using a well-trained supportive staff in a safe and healthy environment.

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SAPA UN LAKOTA OWAYAWAKILEL

TANYAN YA GLIPI

WELCOM TO ST. FRANCIS INDIAN SCHOOL

ACCREDITATION

St. Francis Indian School is accredited by the South Dakota Department of Education and Cultural Affairs. It's our goal of the Board of Education and the school Administration to meet and exceed the standards directed by the Department of Education.

OUR TRADITIONS

Our Name: Warriors & Lady Warriors
Our Colors: Scarlet & Gold
Our Paper: Warrior Pride
Our Yearbook: Warrior Pride
Our Loyalty: On Wisconsin

Foreword

The members of the Board of Education, Administrators, and Faculty welcome you to the 2019-2020 school year. It is our hope that this year will be educational, prosperous, and enjoyable for you, **THE STUDENT.**

It is the goal of the Board of Education, Administration, and Staff to provide you with a safe, healthy school environment to assist you with your academic success. We encourage all students to do their best towards social and academic development embracing a culturally responsive education.

The purpose of this handbook is to give each student a reference to the expectations, interventions, rules and general information about St, Francis Indian Middle/High School. We encourage you to please read the handbook carefully and use it for an ongoing reference throughout the school year. If you have any questions, please feel free to contact, in person, or call the Middle School/High School Office at 747-2298.

THE FOUR VALUES OF THE LAKOTA WAY OF LIFE

Practice respect for self, others, teachers, buildings, and **Wokakota** which reflects a way of life that is in balance and harmony. We strive to create balance in ourselves, Physically, Mentally, Socially, and Spiritually by living the 4 Lakota values.

Wacantognaka-Generosity: The Lakota live in a giving manner, it is far better to be generous than to have a lot and keep it for yourself. Generosity is giving in more ways than material things: it is giving of your time work, and compassion.

Woohitika-Courage: In taking care of each other, the Lakota face hard and difficult times for the sake of each other. They learn as children how to face danger and problems without running away; counting coup was a way to prove courage. Even today we face bad things inside ourselves and out in the world. It takes courage to confront these things and to make positive changes.

Wopksape-Wisdom: Knowledge and wisdom of the elders is very important for the well-being of all Lakota because they have experiences of many things and changes. The Lakota understand all forms and walks of life through wisdom. Everyday knowledge and wisdom helps us understand and appreciate the world around us.

Wowahola-Respect: The Lakota societies, familial systems were and are based on respect. Today, our students and staff need to be in harmony and peace with each other.

Visitor Policy:

All visitors to the school must first report to the office, sign in, and obtain a visitor's pass. We welcome parents, guardians, and other community members at all times. Visitors whether students or adults, will be expected to adhere to the rules of the school. Since parents and other adults are the role models for the students –intimidation, bullying, and or harassment of students and staff cannot be allowed and will not be tolerated. All visitors must wear their visitor's pass while on school grounds (*see Visitor Guidelines*).

Law Enforcement:

The School will notify the parents if law enforcement wants to interview their children. In abuse/neglect cases, if law enforcement feels that a crime has been committed they or Social Services can take the child into custody and interview the child outside the presence of the parents as they deem necessary.

2019-2020 School Year Calendar
St. Francis Indian School

GENERAL INFORMATION

9-12 Grade Classification-Student classification or grade level for grades 9-12 shall be determined as follows at the beginning of each school year:

- FRESHMAN: Student must have completed 8th Grade.
- SOPHOMORE: Student must have earned 6 Credits.
- JUNIOR: Student must have earned 12 Credits.
- SENIOR: Student must have earned 18 Credits.

Students will be reclassified whenever they make-up enough missing credits so that they meet the requirements above.

All 1st (First) Year Freshman will be required to take Lakota Transition both semesters of their Freshman year. High School Graduation requirements include the following:

Academic core content credit may be earned by completing an approved career and technical education course. Approved to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification, and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both, a student is still required to take three units of Math. If a student is excused from Chemistry or Physics the student must still take three units of Lab Science.

Graduation Requirements- Course of Study

In order to graduate from St. Francis High School, Students must have:

- *A 2.0 grade point average (GPA)
- *Pass all of their core classes;
- *Pass required Careers Course (.5 Credit) to keep SD My Life profile up to date;
- *(23) Credit Hours and Students are encouraged to exceed the minimum state requirements of 22 Credits

No Student shall be compelled to participate in the graduation exercises. In order to participate, a student shall wear a cap and gown, with exception of trigonal dress. Seniors who did not complete the graduation requirements of 2.0 GPA, passed all their core classes, and have completed the required 23 Credit Hours will not be allowed to participate in the graduation ceremony.

Salutatorian and Valedictorian Requirements: In order to qualify to be Valedictorian, a graduation senior must have a GPA of 3.5 or higher. The Salutatorian will be selected by having the next highest GPA under the Valedictorian and must have a GPA of 3.0 or above. They will be determined by the two highest GPA's, fitting the above mentioned parameters. Both must have completed a minimum and maximum of 8 consecutive semesters in any Accredited High School, of which 4 consecutive semesters must have been completed at St. Francis Indian School. Students that transfer in and meet the above requirements will be eligible for all scholarships and awards. If no graduating seniors qualify for those honors, we will have student's speakers in lieu of a Valedictorian and/or Salutatorian. NOTE: The building principal will determine and announce the cut-off date on which ALL Senior grades must be entered into the NASIS system. Once the Senior grades are posed to the report cards and transcripts, all passing Senior grades will be considered and sanctioned as finalized. The only Senior grades that will be changed will be for the following exceptions: 1) change an F grade to passing so coursework is completed and graduation is achieved; or 2) a low grade is changed to a higher grade only for the purposes of raising the cumulative GPA so graduation is achieved. NO Senior grade, after posting to report cards and transcripts, will be changed simply for the purposes of achieving a higher GPA to acquire a higher class rank. This WILL include instances in which a teacher has failed to enter a grade correctly and did not correct the error prior to the grades being posted to report cards and transcripts. In instances where there is a tie, the GPA will be calculated to the 100th from the NASIS Campus Report. If a tie is not broken, students will be Co-Ranked.

Scholarships- In order to receive a scholarship from SFIS the following requirements must be met by the graduating senior: Awarded depending on scholarship funding available and student performance based on multiple indicators including academics, citizenship, perseverance, etc., as determined by a scholarship committee. Once determined and board approved, the scholarship outlines/opportunities will be available to students, parents, and community members.

Middle Scholl Promotion Requirements- 6th-8th grade promotion: In order to pass from 6th to 7th; 7th to 8th and 8th to 9th Grade, a student must pass all core subject classes (Math, Science, Social Studies, Reading/Language Arts), have a minimum cumulative GPA of 2.0. Middle School teachers will produce bi-weekly progress reports and quarter reports in order to keep the parents/guardians informed. During parent information night, teachers will also produce report cards for parents unless the bi-weekly or quarter reports are during the same week and the parents have already received one. These progress reports will be signed by the parents/guardians and returned to school within a week.

Student Retention-The primary criteria for the consideration of retention is:

- Not meeting the requirements mentioned above
- 10 or more days of unexcused absences
- Academic Achievement in all subject areas, especially basic skills mastery, as determined by tests, portfolio, and/or other assessment techniques.
- Development readiness for the next grade

The Principal will have the final decision regarding student retention/promotion.

MS/HS Response to Intervention (RTI)-The first time a student is found to be missing or failing 25% of assignments in core classes they will be considered ‘at risk’ for academic and/or behavioral problems. Parents/guardians will be contacted by the academic teacher. The student will receive early intervening implementing the RTI model. Based on instructional and behavioral strategies by highly qualified staff that is matched to student needs and monitored on a frequent basis. Student information is gathered by this approach and is used to make decisions regarding the student’s educational program. A students’ educational program will consist of teacher assistance team (TAT), counselor, principal, classroom teacher, and any relevant specialists, and after school tutoring services. Early Intervening and RTI encourages a proactive rather than reactive approach to solving academic and behavioral problems.

TIER I

Remember, Tier I is the general education classroom with good instructional qualified staff. Parents are involved in the following ways: Frequent communication with the teacher; Attend school functions, such as back to school night and parent/teacher conferences; Ask your child about his/her school day; Monitor and assist with homework assignments; Support and reinforce the classroom teacher; Meet with the teacher if your child start to experience difficulties; Praise your child for good work and discuss issues as they arise.

TIER II

If your child is struggling academically or behaviorally, it might be necessary for the school to implement targeted academic and/or behavioral intervention. In many cases, this will be enough to get your child “back on track”. Your involvement could include the following: Ask the school to notify you of team meetings concerning your child; if necessary, attend team meetings concerning your child; Request regular notification of progress on interventions; Suggest interventions and strategies for your child, which may also be implemented and reinforced at home.

TIER III

If your student is not responding at Tiers I and II, it may be necessary to provide support at Tier III. Your involvement would be similar at this level to include involvement listed above. When a student is not successful with attempts of intervention support at Tier II and III, it may be necessary to make a referral for special education services. This is a very formal process, and parental involvement has been well defined. Activities in this process may include, but are not limited to the following: Your consent is required for the school to evaluate or implement special education services. The school must notify you if they propose to change or not change your child’s eligibility, services, or placement. Actively participate in all Individual Education Program (IEP) meetings.

High School RTI and Academic Intervention: The academic progress and attendance of all high school students will be monitored daily by the academic counselor. In cases of lack of academic progress or lack of school attendance being noted, the student's name will be submitted to the TAT (Teacher Assistance Team) for review and an Individual Learning Plan will be created.

Right to Nondiscrimination- SFIS will not discriminate in any of its policies on the basis of age, race, color, creed, national origin, ancestry, religion, sex, marital status, or disability, and will not violate any provisions of applicable federal programs, statues or regulation (e/g Title IX, Title I, Rehabilitations Act, Americans with Disability ACT {ADA}, Section 504).

Rights of the Disabled-All students with disabilities in the SFIS are entitled to the benefits of a free and appropriate educational program. For specific information about eligibility and services, please contact Mrs. Crocker at 605-747-2298 ext. 4313 or the principal at 605-747-2298.

Section 504/Americans Disabilities Act- For a complete description of the rights granted under section 504 for students, please contact the Counselors and/or the principal at 605-747-2298.

Grading Scale

MS/HS Honors or High Honors- Grades must be based on academic performance. There will be two areas of recognition in regard to scholarships for students graduating from SFIS. Students earning a 4.00 to 4.33 grade point average will graduate with Honor. The grade point average will be a cumulative average for eight semesters beginning with grade nine.

Honor Roll and Merit Roll-For Middle School and High School: a student must be enrolled in four or more full time classes with no grade lower than a “C” to be eligible for the High Honor, Honor or Merit Roll. These rolls will be calculated on the basis of GPA for all classes as follows:

High Honor	4.00 to 4.33
Honor	3.50 to 3.74
Merit	3.00 to 3.49

The Middle School/High School Grading Scale will be as follows to reflect with the NASIS system:

<u>Letter Grade</u>	<u>Point Range</u>	<u>Grade Point Value</u>
A+	12	4.33
A	11	4.00
A-	10	3.67
B+	9	3.33
B	8	3.00
B-	7	2.67
C+	6	2.33
C	5	2.00
C-	4	1.67
D+	3	1.33
D	2	1.00
D-	1	0.67
NO CREDIT	0	0.00

Sinte Gleska University Dual Credit-

The High School Grading Scale for courses taken under dual credit will be as follows (this scale applies to dual credit courses only):

Letter Grade	Point Range	Grade Point Value
A+	12	4.33
A	11	4.00
A-	10	3.67
B+	9	3.33
B	8	3.00
B-	7	2.67
C+	6	2.33
C	5	2.00
C-	4	1.67
D+	3	1.33
D	2	1.00
D-	1	0.67
NO CREDIT	0	0.00

Bell Schedule

Middle School Bell Schedule:

MS Regular Schedule

Breakfast & Flag Song	8:00-8:30
Homeroom	8:30-9:00
Period 1	9:00-9:50
Period 2	9:50-10:40
Period 3	10:40-11:30
Lunch	11:30-12:00
Period 4	12:00-12:50
Period 5	12:50-1:30
Period 6	1:30-2:10
Period 7	2:10-2:50
Period 8	2:50-3:30
Homeroom	3:30-3:45

MS Late Start

Breakfast & Flag Song	10:00-10:30
Homeroom	10:30-10:45
Period 1	10:45-11:20
Lunch	11:20-12:00
Period 2	12:00-12:35
Period 3	12:35-1:05
Period 4	1:05-1:40
Period 5	1:40-2:15
Period 6	2:15-2:50
Period 7	2:50-3:25
Period 8	3:25-3:45

MS Early Release

Breakfast & Flag Song	8:00-8:30
Homeroom	8:30-8:45
Period 1	8:45-9:20
Period 2	9:20-9:55
Period 3	9:55-10:30
Period 4	10:30-11:05
Lunch	11:05-11:40
Period 5	11:40-12:15
Period 6	12:15-12:50
Period 7	12:50-1:30

High School Bell Schedule:

Regular Schedule

Breakfast & Flag Song	8:00-8:30
Period 1	8:30-9:25
Period 2	9:28-10:23
Period 3	10:26-11:21
Period 4	11:24-12:19
Lunch	12:19-12:48
Period 5	12:53-1:48
Period 6	1:51-2:46
Period 7	2:49-3:45

HS Late Start

Breakfast & Flag Song	10:00-10:30
Period 1	10:30-11:07
Period 2	11:10-11:47
Period 3	11:50-12:27
Lunch	12:27-1:00
Period 4	1:03-1:40
Period 5	1:44-2:21
Period 6	2:25-3:03
Period 7	3:06-3:45

HS Early Release

Breakfast & Flag Song	8:00-8:30
Period 1	8:30-9:05
Period 2	9:08-9:43
Period 3	9:46-10:21
Period 4	10:24-11:00
Period 5	11:03-11:38
Period 6	11:41-12:17
Lunch	12:19-12:52
Period 7	12:55-1:30

Homebound Instruction- ONLY the School Administrator can approve a student for homebound instruction. In order to qualify for homebound instruction a student must be unable to attend school for a considerable period of time DUE TO EXTREME MEDICAL CONDITIONS or at the discretion of the principal or superintendent to behaviors. The extreme medical conditions or behavioral circumstances must be supported by a Doctor’s written statement and/or a behavioral evaluation with a mental health provider and assist the school in developing a plan for reentry into the school.

If a student is found to qualify for homebound instruction they and their parents/guardian will sign a contract agreeing to complete their work in a timely manner. This contract will also include the following provisions:

- The student must have at least one contact hour with a certified teacher per school day they miss.
- A certified teacher must do their homebound instruction. They must show evidence that they are being treated for their medical condition.
- Students are to be in school during designated hours.

During their homebound status the student will be allowed to participate in school functions such as athletic events and/or attend functions at the discretion of the building principal (as case by case basis.)

If the Student does not adhere to their contract, they will be dropped from homebound and expected to return to school. Failure to return to school at the specified date will result in accumulating unexcused absences.

Permanent Record- From the moment you enter school you are building your permanent school record. The record you make is your own. Make your record one of which you can be very proud, a record that will be an advantage to you.

A transcript of your high school record is required for entrance into colleges, vocational schools, and the military service, and by many prospective employers. Written permission is required to release transcripts.

Students transcripts will be withheld upon graduation or transfer to another school system until the following items are either returned or the dollar value for replacement is given to the school: textbooks, athletic equipment, library items, musical instruments, and classroom equipment.

The dollar value to replace or repair any damaged school property must be paid in full or have an agreed payment plan before any transcripts for graduating or transferring students can be sent to or given out to anyone.

A student's attendance, suspension, and expulsion record will remain a part of student record until the student leaves SFIS permanently.

Program Participation-Students who attend and complete Summer Programs such as INMED, NASA SKILLS PROGRAM, Gearup, Upward Bound, Iowa First Nations and others as established with school system will be granted one (1) credit upon verification of their enrollment and completion. Students must have 45 contact hours or more to receive this credit. The credit will be recognized by the SFIS High School as an elective credit.

Progress Reports- Mid-term, quarterly, and annual reports will be sent home to the parents/guardian of the student. Bi-weekly grade progress reports and weekly attendance reports will be sent out at the discretion of the principal or by the teacher with approval of the Principal.

Teacher Assistance- If you have an assignment you don't understand or you are struggling with your work the teachers are glad to help you. Teachers are available to help before or after school hours or during lunch time. Students must be encouraged to be an advocate and communicate their academic questions and needs to their teachers.

After School Tutoring/Activity-Tutoring services will be provided and available for all 6-12 students. Students will need to have a bus pass in order to get on the activity bus. All students staying for after school activities will meet in the library. Front doors will be closed at 3:50 pm. If students are not in the library by 4 pm or signed up by 4 pm, students will not be allowed to stay on campus. Tutoring teachers will pick up students from the library. Students involved in Sporting Activities would report to their respected practice site by 4 pm or time designated by the coach/moderator.

After School Tutoring/Activity Buses-After school & Activity buses are provided for those students who remain after school for athletic practices, activity group meeting, or tutoring. These are the only students authorized to ride the Activity Buses. The Activity Buses will leave from the circle at 5:50 pm each day.

Students in regularly scheduled after school activities will be placed on the Activity Bus Lists. Activity Bus Passes are obtained from the tutoring supervisor, or moderators/coaches.

Library-The Library is open for your convenience from 8 am to 4 pm. It will be open during part of lunch period and occasionally in the evening. The library will be used only for research, reading, and quiet studying. Those students coming to the library during a class period must have a pass slip. Those who do not abide by the Library rules will not be permitted to use the Library. The Librarian will be available to assist you in finding resource materials, reference books or any other necessary information.

If you have overdue or damaged books, the library staff will work with you to replace those books either through work activities or purchase of replacement books.

Textbook Policy-Students are expected to return textbooks as requested by teachers. Damages to textbooks falls under the guidelines for defacing school property.

School Supplies-Individual teachers will give students a more specific list of required materials, but all students should be equipped with:

- A notebook (with at least six divider sections);
- Notebook paper;
- Writing tools including pens and pencils;
- Plastic bag for carrying writing tools;
- Eraser;

- Ruler with both inch and centimeter measurements;
- Calculator (optional).

The school is not obligated to supply pencils and paper. The students must come prepared to school daily.

Book bags/backpacks/purses/any bags-As part of our commitment to school safety, we continually review our policies and procedures to ensure that we are providing a safe and secure learning environment. To that end, we have revised our policy regarding book bags.

Lockers- Lockers will be assigned on the basis of one per student. Each locker is equipped with a combination lock. When mechanically possible all lockers shall be closed and locked. Closed and locked doors will eliminate the loss of valuables by students and greatly improve the appearance of the halls. The school assumes no responsibility for items lost or stolen from the locker. You are to refrain from posting or taping pictures, writing, etc., on doors or walls of lockers. As such, students have no expectation of privacy in their lockers. The administration or their designee has the right to inspect all lockers at any time to prevent their use for illegal purposes. Dogs and metal detectors could be utilized by school administration or law enforcement agencies.

Drug Detection Canines-At the discretion of the school superintendent, a search of school buildings/grounds by drug detection canines will be scheduled. Drug detection canines will search all lockers at the end of the school year, prior to the start of the new school year, and randomly throughout the school year. The date of the search itself will not be announced. Building principals will be present during any scheduled search, at the discretion of the building principal and/or canine handler. During the search itself, we will avoid student(s) presence in the immediate areas of the search. At the discretion of the canine handler, the locker, vehicle, and/or identified object will be searched. School discipline guidelines will be strictly enforced if illegal items are found during the canine search.

Metal Detectors (Stationary/Handheld)-St. Francis Indian School recognizes that the educational environment of the school and the safety of the students, staff, and visitors, is an important factor in the student's ability to learn and a teacher to teach. Through this policy, it is the hope and desire of St. Francis Indian School to foster a proper educational environment for all students and help promote the safety and welfare of students, staff, and visitors, by authorizing metal detector screening of students, staff, and visitors.

Definitions

Security Operations-Staff that includes security, hall monitors, teachers, and administrators of St. Francis Indian School who have been trained in proper procedures authorized by this policy.

Contraband-weapons, illegal drugs, electronic devices, and any other item that students are banned from possessing identified in the St. Francis Indian School student handbook, as well as tribal, federal, and/or State Law.

Metal Detector Activation-Occurs when a handheld/stationary metal detecting device responds by alarm or other signal.

Metal Detector-Any handheld/stationary detection device.

Metal Detector Screenings-The use of metal detectors on students, staff, and visitors entering the facility of St. Francis Indian School and their belongings on a given date. Everyone will be subject to metal detection. In the event the metal detector alarm is activated, a progressive search will be conducted until the reason for the alarm is discovered.

Daily Screenings-The Superintendent, or Building Administrator may authorize daily screenings.

Random Screenings-Screenings that are not conducted on a regularly scheduled basis.

As Needed Screenings-Screenings that are needed on a specific day for various reasons as determined by the Superintendent/Administrator designee and/or Building Administrator.

Guidelines

St. Francis Indian School staff will use handheld/stationary screening device(s) and execute search and seizure procedures, as directed by the Building Administrator.

Security staff will set up and use scanning equipment. Tables will be set up nearby for purses, backpacks, and other items that will be inspected. The person operating the metal detectors may be of either gender. However, if a search needs to be done the gender appropriate staff member will conduct the search; all school, Tribal, and Federal policies shall apply.

Any items violating school rules will be confiscated and disciplinary actions will follow as outlined.

In cases where there is reasonable suspicion that a weapon may be present, the School Resource Officer/Dean of Students, and/or Building Administrator shall be present.

Searches are conducted for safety purposes. Any violations to safety policies (School, Tribal, and Federal) shall receive all penalties set forth.

Early metal detector warning signs shall be posted to notify student, staff, and visitors.

An affirmative signal from a detector will serve as reasonable suspicion for a more intrusive search. Law enforcement will be notified if a weapon or an illegal substance is located during the search process. Because attendance is voluntary at these events, inspection of purses, backpacks, etc. can occur without prescreening. People attending functions may choose to leave items somewhere else before entering the event. With this exception, procedures used at extracurricular activities are the same as those used during the school day referenced above.

Student Vehicles-Students must have permission to drive their car to school from the administrator. Students who drive must have a pass that is to be placed on the windshield of their car. Students will obtain a pass once the HS office verifies insurance, registration, and the student must have a valid driver's license. Students who obtain or bring in a different car must complete a new application and surrender their old pass. Students who have more than one car must apply for the respective amount of passes. The administrator or designee reserve the right to search student vehicles when the reasonable grounds dictate. Students who drive to school must park their cars in the back parking, behind the MS/HS gym. Students may not park in the front lot or in any spaces that are not designated student parking as described above. After parking the car and entering the school, the parking lot is off limits until the end of the school day. The cars must remain parked for the school day, unless permission to leave is given by the building Administrator. **Students are not permitted to leave in another student's vehicle.**

Bicycles/Skateboards/Scooters/Hacky Sacks/ Shoes with Wheels- Riders should observe traffic and other safety laws and rules, and display courtesy toward drivers of motor vehicles.

Students who ride bicycles shall be required to park them in an area designated by the administration and are encouraged to use bicycle locks. The district is not responsible for lost, stolen, or damaged bicycles, skateboards, scooters, etc. or safety helmets.

Bicycles, skateboards, shoes with wheels, and scooters may not be ridden anywhere on campus. When on campus, students are expected to walk their bikes, skateboards, scooters, etc. Students must make arrangements with staff for skateboard and scooter storage prior to first period or if it fits in the student's locker, these items must be stored here. These items may not be carried by the student during the school day.

Hacky sacks may be used calmly during non-instructional time (lunch & before/after school). Hacky sacks will be confiscated if used during class time and returned at the end of the school year.

Work Study Students- Cooperative experiences, internships, shadowing, and mentoring opportunities provide

depth and breadth of learning in the institutional program and allow students to apply the concepts learned in the classroom. Work study will be available to students under certain conditions. Students in work study will be evaluated by their immediate supervisor and must be in good academic standing which include, but not limited to passing grades, minimum 2.0 GPA, on track for graduation, and no behavior/discipline issues.

Additionally, students on work study must complete the following requirements:

1. Homework Policy-Students will have one week to complete weekly homework assignments given by their work study supervisor.
2. Late work policy-failure to complete any or all the required weekly hour reports will result in a failing grade for the placement. Students may also be removed from work study.
3. Attendance policy- students are expected to show up for work study and all their academic classes. Failure to abide may result in removal from work study and any school attendance policy consequences.

Meeting and Practices-Individuals and groups are only allowed to use school facilities (classrooms, gyms, band rooms, etc.) under the direct supervision of a staff member. Student organizations are responsible for assisting with cleaning following any sponsored activities.

Sales by Students-Students shall not be permitted to conduct any form of sales activities (i.e. Girl Scout Cookies, Church, etc.) on the school premises, (during school hours). Sales may be held before school, and/or after school, other than those officially sponsored by the school with the principal's permission.

School Dances-All school dances must be properly chaperoned by the class sponsors/moderators and/or other school personnel and must be approved by the principal at least three weeks in advance. Students who leave the dance after entering will not be allowed to re-enter. All school rules will apply during any school sponsored event.

Open Gym-Open gym may happen as an incentive with a request of a teacher or moderator with the approval of the MS/HS Administrators. An adult supervisor must be present at all times. The gym and restrooms must be kept clean. It will be the discretion of the Administrators. *See SFIS Policies and Procedures.*

Lost and Found-All lost and found items should be turned in and claimed at the front office. Items will be kept for 4 weeks. At the end of the school year, or 4 weeks, unclaimed items will be given away.

Student Dress Code-The school reserves the right to restrict the student's activity around shop machinery or in other situations where the student's health or safety is directly related to the manner of dress. *See discipline.*

Clothing judged by the principal to be indecent, suggestive, or revealing to the point of class disruption is not allowed; the student will be directed to change immediately if possible or be sent home.

No clothing promoting alcohol or drugs, gangs/gangsters or any inappropriate venue will not be worn during school hours or at school sponsored events. Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas is unacceptable. Bandannas, head sweat bands, and any other head gear will not be worn or carried in hand, in the school buildings.

If hooded sweatshirts or hooded jackets are worn in the building, the hoods stay off of the head while in the building. Students are advised to wear sweaters or sweatshirts if they feel the need for additional warmth that follow the dress code policy. Blankets are not permitted in school.

Shorts and skirts at or near knee length may be worn. Shorts or skirts that are more than 2 inches above the knee are not allowed. Shirts, dresses, and tops must have sleeves and backs (not to expose the back more than 4 inches). Halter-Tops, bare midriff, see-through apparel are not to be worn. Cleavage must be covered and all undergarments must not be visible.

The waistband of pants must be worn at the waist with no visible undergarments. Any items that may be deemed as unnecessary such as gloves, sunglasses, or items deemed disruptive or a distraction will be removed.

Shoes must be worn at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes. No house slippers or shoes with cleats may be worn or pajamas may be worn to school.

Transgender Procedure- In accordance with applicable tribal and federal laws, rules and regulations, SFIS supports by providing an environment free from discrimination. The procedure outlined in this document is to designate a set of criteria in which students are able to succeed academically in a friendly environment free of discrimination. Transgender students will have access to the designated Family Friendly restroom.

Gender Identity Participation:

All students should have the opportunity to participate in all school related activities in a manner that is consistent with their gender identity, irrespective of the gender listed on the student's records. Should any questions arise whether a student's request to participate in a sex-segregated activity consistent with his or her gender identity is bona fide, a student may see review of his or her eligibility to participate in a school activity with his/her gender identity, the eligibility is granted for the duration of the student's participation and not need to be renewed for every academic school year.

Definition:

For the purposes of this policy, the following definition applies:

1. Transgender person: a person whose gender identity does not match the sex assigned to him or her at birth.
2. Gender identity: a person's deeply-felt internal sense of one's own gender
3. Gender expression: a person's external characteristics and behaviors that are socially defined as either masculine or feminine (dress, speech, mannerisms, social interactions, etc.)

Student Visitors-The following guidelines have been established for school age visitors who wish to accompany a St. Francis Indian School Student to school.

Advance Notice-Arrangements must be made at least two (2) days in advance of the proposed visit. These arrangements must be made with the high school principal; forms may be picked up in the high school office and must be returned 2 days before the intended visit. The visiting student must submit a letter of approval from their home school principal, clearing that student for attendance at the school that student attends.

Visitor Age-Visitors who accompany a St. Francis Indian School student to school must be of High School age.

Visitor Passes- Student visitors must report to the High School office accompanied by the SFIS student they are visiting. Student visitors will be issued a pass for the day and must remain with the SFIS student they are visiting throughout the day.

Visitor Length- Student visitations are limited to one day for each individual student visitor.

St. Francis Indian School Rules-All visitors are required to abide by the rules and regulations that govern students at SFIS.

Exclusions- Student visitors are not permitted under the following conditions:

- Students enrolled in other schools are not permitted to visit SFIS during such times as

- their school is in session
- Student visitations are not permitted during the following time periods:
 - The first week of school
 - The last week of school
 - During school-wide testing days

Telephone Use- Students will be called to the office for telephone calls for emergency only. Call back numbers will be written down and the students will be notified during their lunch time or during transitions. Students may call out for emergency situations with permission. Students are not permitted to use classroom phones to make internal or external calls.

Personal Electronic Devices-Are not permitted and will be confiscated. (see behavioral matrix) If lost or stolen while in the care of staff the school will not be accountable because it is a prohibited item.

Drills-

Fire Drills- Fire alarm bells will be signaled by on continuous blast of the fire bell. Students are to leave the classroom in an orderly manner and proceed to the nearest outside exit or the one designated by the teacher. Students should leave the classroom by rows, starting with row closest to the door. Teachers are responsible for all call of students following exiting the building. **DO NOT REMIAN IN THE BUILDING DURING A FIRE DRILL.**

Tornado Drills- Tornado drill alarms will be triggered in the event of a tornado warning being issued by the Rosebud Sioux Tribe or National Weather Service. Students and staff are to move to the central classrooms or hallways away from windows and are to remain in those locations until the warning is over. School administrators and supervisory personnel are to provide guidance in the event of a tornado drill. **DO NOT LEAVE THE BUILDING DURING A TORNADO WARNING.**

SFIS buses will not run during a tornado warning nor will students be allowed to leave in cars unless with their parent/guardian.

Intruder/Lock Down Drill- Once the call is made that the school is in a lockdown, all students are to find the nearest classroom and remain there until otherwise directed. Teachers will not allow any student to leave the classroom and all students will be confined to the safest place in the classroom.

Disaster Drill/Bomb Threat Drills- In the event of a disaster (flood, earthquake, chemical accident, war, etc.) students should follow instructions given by their respective teachers. These instructions are provided in the Crisis Management Plan.

School Insurance- It is recommended that all students be covered by an accidental injury policy. Students who need medical attention while away from home during student activities will be taken to the nearest medical facility. St. Francis Indian School will not be responsible for bills incurred.

Non-Custodial Parents- A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities as long as the presence of one or the other does not disrupt the objective of the meeting.

The non-custodial parent may not visit with the student during the school day nor may the student be released to the non-custodial parent unless written by the custodial parent that gives permission.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of the information to, and the school visitation of, the non-custodial parent.

Wellness Policy- The goal is to create a culture where Students *choose* to live a healthier lifestyle, rather than being

forced to do so. Wellness works best when the experience is a shared one through communal goals. Different people are motivated by different things. For more information, please request the wellness policy located on page 17 from the SFIS School Policies and Procedures Handbook.

FERPA- Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education. Once a student reaches 18 years of age or attends a postsecondary institution, he or she become and “eligible student,” and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term “education records” is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. Access to Education Records. More information is available in the HS front office.

ATTENDANCE REQUIREMENTS

Attendance Policy- A student’s contribution to achievement in class is directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent.

While it is true that written work can be completed for make-up- labs, class instruction or presentations, discussions, some audiovisual presentations, or student-teacher interaction can never be made up.

Perfect Attendance- Perfect attendance at SFIS is considered only if the student is in class every day, all day, on time, except in the case of a death in the immediate family or be a participant in a conference or school sponsored extra-curricular activity. Students who leave early or are tardy are not considered for perfect attendance.

Excused Absences- Excused absences are, in general, for student illness and family emergencies. A child may also be excused for other exceptional reasons with approval of the school administrator. Absences for religious events are not counted against a student’s attendance record as long as the parent/guardian notified the school in writing prior to the student’s observation of a religious event. If the student is absent the parent/guardian must notify the school within two days by written notice. If the school did not receive notification from the parent/guardian within the two (2) days, the student will be unexcused.

In instances of chronic or irregular absences reportedly due to illness (more than 2 days), the school administration will request a Doctor’s statement (s), certifying absence to be justifiable.

A student who has (10) consecutive unexcused absences will be dropped from school and will have to reapply for admittances unless they provide medical statements which have been presented timely.

Nurse Discretion: Only with the nurses’ or principal’s approval can authorize a student to be sent home for sickness. If the nurse is absent then the Home School Coordinator will make the necessary calls to the family and give approval to send the student home if needed.

School Health Office Services-

- Students are encouraged NOT to call parents/guardians for an early dismissal from the school due to illness prior to going to the school health office
- Children will be excluded from school for the following signs or symptoms of: **Impetigo** (exclude until 25 hours after treatment has been initiated). **Pinkeye** (exclude until examined by a DR with approved readmission, with treatment). **Scabies** (exclude until after treatment has been completed or until examined by a DR with approved re-admission, with treatment). **Fever** (greater than 100 degrees). **Vomiting** (if

occurs two or more times).

- **Medication:** All over the counter/prescription medication brought to school by students must be turned into the School Health Office.
- Parent/Guardian request to administer medication to students must fill out a permission to medicate form.
- **All students** must be up to date on Immunizations standards set by the SD Department of Health and current within 45 days of the start of school or will be temporarily expelled.

Notify the school Health office of any illness, surgery, broken bone, allergies, medical conditions or other health related needs of the student.

Head Lice Policy- St. Francis Indian School Head Lice (head lice, nits, eggs) policy: If a student is suspected of having head lice, school personnel may check them. If head lice are found, the parent/guardian will be notified and the student is sent home. It is the responsibility of the parent/guardian to treat the student with head lice product and most importantly to remove all nits and head lice from the student's hair. Students may return 24 hrs. after receiving head lice treatment. Parents are encouraged to check their student's hair for nits and lice throughout the year, all belongings at home and school should be checked also for infestation. If a class is having an unusually high number of students with head lice, school personal will screen the class and take appropriate measures. If the student is constant offender of head lice issues the family will be referred to public health Nursing, Department of Social Services, and Tribal Education to assist the issue.

Unexcused Absences- Unexcused absences are any absence that does not fit the description of an excused absence. Absence may be excused at the discretion of the school administrator.

It is vital for student to be in school as much as possible. Written work can be made up however class instruction, presentations, discussions, videos, guest speakers and teacher interactions cannot be made up. Parent/guardian will have a 2-day grace period to inform the school the reason for the absence with appropriate documentation. It will be unexcused if no documentation is received.

Make-up Work After Absences- Students are permitted to complete all make-up work after an excused absence. Other arrangements can be made as a private contract between teacher and student.

Excused Absences for School Activities and Educational Leave- Students are not recorded as being absent when they miss school for participation in a **school-sponsored activity. Students who attend regionally or nationally recognized youth events are excused.**

Any student who accumulates ten days of unexcused absence will not be allowed to participate in St. Francis Indian School's extracurricular activities for the remainder of the semester; this is based on an accumulation of absences throughout the semester. If the 10 days are accumulated during the last month of the first semester, the students will not be allowed to participate the second semester. If the 10 days are accumulated during the last month of the second semester, the student will be unable to participate during the following school year for the first semester. Therefore, any student on an attendance contract cannot participate in extracurricular sports or activities including student government.

Situations such as Out of School Suspension is considered an unexcused absence and will count against schools ten days drop policy.

Middle School/High School students must also be passing **Four Core** classes to be eligible to participate in any activities.

Each Monday, the athletic director will give the respected coaches a grade checklist. Those students who are not passing will have one week to improve their status to passing in their core classes. If the student(s) continue to fail

after the first week, they will not be allowed to participate in any extracurricular activities including practices until the student(s) obtain a passing grade.

Sign out Procedures- Students are required to remain on campus from the time they arrive in the morning until they are dismissed in the afternoon. If it is necessary to leave the school because of illness, students should check out through the office.

Adult Students- Are students 18 years of age and older, who ARE NOT living with their parent/guardians will need to document the reason for their absence. Students 18 years or older residing with their parent/guardian need parent/guardian note if they have been ill or missed school. Campus will remain closed. If adult students are not present to make the most of the academic opportunity they have been provided they may be dismissed indefinitely, unless they are receiving IDEA services.

SFIS has a Closed Campus policy (see discipline policy)- Once a student arrives on school grounds or gets on a school bus he/she shall remain on campus until it is time for that student to return home, unless these conditions are met:

- **A parent or guardian of a 6-12 student must notify the Middle or High school** front office before removing their child from school.
- **A student leaves on a scheduled trip** as a member of a supervised, authorized school team, club, or other activity group in which he/she has parental permission to participate.
- **The school nurse takes a student or other delegated person** to Rosebud Indian Health Service Hospital or other authorized clinic under a prior consent of the parent or guardian.
- **A student under appropriate supervision has authorization** from the principal or superintendent to leave during an emergency situation or high stress situation.

ST. FRANCIS INDIAN SCHOOLS ATTENDANCE POLICY

Rosebud Sioux Tribal Code-Title V Chapter 8, Sec. 3, requires a parent to send their child to school until the age of 18 years. Parent/guardian notification will occur according to the policies on tardiness, cutting, and absences. **Students returning from absence must present a note to the office to categorize the absence accordingly as excused or unexcused.**

St. Francis Indian School will manage attendance violations as follows:

Note: There will be daily calls made via NASIS messenger to the phone number(s) on file in the event a student is absent from their first period class before 9am.

The following occurs when a student has reached two (2) days of unexcused absences:

- Phone contact made by school.
- Notice by letter mailed to the parent/guardian.

The following occurs when a student has accumulated five (5) days of unexcused absences:

- The parent and student will be contacted for a conference with the principal or a counselor to develop a plan for improving his/her attendance. *Contract may be required.
- There will be a home visit made by the Home-School-Coordinator, School Administrator or other school staff assigned by administration.
- Notice will be mailed and one will be hand delivered to the parent/guardian.

The following occurs when a student has accumulated seven (7) days of unexcused absences:

- Notice hand delivered to the parent/guardian; and
- Written notice hand delivered to the **Rosebud Sioux Tribal Truancy Program** for further action as deemed necessary.
- The student will be placed on an attendance contract, where they will have to attend school 95% of the time.

The following occurs when a student has accumulated (10) days of unexcused absences:

- Notice by Certified letter and hand delivered notice to the parent/guardian.
- Notice sent to the **Rosebud Sioux Tribal Truancy Program** for further action as deemed necessary.
- The student shall be dropped from the school's enrollment and will have to re-apply for admissions at which time the principal will review the admittance request.
- Once readmitted there will be an updated attendance contract, if the contract is violated the student will be dis-enrolled and will not be allowed back to school for the remainder of the semester and will have to reapply for admittance;

Failure to send children to school is a Class C Crime. See Parent Handbook.

Cutting /Missing Class Middle School/High School- Absence from class is defined as not being physically present during a class period while on school grounds. Students who cut class are at risk of losing credit for that class in addition to disciplinary consequences (see discipline). A skip will be defined as an unexcused tardy for a period of 10 minutes or more.

Tardiness- Students are to be in the classroom at the scheduled start times or before. It is the student's responsibility to be in class on time.

Unexcused tardies

Any student accumulating seven (7) unexcused tardies will accrue one class period missed.

Unexcused absence from class- Unexcused tardiness does not meet the criteria mentioned in the excused tardy section. Class periods missed accumulating to seven (7) periods missed will equal one day of accumulated absence.

Excused Tardiness- Excused tardiness will consist of the following:

- Doctor appointments
- Late Bus
- Student's personal illness
- Illness or death of an immediate family member
- Participation in legitimate school activities with permission of an administrator
- Emergency/extenuating circumstances as recognized by an administrator
- The parent/guardian must provide a note or phone call when their student is late due to unforeseen circumstances when appropriate.

Transfer Policy- Any student transferring from another school must have complied with all requirements of that school so that St. Francis Indian School will have access to all records needed such as those related to grades and extracurricular activities. Students cannot start school until all records are received by the school.

Students transferring to St. Francis from any school in Gregory, Tripp, Todd, or Mellette County will only be allowed to transfer within the first 14 days of the SFIS semester. Once the principal closes enrollment, students will not be allowed to enroll except under extenuating circumstances; at the discretion of the principal. No student

will be accepted as a transfer student who has been expelled, who is currently under suspension from another school or who has chronic suspensions, and/or who is on long term suspension pending an expulsion hearing.

Cancellation of School- When school is cancelled for any reason a School Messenger a recorded message will be sent to identified phone numbers of the student's parent/guardian (up-to-date numbers are important to give the school), the local radio and TV stations (KELO, KSFY, KINI, MAGIC 93.7, 96.1, & KOYA) will be notified to air the message, and the school board members will be notified.

GAT and Shop Classes- Students attending these classes will meet the teacher at the main entrance to the High School Building. Students will not walk by themselves back and forth. The teacher will escort all students to class and from class.

Conduct and Behavior- Students, you are responsible for following your schedule of classes as well as the policies and regulations that are included in this handbook. The discipline policy of St. Francis Indian School is based upon humanitarian principles and ideals that recognize the dignity and value of each student.

The immediate objective of the school is to provide a safe learning environment. The ultimate objective of school discipline is student growth in abilities, attitudes, and habits essential to the acceptable and self-controlled behavior necessary for successful adjustment to society.

Student Responsibility- Students are required to be in school every day. A student must be in attendance at school for the entire school day in order to participate in any school-sponsored activity taking place on that day. The principal/designee may grant an exception to this limitation, if extenuating circumstances exist.

Students are expected to adhere to responsible standards of behavior and conduct themselves in a socially acceptable manner. In order to give students ideas of consequences for different offenses and to insure that fair consequences are given without discrimination, certain administrative guidelines have been established (Universal System). If you fail to meet these responsibilities, you will be referred to the Administrator.

It is important to remind students and parent/guardians that some violations of school rules may also be in violation of tribal, and federal law. You may be charged and prosecuted by either of these authorities.

Conduct Guidelines- The student is subject to the authority of all faculty and staff member during the school day and while attending school functions. This includes activities both on and off school property. Do not assume that a teacher of one school cannot discipline you belong to another school. You are under the supervision of all teachers.

All violations of school policies are subject to disciplinary action with possible suspension and/or expulsion as an eventual recommendation. The disposition of each case shall be determined by the administration of the school.

The following behaviors are expected:

1. Observe safety rules and courtesy on the school grounds.
2. Help Keep the school clean by depositing litter in the trash cans/dumpsters provided.
3. On school grounds including in the classrooms:
Show courtesy and respect at all times to fellow students and faculty members.
4. Care for all school property; do not write on desks, walls, in books, etc.
5. All students are expected to enter and leave the building in a quiet and orderly manner.
6. All students are expected to enter and exit out their designated door and are to use the sidewalks.
7. Keep hands and feet to self (no pushing or shoving)
8. Be prepared to learn all you can
9. Public displays of affection are not permitted on campus.

10. Students are to show consideration for others at all times.
11. Students will address all staff members, visitors, and each other with respect.
12. If conflicts, concern, or issues arise, notify administrators of the situation right away.
13. Walk in a single-file line during arrival, transitions, and dismissal. No running.
14. Each teacher will only allow one student to go to the bathroom at a time.
15. In the mornings, students will either be eating breakfast in the cafeteria or be in their classrooms.

High Expectations: Universal System and Procedures
Holding High Expectations for Students, Staff and Administration

1.) Hall/Bathroom Pass Procedures

What are the procedures?

1. Each student will be allowed to use the bathroom during transitions, breakfast, and lunch without a pass. Students are encouraged to take advantage of this time.
2. Students will not be excused from class the first 20 minutes of each class, the last 20 minutes before lunch and the last 20 minutes of the school day.
3. Every student in the hallway MUST have a pass. Students who do not have passes will be asked to return to their classroom.

2.) Transition/Hallway Expectations for movement to specials, lunch, events etc.

- 1.) Teachers will transition with their students to all assemblies or activities.
- 2.) In the mornings, students will either be eating breakfast in the cafeteria or be in their classrooms (MS), or outside. Students who go to the classroom must remain in the classroom they initially visit.
- 3.) Faculty and staff will be present in the hallways, monitoring the transitions and having specific duties (i.e. Bathroom duty, Commons Duty, etc.).

3.) Universal Consequence System

What are the Procedures?

- 1.) Each teacher will have a system of warnings and redirection.
 - Example:
 - Warning 1: Verbal warning regarding behavior.
 - Redirection 2: Redirection to appropriate behavior.

4.) Each teacher will have a classroom management policy

All certified staff will have posted classroom procedures to support the desired environment. Teachers and staff are expected to post classroom expectations for students integrating the four Lakota cultural values; Generosity, Courage, Wisdom, and Respect to follow during the class period. (Lakota guide for values are on front page of student handbook).

Why have these Procedures?

A universal consequence system will be a clear and observable system of behavior checks. By having a physical, step-by-step consequence system, all students and teachers will be aware of the individual students' behavioral progression throughout the day. If a student receives four behavioral warnings, the teacher and student know that a write-up or call home is inevitable and expected. Students must be held accountable for their actions. And teachers must hold themselves accountable to give consistent and fair consequences. This universal consequence system will provide the student and teacher this accountability and provide adequate documentation necessary for discussion with parents and problem-solving on a school level. With a consistent system among staff, it will be easier to prioritize large-scale improvements at the school.

Kitchen and Commons Area procedures for lunch

- a.) Teachers will direct their class to the Commons Area. There will not be designated tables, however at any time of the school year, this may change.
- b.) When dumping their trays, the students may dump their tray at will but must return to their table immediately and wait for the entire class to go through and get ready to line up.
- c.) To avoid any conflict, the teacher is mandated to either sit or stand with their class during the lunch hour.
- d.) The class will depart the commons area as a group and not one by one.

Why have this procedure?

In order to have structure in the commons area, we must all supervise our students and keep them all in an orderly manner. The safety of all students is a major concern and lunch time is one of the most unstructured times of the day and we need to be vigilant in keeping order.

****This pertains to student 6th through 8th grade.**

School Security System- SFIS has a school-wide security camera system. The purpose of this system is to monitor the school environment to ensure the safety and well-being of students and staff. Only authorized school personnel monitor the camera system. It is used to evaluate school climate, monitor incidents and provides a means of identifying students who violate school rules.

Students who enroll at SFIS consent to the recording associated with the security camera system. Policies regarding use of video tapes/CD's are available in the School Policies Handbook. Rosebud Sioux Tribal Police Officers will also be on school grounds and in the school building to ensure a safe school climate and assist students and staff.

Policy on Release of Security/Surveillance Tapes- The contents of information, photographs, moving pictures, images, or sounds contained within any security/surveillance tape installed, operated, or owned by St. Francis Indian School that records action, conduct, speech, or conversation of any persons on property utilized to carry out the School's educational mission shall be confidential with the following exceptions. Such tapes shall be available to any interest party desiring to have them considered at any hearing conducted pursuant to School policies, Federal or Tribal law enforcement, subpoena of any court of competent jurisdiction, or for good cause upon prior approval of the Principal, Superintendent, and/or Board of Education.

Rules on School Grounds and Consequences- (Security camera, such as body cameras, and school security personnel along with the Rosebud Sioux Tribe Diversion Officers monitor SFIS); Infractions of the rules on school grounds will result in disciplinary action whether school is in session or not.

St. Francis Indian School Bullying Policy- The St. Francis Indian School is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students, parents, and teachers will be treated with respect and dignity. Persistent bullying behavior can severely inhibit a student's ability to learn and have a lasting negative effect on a student's life. This policy is in effect while students of St. Francis Indian School. The bullying of students by students, staff or third parties is strictly prohibited **and will not be tolerated (See Discipline).**

BULLYING BEHAVIOR AND HARASSMENT

ST. FRANCIS INDIAN SCHOOL'S LAKOTA ANTI-BULLYING BEHAVIOR CODE:

“Treat all staff and students with Wowahola-Respect.” Bully breaks this Lakota Way of Life, because if you hurt, threaten, or frighten someone you are not treating them with Wowahola. The foundation of the Lakota society is based on Wowahola-Respect. Actions and feelings or respect will revitalize health and well-being towards spiritual, emotional, and mental health. WOWAHOLA IS ACCEPTED AND BULLYING IS NOT ACCEPTABLE AND WILL NOT BE TOLERATED.

PURPOSE:

The St. Francis Indian School is committed to providing a safe learning environment for all students, employees, volunteers and community that is free from harassment, intimidation or bullying behavior. Bullying behavior is not acceptable within our Lakota culture or values.

Everyone at St. Francis Indian School is committed to making our school, buses, and school events safe and caring places for all students, staff, parents/guardians and visitors. We will treat each other with respect, and we will refuse to tolerate bullying behavior. St. Francis Indian School will enforce this bullying behavior policy both on-campus and off-campus; this includes the use of electronic media. Cyber bullying, even when it occurs off school grounds, will not be tolerated. The learning experience of those subjected to bullying behavior can suffer a wide range of negative consequences to include but not limited to: fear, resulting in chronic absenteeism, leading to truancy and eventually dropping out of school, or other serious results. Bullying behavior may take many forms and can occur in any setting. SFIS has a responsibility to provide a free appropriate public education for all students. When appropriate, SFIS will also report bullying behavior to appropriate law enforcement agencies.

DEFINITION:

Bullying behavior is conduct, verbal or otherwise, that is unwanted, involves a real or perceived **power imbalance**, with the intent to cause emotional, physical, or psychological harm to others, through verbal harassment, physical assault or other means which creates a hostile environment at school. Bullying includes, but is not limited to:is:

1. Aggressive behavior that involves unwanted or negative verbal and/or physical conduct directed at a student that:
 - a) Is intended to cause harm;
 - b) Causes an individual to become scared, intimidated, or fearful while at school or home;
 - c) Interfere with a person's education;
 - d) Disrupts the school day or activities;
 - e) Involves the Use of technology or any electronics (e-mail, text messages, social networking sites, and so on) to bully
 - f) Are acts of bullying toward a person as revenge because he or she reported bullying or provided information during a bullying investigation (retaliation); or
 - g) Instigate by encouraging others to do acts of bullying listed above; and
2. Involve a pattern of behavior repeated over time (ex. While in classes or transitioning to classes)

EXAMPLES:

Examples of bullying include, but are not limited to:

- Pushing, hitting, kicking, shoving or throwing things at someone;
- Stealing or damaging another person's property;
- Name calling or teasing; mocking, criticizing, making fun of, or making statements intended to hurt another student;
- Threatening to hurt someone;
- Leaving someone out on purpose and without good reason or socially isolating a student from other students or staff;
- Spreading rumors about someone;
- Social Networking to use as a means to subject others to bullying behavior (any electronic device);
- Any act of intimidation; glaring, or other non-verbal facial or body expressions intended to intimidate;
- Discriminatory comments based on a student's age, gender, sex, sexual orientation, national origin or race.

Cyber Bullying Behavior-Activity Prohibited:

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or any other electronic communication or conduct which disrupts or impedes school order and/or discipline is expressly prohibited and will be dealt with as a major offense as outlined in these policies. Cyber bullying includes, but is not limited to, the use of technology for the purpose of harassing students, staff, or others; or teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or web site postings including blogs. The author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else. In such scenarios, St. Francis Indian School may conduct investigations to ascertain the actual identity of the author(s).

In situations in which cyber bullying originated from a non-school device, disciplinary action shall be based upon whether the conduct is determined to be disruptive of the educational process or impedes the day-to-day operations of the school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, making a threat off school grounds or any matter with the intent to cause harm a member to a student.

Procedure for Reporting Bullying:

Students are expected to report all violations of the Policy they witness, are told about, or are subjected to a member of the School staff, and are encouraged to report to their parents or legal guardians. Parents/guardians are expected to report all acts of bullying behavior they witness, are told about, to a member of the school staff immediately.

All acts of harassment, intimidation, or bullying witnessed or reported by students to an employee must be reported verbally to the school Principal on the same day when staff witnesses or becomes aware of the incident. School staff must submit a written report of the incident to the principal within 24 hours. If bullying is reported to or witnessed by a Facilities, Transportation, or Administrative employee, the employee will verbally report the incident to the Superintendent who shall report to the Principal the same day and be followed up with a written report within twenty-four (24) hours. School Staff are all required to report all violations of this Policy they witness, are told about, or are subjected to on an Incident Report Form. Every behavior should be reported on an Incident Report Form. Any failure of school personnel to report violations of this Policy will result in disciplinary action up to and including termination of employment.

The principal must inform the parents or guardians of all students involved in the alleged incident immediately and may discuss the availability of counseling and other intervention services as outlined in the Anti-Bullying Behavior Policy Steps 1-3.

The principal/principal designee must initiate an investigation of the incident within one school day of the report.

The investigation must be completed as soon as possible. The Principal will complete a report no later than 5 school days after the principal/principal designee had received the initial written report of the incident. The report of the investigation may be amended if new information becomes available.

The report should be completed by the principal/principal designee with recommendations no later than 5 days after the reported incident. A principal may extend the time to complete an investigation for an additional 5 days if information is not available yet, but will still file a report no later than 5 days after the initial written report of the incident is received. Any determination that a violation of the bullying policy in fact occurred must be based on specific information/evidence and such information/evidence must reasonably suggest that the conduct had or is likely to have a disruptive effect on the operation and discipline of the school.

The principal or their designee will ensure that all steps are followed when a bullying behavior incident is reported. The Principal or their designee will make contact with parent(s)/guardian(s) and set up meetings when necessary as outlined in the policy.

In appropriate circumstances, SFIS will also report bullying to appropriate law enforcement agencies and/or Child Protective Services.

Bullying Behavior Intervention Steps:

Step 1: Intervention, Warning, Redirection and Team Meeting

The staff member who witnesses or receives the report will ensure that the immediate behavior stops and will reinforce to the student that bullying will not be tolerated. The staff member will ensure that the proper documentation is made with the Principal, who will ensure that Parent/Guardian (of student being bullied and the student bullying) notification will be made by phone call, incident report and team meeting when necessary. The team meeting will consist of the student meeting with the Intervention Team which shall include the classroom teacher, the Principal, one of the student's assigned teachers, and the counselor or family advocate; and for students on an IEP or 504 Plan, a special education teacher, to discuss the problem, solutions to the problem and to reinforce that bullying will not be tolerated. A plan will be developed with future consequences if the behavior continues. The Student must sign the form. A copy of the incident report and plan will be sent home. The Student must meet with family advocate or counselor for bullying education.

Step 2: Formal meeting with parents and administration

School staff will notify parents/guardians of the involved student(s). The parents/guardians will be required to meet with the Intervention Team to develop an Individual Behavior Plan, or in the case of a student on an IEP, if applicable, amendments to the existing IEP. Previous documentation will be reviewed with the parent/guardian. The student will be required to sign the anti-bullying behavior contract with a parent/guardian and administration signatures as witnesses. The student(s) will begin individual sessions with the school counselor and consequences will be included in the Anti-Bullying Behavior Contract including but not limited to the following:

Student and parent/guardian will attend Bully Education (DVD's/ lessons, etc.) with the family advocate or counselor.

Mandatory Counseling Sessions to be provided by one of the following: School Counselor, IHS, Contracted counseling services, or a Family Advocate with progress notes and further recommendations sent to the school.

- Temporary removal from the classroom
- Reassignment to a different class schedule where appropriate to protect the target.
- Loss of privileges including extracurricular activities
- Classroom or administrative detention (lunch detention, before school detention or a combination of all)
- In-school suspension or placed on restriction from participation in school related activities during the school week
- Out-of-school suspension (1-9 days)
- Legal action in tribal court or referral for criminal prosecution where appropriate
- If a parent/guardian does not to meet with the Intervention Team or fails to make arrangements to meet to develop an Individual Behavior Plan, the student will be placed on Out-of-school suspension until the parent/guardian meets with the Intervention Team for up to nine (9) days. If the parent/guardian fails to meet or make arrangements to meet with the School and the student remains under suspension for more than three (3) school days, the Principal shall refer the case to the Rosebud Sioux Tribe's Education Department; this will be at each three (3) day interval for up to nine (9) days.

Step 3: Student Hearing

The Principal should review that all steps have been followed before a Student Hearing requested. A Student Hearing shall be held to determine if expulsion is warranted. A student will be placed on out of school suspension for up to nine (9) days while awaiting a Student Hearing.

Chain of Command/Due Process Steps

Steps 1-3 will be followed; however, when parents/guardians and or staff feel that steps 1-3 have not been followed, the parents/guardians may file a formal complaint with the superintendent/CEO. It will be noted that the Anti- Bullying Behavior Policy shall be implemented. The staff person taking a complaint from a parent/guardian has 24hrs to follow up and report back to person making the complaint. Parents/Guardians may not have access to confidential information about the target student or other students involved in a bullying behavior incident, but will be provided with a copy of School Policies, and a plan of intervention for the student.

Parent Notification

The parents and or/guardians of both the student who was subjected to the bullying behavior (target) and the student subjecting others to the bullying behavior (aggressor) will be notified of all incidents of bullying behavior that involve their student within 24 hours of the incident being reported to School staff. The parents and/or guardian of the student who was subjected to the bullying behavior will also be notified generally of the action taken by the school to prevent any further acts of bullying behavior or retaliation toward their child.

Protecting Students and Staff Who Report

The administration and school staff will support students and coworkers making reports and protect them against any potential retaliation for making such a report.

Retaliation against students for reporting bullying is prohibited. Students who retaliate against others will receive appropriate consequences as outlined in the

student discipline policy. Students may report bullying anonymously. No disciplinary action will be taken solely on the basis of an anonymous report unless substantiated by further investigation. False accusations of bullying behavior against

others are not allowed and will result in consequences outlined in our student discipline policy. **When interviewing the student accused of bullying behavior or other students about bullying behavior, do not name the student who reported**

if possible. In some cases, however, the bullying may be too severe to protect confidentiality. In these cases, assure the student that the adult will do everything they can do to protect them from retaliation.

Staff Education and Responsibilities

Each year, our school will provide the Anti-Bullying Behavior Policy to all staff. Staff will be trained annually on the plan and prevention activities chosen by our school. The training will cover ways to prevent and intervene in bullying, information about the complex nature of bullying, research on bullying and students who may be more vulnerable to bullying by others, and information on cyber and internet safety.

Staff at our school will do the following things to prevent bullying and help students feel safe at school:

- Closely supervise and interact with students in all areas of the school, bus, and playground
- Watch for signs/signals of bullying and (preceding bullying when possible) stop it when it happens
- Incorporate lessons that support social and emotional skills
- Teach students about bullying
- Respond quickly and sensitively to all reports of bullying
- Take families' concerns about bullying seriously
- Complete all documentation within 24hrs of an incident being reported (incident forms and NASIS)
- Report suspected bullying to the administration

Family Education

Each year, our school will provide families with information about the Anti-Bullying Behavior Policy, prevention activities and how families can reinforce anti-bullying at home and in the community. Students and their parents/legal guardians will be made aware of the policy at the beginning of the school year and required to sign off that they have read and understand the policy. Families will be provided with information throughout the year in regards to the Anti-Bullying Behavior Policy, ways to prevent bullying and working with school staff to create a safe school environment through Parent Involvement Nights, School Newsletters, phone calls and conferences.

Policy Dissemination

This policy shall be disseminated annually to all school staff, students, and parent/s or legal guardian/s during functions such as Parent Involvement meetings, Parent-Teacher Conferences, other school sponsored activities/programs, and other written communications. The Policy will also be posted on the school's web site.

Additionally, a written or verbal statement will explain that this Policy applies to all acts of bullying that occur on school property, at school sponsored functions, or on any form of school transportation. The

Superintendent or his/her designee shall develop an annual process for discussing with the students and school staff the School policy on bullying. All employees, students, and parents/legal guardians will sign a written statement indicating they have received, read, and understood the policy and agree to abide by the provisions of the policy. Failure to abide by this policy or neglecting to report acts of bullying will result in administrative action.

St. Francis Indian School Anti-Bullying Behavior Policy Checklist

Completed by Staff for initial violation.

Student Name: _____ Date Initiated: _____

Initiated by:

- Student report to staff member
- Parent report to staff member
- Witnessed by school staff member

For any violation of the Anti-bullying behavior policy, the following consequences will be applied in sequential order as each violation occurs. Administration may apply more than one disciplinary action, or skip a step, depending on the severity of the violation.

Step 1: Intervention, Warning, Redirection and Team Meeting

___ 1. Staff member who witnesses or receives report will ensure that the immediate behavior stops and will reinforce to the student that bullying will not be tolerated.

Staff Member: _____ Date: _____

___ 2. Staff member who receives report or witnesses' incident must report verbally **and** submit a written report within 24 hours to principal and/or principal designee.

Staff member: _____ Date: _____

___ 3. Parent of student who demonstrated bullying behavior notified by phone call or personal visit.

Staff member: _____ Date: _____

___ 4. Parent of student who was bullied notified by phone call or personal visit.

Staff member: _____ Date: _____

___ 5. Meeting with student who demonstrated bullying behavior. Complete ***Step 1 Bully Behavior Prevention Plan***.

Staff member: _____ Date: _____

___ 6. Copy of the incident report and the plan will be mailed or delivered to parent or guardian.

Date Mailed: _____

___ 7. Student will meet with appropriate school personnel for bullying behavior awareness (a behavior contract may be warranted).

Staff member: _____ Dates of meetings: _____

Bully Behavior Prevention Plan

Completed after step 1 violation by Student (Staff may assist).

Student: _____

Date: _____

Presenting Problem:

Why I think it happened:

Possible solutions or ways to prevent future incidents:

My Plan:

If I fail to follow this plan, the following will happen:

Student Signature: _____

Witness: _____

Step 2: Formal meeting with Parents and Administration

___ 1. Staff member who witnesses or receives report will ensure that the immediate behavior stops and will reinforce to the student that bullying will not be tolerated.

Staff Member: _____ Date: _____

___ 2. Staff member who receives report or witnesses' incident must report verbally and submit a written report within 24 hours to principal or principal designee.

Staff member: _____ Date: _____

___ 3. Parent of student who demonstrated bullying behavior notified by phone call or personal visit. A date will a formal meeting will be selected.

Staff member: _____ Date: _____

___ 4. Parent of student who was subjected to bullying behavior is notified by phone call or personal visit.

Staff member: _____ Date: _____

___ 5. Student, parent/guardian, principal, dean of students, school counselor and family advocate will meet.

- Incident reports will be reviewed.
- Step 1 Bullying Behavior Prevention Plan will be reviewed.
- An **Individual Behavior Plan** will be developed.
- Student, parent/guardian and administration will sign a behavior contract.

___ 6. Student will begin individual counseling sessions with school counselor or with another therapist. (ie. Indian Health Service Behavioral Health professional, Youth and Family Services or Family Advocate.) *Recommendations will be forwarded to administration.*

Counselor: _____ Dates: _____

___ 7. Consequences to be assigned by principal (select all that apply from list below)

- ___ a. Temporary removal from the classroom
- ___ b. Loss of privileges
- ___ c. Bully Behavior Education session(s) with appropriate staff. (Counselor, Dean, Asst. Principal or Principal).
- ___ d. Classroom or administrative detention
- ___ e. Behavioral referral
- ___ f. In-school suspension
- ___ g. Out-of-school suspension (1-9 days)
- ___ h. Legal Action
- ___ i. _____

Individual Behavior Plan

Completed after step 2 violation.

Student Name: _____

Date: _____

My bullying behaviors:

- Pushing, hitting, kicking or throwing things at someone
- Stealing or damaging another person's property
- Name calling or teasing
- Threatening to hurt someone
- Leaving someone out on purpose or without good reason
- Spreading rumors about someone or any comments intended to cause harm
- Using social networking or any electronic device to threaten or cause harm
- Intimidation
- Using revenge towards anyone who reports previous bullying behavior incidents (retaliation)
- _____

To prevent future incidents, I will:

People I can go to if I need assistance:

I understand that it is my responsibility to prevent future bullying behavior incidents. If I need help, I need to ask for help. I understand that if I continue with the bullying behavior of my peers, I may face suspension from St. Francis Indian School because it is the school's responsibility to protect all students from bullying behavior or any situation(s) which interfere with the learning process or the physical safety and mental well-being of all students.

Student Signature: _____

Date: _____

Parent/Guardian: _____

Witness: _____

Step 3: Student Hearing

___ 1. Staff member who witnesses or receives report will ensure that the immediate behavior stops and will reinforce to the student that bullying will not be tolerated.

Staff Member: _____ Date: _____

___ 2. Staff member who receives report or witnesses' incident must report verbally and submit a written report within 24 hours to principal or principal designee.

Staff member: _____ Date: _____

___ 3. Parent of student who subjected others to bullying behavior is notified by phone call or personal visit. Parent/guardian will be notified that a hearing will be scheduled.

Staff member: _____ Date: _____

___ 4. Parent of student who was subjected to bullying behavior notified by phone call or personal visit.

Staff member: _____ Date: _____

Anti-Gang Policy-

Because we have recognized a need for more detailed policies which are necessary to clarify those disruptive activities on the part of any student, including gang members, will not be tolerated, St. Francis Indian School hereby acts to prohibit disruptive, threatening, and intimidating gang-related conduct as follows. At any time, RST law enforcement may be called when acts violate RST Law and Tribal Order Code. (*See discipline*)

Definitions:

GANG- a group of individuals who share a unique name, identifiable marks or symbols, claim territory or “turf”, associate on a regular basis, violate the school rules, and engage in criminal or antisocial behavior. A gang is any non-school sponsored group, whose membership may be secretive or exclusive, and whose purpose, practices, or intent is commit violent or illegal acts, or threaten the safety or welfare of others.

- School sponsored activity-includes any activity including, but not limited to athletic events, school social events, traditional activities, and any other interscholastic competitions, club meetings, club activities, field trips, and any other events sponsored, approved, recognized, associated with, or paid for in whole or in part, by St. Francis Indian School in which the Board may be legally liable for the safety and welfare of those participating or attending. School sponsored activities include students arriving or departing from school property during school sponsored activities.

Prohibited Activity

- Any elements or objects which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.
- No student on or about school property or at any school sponsored activity shall engage in conduct or use any speech, whether verbal or non-verbal (i.e. gestures, hand signals, handshakes, etc) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption, or when one knows or has reason to believe that such conduct or speech arouses fear alarm, resent, anger, hostility, or violence.
- No student, on or about school property or at any school sponsored activity, shall use any speech or commit any act or omission which is disruptive, intimidating, or threatening, including but not limited to, the following gang-related activities. *See discipline.*
 - a. Soliciting membership in, or affiliation with, any gang or violent pop culture groups
 - b. Soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - c. Inscribing of any form any gang-related graffiti, messages, symbols, or signs, on school property or on the property of others.
 - d. Soliciting any person to engage in physical violence against any student or school employee or visitor (whether during a school sponsored activity or on the way to or from a school sponsored activity) or inciting others to act with physical violence.
 - e. Copying or distributing any gang-related material on school property or at school sponsored activities.
 - f. Marching, congregating, massing together with the intent to disrupt or intimidate, or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility, or violence. Such meetings or congregations are contrary to the purpose of the educational institution and will be considered trespassing. Such offense will be prosecuted.

Bus Rules and Expectations-

Bus Discipline:

Please understand that the bus is an extension of the school day, once a student is on the bus they are expected to follow all rules and regulations of the SFIS student handbook. All bus infractions will be reported to the appropriate school administration.

Transportation procedures:

All 6-12 students are expected to walk out to the buses and load up on the appropriate bus; all high school staff must be present at the bus loading until busses have departed. St. Francis will accommodate temporary request for assistance with student loading. However, failure to appropriately get on and off the bus could result in the loss of the privilege.

Drop off site:

High school students are required to get off the bus at their original designation; any changes are reported through school administration and coordinated approval is with the Transportation Director (e.g. if a student has a change of residence the new pick up/drop off site will be reported to transportation).

Pick Up Sites:

The bus will wait no more than on (1) minute after the horn sounds unless the student (s) are approaching.

Bus Attendance:

When students do not get on the bus three (3) days in a row at their designated pick up site, the bus will no longer stop at the residence, until confirmation has been received from administration.

Seasonal Bus Stop:

Families that live off the main roads need to meet the bus at the main road during inclement weather.

Gates or Obstructions:

Bus drivers must stay in the vehicle and cannot open gates to residences and the roads must be free of obstruction in order to pick up a student.

Bus Passes:

A phone call must be received from the High School office and approved by an administrator.

Levels of Behavioral Intervention-

The expectation of student behavior is based on Wolakota. Wolakota is to act and behave with respect, calmness, peace, and model positive relationships.

Detention-On occasion, staff, teachers or administrators may assign students to detention as a “time out” for certain types of misbehavior. Parents will receive a phone call notifying them of their child’s detention. Students who have a “no show” for detention will receive an additional day of after school detention and lunch detention parent contact will be made. *In School Suspension could be assigned.

In School Suspension (ISS)-A student that is placed in in –school suspension will be allowed to do daily work as directed by the 6-12 principal and assisted with the ISS Manager. Students will complete reflection forms about the behavior that they have exhibited and complete a thinking map to map out a way to a better situation. The student completes all school work in the ISS Room and does not participate in specials, or athletic practices and or the week of the contest on the days that they are in suspension, or attend field trips, unless approved by the Principal. Students will be required to make-up any missed labs during after school tutoring time. Additionally, students will not be allowed to walk through the lunch line. Lunch will be brought to the student/s in the ISS Room. *Students may be excused for the class period to participate in labs that cannot be recreated. At the principal’s discretion.

Out of School Suspension- A student and his/her parent or guardian will be given both verbal written notice of their suspension and the reason(s). The student does not report to the school for the required amount of days. Students DO NOT take work home when on out of school suspension (IDEA/504 circumstances must be accommodated). While a student is placed on out of school suspension, the student is not allowed on school grounds and they will not be allowed to participate in or attend any school functions or activities.

Students with Disabilities- Whenever a student identified as having a disability is expelled or subjected to suspensions which exceed ten school days in any one year, the superintendent shall make a referral to the respective placement committee or 504 team. The committee shall determine whether the action, behavior, or activity resulted in the suspension or expulsion is the result of the student's disabling condition. The placement committee shall review the individual plan and revise it as necessary.

Legal Reference: SDCL Ch. 13-32 Supervision and Conduct of School
SDCL Ch. 13-37 Special Assistance and Related Services
ARSD 24:06 School Buses
ARSD 24:07 Student Due Process
Individuals with Disabilities Education Act (IDEA)
Section 504 of the Rehabilitation Act

Due Process Procedures- Due Process Procedures are available to all students at SFIS. A short term suspension from the school cannot be longer than 10 days. Where short term suspension is imposed, there is no right to a hearing before the suspension takes effect, but there is a right for the student to be heard and present evidence after the suspension takes effect. The particular procedures and rights are spelled out more fully in the SFIS K-12 Policies and Procedures Book.

Due Process Procedures will conform to the following basic practices:

1. They must be fair;
2. They must apply equally to all'
3. They must be enforced in a fair manner, which involves:
 - a. Adequate and timely notice and an opportunity to prepare a defense.
 - b. An opportunity to be heard at a reasonable time, and in a meaningful manner
 - c. The right to a speedy and impartial hearing on the merits of the case

LEGAL REFS: SDCL 13-32-4

ADOPTED APRIL 18,1983

While our goal is to have students remain in school, there are certain behaviors that could result in the consideration of sanctions such as *mandatory reassignment* (placement at another school, treatment facility is assessed for those areas, alternative setting within the school etc.) *long-term suspension* *expulsion* (removal from school for the balance of the current semester, school or calendar year). We want to work cooperatively to help students make good decisions about school behavior, academic building supervisors.

To make an appointment when a student is suspended and you need to meet with building administrators for a conference, parents/guardians will need to contact the building secretary to set up the appointment with the administrator.

BEHAVIORAL INTERVENTION PROCEDURES

Before a teacher sends the student out of class there has to be an effort to redirect the undesired behavior. This means that the behavior that is not desired is stated as such. Then the appropriate behavior is stated/modeled. A student failing to respond to the redirection after these steps should be sent to the Dean of students, Asst. Principal or HS Principal. This should be an announced departure by contacting the Dean, assistant principal or high school principal. The counselor may be contacted if no one else is available. Teachers or other staff do not send students to In School Suspension that is an assignment by the following: Dean of Students, Asst. Principal, Principal or a counselor (unless there is an emergency situation that is best managed through isolating disruptive behavior).

As the position and overall objective of the school is to ensure that we are focused on educating our students about the value of positive social interaction to include influencing collaboration and teamwork which contributes to college and career success. Students are strongly encouraged to follow the school rules. Serious offenses or repeat offenses could require the student to be suspended out of school. In the case of an out of school suspension the student will not receive school work. This undermines the value of the school environment as well as the value of classroom performance. Students are strongly encouraged to refrain from situations that could result in out of school suspension

Level I Offenses:

Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, anything which is disruptive to the educational process, a school function, extracurricular/co-curricular program or approved transportation. The **school employee** involved should intervene in the misconduct. If further action is necessary, the school employee should refer the student to the school administrator for disciplinary action via incident report. These infractions include, but are not limited to the following:

Level I Infractions:

- *Classroom Disruption.
- *Bullying Behavior–Refer to School Bullying Behavior Intervention Policy
- *Dress Code.
- *False and/or Misleading Information to include information on student statements.
- *Public displays of affection.
- *Insubordination.
- *Intentionally causing a serious public inconvenience, annoyance, or alarm to any other person.
- *Making unreasonable noise creating a classroom disturbance which inhibits the learning process of other students.
- *Profane, Obscene, Abusive Language/Materials and/or gestures (direct or indirectly applied).
- *Prohibited items: portable radios, headphones, electronic toys, video games, skateboards, roller blades, roller skates, water balloons, laser pointer type devices, disruptive electronic devices and/or cell phones.
- *Prohibited snacks, including: gum, candy, sunflower seeds, and any type of food.
- *Running in the school hallways.
- *Tardiness
- *Other: Any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or approved transportation.

First Offense and/or Subsequent Offenses: Level I

1st Offense

Verbal reprimand and redirection

In the case of an electronic device the device will be confiscated and returned to the student at the end of the day this student will also receive a Level I incident for prohibited items. **If the student refuses to surrender prohibited items, this will be a Level IV infraction of Open defiance.**

2nd Offense

Parent contact

Detention 2-6 hours for each offense

In the case of an electronic device the device will be confiscated and held for five days or until the parent or guardian recovers the device; this can be before the five days. Parent permission can be provided via phone contact, to return the prohibited item. **If the student refuses to surrender prohibited items, this will be a Level IV infraction of Open defiance.**

3rd Offense (3 or more offenses)

Parent & student conference

Detention 4-8 hours

1-3 days of In School Suspension

There are more severe offenses that may result in out of school suspension.

In the case of an electronic device the device will be confiscated and returned to the guardian or in ten days returned to the student. **If the student refuses to surrender prohibited items, this will be a Level IV infraction of Open defiance.**

*For more serious offenses out of school suspension is likely. The objective is to meet with the parent and the student to secure parent support and/or awareness to the concerning violations therefore if the parent meets with the administration before the maximum three-day suspension has ended the student could return before the maximum 3-day suspension.

Level II Offenses:

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II also includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others. This misconduct must be reported to the appropriate school administrator via incident report for disciplinary action. The administrator will follow the procedure designated as Level I when investigating the situation and deciding on disciplinary action. These infractions include, but are not limited to the following:

Level II Infractions:

*Cheating

*Destruction of Property/Vandalism (under \$10)

*Disobedience and/or disrespect, not following the directive of staff – refusal to do work

*Repeated dress code violation, including wearing hats, bandanas

*False or misleading information to include forgery also includes failure to report or withholding information.

*Gambling

*Inappropriate Internet usage

*Intimidation/Threats-A matter that may fall under the schools bullying behavior intervention program.

*Parking lot violation

*Prohibited: cap and/or water guns, tattoo guns or devices to apply tattoos to other people, cigarette lighters, matches, or any other flammable type devices.

*Repeated Level I offenses (to include disorderly conduct).

*Theft

*Unauthorized absence from school or class

*Unauthorized Assembly and/or Publications

*Other: Any other intermediate act of misconduct or any more serious, harmful or disruptive example of any of the offenses described in Level I

*Throwing rocks, snowballs, or objects

*Rough contact games; (wrestling, piggy back riding, tackling, etc.)

Consequences for Level II Offenses

1st Offense

Verbal redirection conference with the Administration

2nd Offense

Parent/guardian contact

Detention (2 – 6 hours)

Openly defiant behavior as a second offense will result in a suspension with a scheduled parent meeting.

3rd Offense (3 or more offenses)

Parent/guardian meeting
Counselor referral
Behavior contract
Detention 6-8 hours
In School Suspension 1-3 days

*For more serious offenses out of school suspension is likely. The objective is to meet with the parent and the student to secure parent support and/or awareness to the concerning violations therefore if the parent meets with the administration before the maximum three-day suspension has ended the student could return before the maximum 3-day suspension.

Level III Offenses:

Level III infractions are major acts of misconduct or those of a serious nature. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. The misconduct must be reported promptly to the school administrator, who may remove the student from the school or activity immediately, and may result in immediate suspension of the student from school.

Level III Infractions:

- *Assault-This includes student assault on staff; assault and battery is a situation where there are threats as well as physical contact. Both will carry the same consequence.
- *Insubordination/Open defiance
- *Inciting, leading or participating in any act which substantially disrupts the orderly conduct of school or a school function
- *Possession of Contraband Material
- *Robbery/Extortion
- *Repeated Misconduct of Level I and Level II offenses.
- *Sexual Assault
- *Sexual Harassment
- *Possession of tobacco products
- *Trespassing
- *Vandalism – destruction of property.

Consequences for Level III Offenses

1st Offense

In School Suspension (1-3 days) or Out of School Suspension (1-3 days)

- Out of School Suspension if verbal abuse directed toward staff
 - 3 days out of school or when parent comes for a conference suspension could be removed.

Parent Contact

Counselor Referral

2nd Offense

In school suspension 1-3 days

Parent conference

Counselor Referral

Behavior Contract (Intervention program as required)

Out of School Suspension (3-5 days) if verbal abuse is directed toward staff

3rd Offense (3 or more offenses)

Out of School Suspension (5-10 days)

***Pyramid Process of In School Suspension (Intervention program as recommended)

Parent conference
Counselor referral
Behavior contract

Level IV Offenses:

Level IV Infractions:

- *Fighting (this does not include self-defense; the student that tries to walk away from a conflict will be exonerated)
- *Bullying Behavior – Reference School Policy regarding Bullying Intervention Program
- *Tobacco use on campus (chewing or smoking).
- *Repeated open defiance/gross insubordination.
- *Use of gang related signs, symbols, or language intended or reasonably calculated to insult and/or incites another person. (Bandannas and colors which, is gang related as determined by an administrator will not be allowed on campus).
- *Breaking and Entering.

Consequence for Level IV Infractions

1st Offense

In school suspension 3-5 days
Parent Contact
Counselor Referral
Behavior Contract (Intervention program as required)
Student Behavior Plan
Pyramid process (This maybe prior to out of school suspension if all requirements are not met)

2nd Offense

Out of school suspension (1 to 3 days)
Parent conference
Counselor referral
Review of behavior contract
Fighting– will be an out of school suspension minimum of three days; students defending themselves will not be suspended.

3rd Offense

Out of school suspension (3 days)-Referred for expulsion hearing.
Parent Contact

Note: It must be understood that repeated infractions may require more direction for the student and/or parent. The purpose is to clearly define the expectations of students while attending St. Francis Indian School or participating in school activities. Our objective will remain to educate the student, parent/guardian and the community, about expectations and how they are defined at St. Francis Indian School. Our objective is to influence student presence not eliminate or compromise student presence through suspension or in school suspension. We need our students in school however we must influence an environment that supports a comfortable and valued opportunity for all. Therefore, behavioral consequences may be reduced with student and/or parent engagement in informative trainings related to defining those expectations at St. Francis Indian School.

***The pyramid process will include the student demonstrating appropriate behavior while in the traditional school setting. Each week the student will receive more time to demonstrate that they understand the expectations at St. Francis Indian School by not getting any negative incident reports. Example: The pyramid may include 15-day process where the student is assigned. This process would be carried out as follows: Week One, five days of ISS; Week Two, four days of ISS; Week Three, three days of ISS; Week Four, two days of ISS; Week Five, One day of ISS. During the pyramid process the student may not incur any negative incidents or the process will start over. The requirement to start over will be at the discretion of administration. The student must have completed the required training related to behavioral violations prior to assigning the student to the pyramid process.

Violent Behavior

Verbal threats, intimidation (verbal and non-verbal), bullying behavior or any act representing that of a physical menace such as to put another in fear of imminent serious bodily harm by threatening gestures toward students and/or staff and/or other persons, encouraging/initiating others to fight, physical contact with another person with intent to harm or injure another person physically or mentally; (fighting, grabbing, wrestling, pushing, shoving, etc.), threatening to strike another person with an object with intent to injure that person or other behaviors which may be determined by staff and/or administration as violent. Fighting, assault and/or assault and battery may result in a Law Enforcement Referral.

Level V Offenses:

Level V Infractions:

Infractions:

*Drugs, alcohol (possession, using, and/or under the influence).

*Possession of drug paraphernalia.

*Fireworks/Firecrackers.

**False Fire Alarm:

Consequences for false alarms, bomb threats, and any other action or threat which causes alarm to the general public will result in immediate suspension with recommendation for expulsion and may require law enforcement referral.

Consequences for Level V Offenses:

1st Offense

Suspension up to 3-5 days

Parent meeting

Counseling referral

Behavior Contract

Drug and alcohol offenses will be reduced if student participates in a drug/alcohol assessment and agrees to contract terms.

2nd Offense

Parent meeting

Counseling referral

Behavior Contract

Suspension pending further administrative action (recommendation for expulsion)

Level VI Offenses:

Level VI Infractions and consequences:

Infractions:

*Weapons

*Explosives

*Arson: **(Mandatory referral to an appropriate agency)**

1st Offense

Suspension 9 days pending further administrative action (recommendation for expulsion)

Situations greater defined

***Weapons:** Any student found in possession of/ or transporting a weapon during school hours to and from school, on school property, or to any school function, activity, or event whether or not held on school grounds will immediately be reported to the local/state police and presented to the Board for formal expulsion hearing

proceedings. Weapons include any implement or homemade weapon for the infliction or serious bodily injury, which serves no common lawful purpose: this could include rubber bands and paperclips. The term weapon shall include but not be limited to: ammunition, any loaded or unloaded firearm (including, but not limited to rifles, shotguns, pistols, zip guns, pellet guns, B.B. guns, and look-alike firearms); any explosive, pyrotechnics or incendiary device of any kind, such as smoke bombs, firecrackers, etc., any bowie knife, hunting knife, dirk knife, lock blade knife, or any other similar knife, razors or cutting instruments; any implement or homemade weapon for the infliction of serious bodily injury or homemade weapon which serves no common lawful purpose; pipes, clubs, brass knuckles, tasers, nun-chuck sticks, and chemical agents such as mace, pepper gas, etc.

***Possession:** means being on the person of the student, in the student's locker, or otherwise under his or her control.

***Other:** Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular activity.

Intervention programs provided:

*Bully behavior intervention (this may be required according to bullying policy and procedure)

*Life Skills (associated with frequent behavioral violations ex. Repeated insubordinate matters, repeated factors related to student conflict, repeated misconduct related to infractions.)

*Drug and alcohol education

*Gang awareness

NOTE: All aspects of training may be personalized and require more than one session. Sessions are engaging and require student participation. Failure of the student to contribute during the training may result in the requirement to repeat the session or for the student to complete original consequence (remaining days of suspension or detention). These trainings should be carried out during scheduled detention or as needed to accommodate parent/guardian participation. Student and parent/guardian should be sure to sign-in/out for the training.

Suicide Protocol

1. Children expressing suicidal ideation and self-harm may have many reasons and factors for that. The school counselors need to be notified immediately by the school personnel that are aware that a child has expressed thoughts of suicide or self-harm.
2. The school counselors will need to have documentation from the staff member about what was stated about the suicidal ideation or self-harm.
3. The school counselors will be available to speak with the child in question.
4. The school provider will contact the parent/guardian and inform them of the concern except in instances where child maltreatment by the parent caregiver is suspected.

***The School provider will contact IHS mental health services and will ask for assistance in assessing the mental health status of the student.

SEXUAL HARASSMENT

Section 1-General Statement of Policy

Sexual harassment is a form of sexual discrimination, which violates Section 703 of Title VII of the civil Rights Act of 1964 as amended 42 U.S.C. 2000e, et. Seq., and South Dakota Statute 20-31-1 to -56, South Dakota Human Relations Act (1987 & Supp. 1991) and South Dakota Executive Order No. 81-08 (June 18, 1981).

It is the policy of St. Francis Indian School to maintain learning and working environment free from sexual harassment.

It shall be a violation of this policy for any student or employee of St. Francis Indian School to harass a student or employee through conduct or communication of a sexual nature as defined by this policy.

Section 2- Definition of Sexual Harassment:

- A. Sexual harassment is any unwelcome sexual advance(s), requests for sexual favors sexually motivated physical conduct or other verbal, or physical conduct or communication of a sexual nature when:**
1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
 2. Submission to or rejection of the conduct or communication by an individual is considered as a factor in the decision affecting that individual's employment or education, or
 3. That conduct of communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating hostile or offensive employment or education environment.
- B. Sexual harassment may include but is not limited to:**
1. Verbal harassment or abuse;
 2. Subtle pressure for sexual activity;
 3. Inappropriate patting or pinching;
 4. Intentional brushing against a student or an employee's body;
 5. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
 6. Any sexually motivated, unwelcome touching.

Violations:

Anyone who violates this policy will be subject to disciplinary and legal action. SFIS will take such disciplinary action and intervention necessary as deemed appropriate, including suspension, behavioral assessment or immediate expulsion or termination, depending on the severity of each infraction of this policy.

STUDENT SUPPORT SERVICES

Guidance & Counseling Services- The guidance series are made available to search student in order that the student is better able to understand his/ her strengths and limitations identify his/her interests, and to aid in planning for the attainment of realistic goals.

Guidance is team effort on the part of school personnel. Your teachers, principals and support staff work with the guidance counselors to help answer your questions and help you achieve your goals.

Located in the Guidance Center is a variety of information in many different areas such as : careers, college, vocational schools, military services, financial aid, scholarships, class schedules, study habit information, and information on assisting in the solution of personal problem.

You are encouraged to discuss with a counselor anything that may be of concern to you. Your conversation with the counselor will be held **STRICTLY CONFIDENTIAL** unless what is expressed can be a danger to yourself or others. The counselor is also able to refer you to other persons who may help you solve your problems or give advice.

Permission to see the counselor is done by appointments. Students are permitted to see the counselor at any time for emergency purposes.

The school also provides counselling services through collaborative tribal counseling services.

School Technology Acceptable Use and Internet Safety Policy

Introduction

This Technology Acceptable Use and Internet Safety Policy was designed to implement our School Mission utilizing the technology of today. The School's desire that our students learn "in a safe and healthy environment", federal mandates such The Children's Internet Protection Act (CIPA), 47 U.S.C. 254 (h)(5) require schools which receive E-rate assistance to implement certain measures and actions to ensure that students are protected from the risks of accessing inappropriate materials online using school-owned technology devices. This policy is adopted to address these concern and federal requirements.

Implementation of Technology Protection Measure

SFIS has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors. All school owned computers [used on campus] must be equipped with a technology protection measure.

Adult users may request Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

School Network and Services

The Network may be used only as a tool to support and advance the functions of the School as well as its curriculum and educational programs. Access to the School's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over

the Network and access to Network Services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the School's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the School. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the school. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the network should be presumed to be copyrighted.

Each student must sign an AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the School.

The SFIS's Network and related technologies are the property of the school and its storage systems are subject to inspection by administration at any time. Users should not have a privacy expectation in the contents of their personal files on the school network including all Electronic Communication Devices (ECD) or on web-based systems with SFIS has contracted to provide storage or services (Google Apps for Education/offsite backup facility). Saint Francis Indian School reserves the right to monitor, or spot check, and Internet or ECD activities occurring on school equipment or accounts.

Monitoring of Online Activities

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

Cyberbullying and Appropriate Online Education

See student behavior requirements

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

Removable Media

Removable media can be defined as but not limited to: CD, DVD, USB, devices, camera flash media cards, hard drives physically removed from their laptop or computer based machine.

SFIS has the right to pre-scan any removable media (personal or school owned) that an individual want to bring into the SFIS network, for viruses and other unwanted malware and spyware. Extreme caution is to be exercised by any individual who uses removable media with regards to the safe handling and security of the removable device and its contents.

Unacceptable use of the SFIS Network

See student behavior requirements

Safe Practices & Requirements

1. All network users will not post personal information about themselves or others without their permission, when engaging in online activities including but not limited to chat rooms, emails, social networking web sites. Staff are responsible for knowing if extra written authorization is necessary in regard to minors. Personal

information includes, but is not limited to the following: name, address, profiles, telephone, date of birth, pictures, etc. However, if a “photo/video consent” is on file or if Family Education Records Privacy Act applies, some personal information may be posted in relation to school or student publicity.

2. Student users will never arrange for meetings with anyone they have met online without the knowledge of the school and permission of a parent/guardian.
3. Users will promptly disclose to their teacher or administrator any message they receive that is inappropriate or makes them feel uncomfortable.
4. All users will not harass another person or engage in personal attacks, including those prejudicial or discriminatory in nature while engaging in online activities including but not limited to chat rooms, email, social networking web sites. This also includes violating any SFIS anti-bullying policy, regulation, or relevant handbook rule.

Google Apps for Education

1. Google Apps is currently provided to all staff, faculty members and students in grades K through 12. Email that originates from or is received by a school owned computer or its contracted hosting company, in our case Google Apps for Education, is property of the SFIS and can be used for or against during a legal proceeding. The same hold true for voice mails stored on SFIS phone and systems.
2. All users of SFIS email system should know that all information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system. Federal laws apply.
3. All student Google accounts are the property of SFIS.
4. Student accounts will be deleted in August of their graduation year and the student is solely responsible for transferring any data in their account to a personal, non-SFIS account
5. The sole purpose of the student assigned Google account is for students to communicate and collaborate with school staff and fellow students
6. Use of the SFIS Google account is a privilege.
7. Use of SFIS Google accounts by students will follow with the student handbook’s code of conduct and the code will be used for discipline purposes. Students who use SFIS assigned Google accounts will exhibit maturity and common sense.
8. Students and staff are responsible for messages sent from their accounts. All users should exercise extreme caution with their passwords and never let a fellow student use their account.
9. No Student or staff shall use their SFIS Google account to operate personal business.
10. The SFIS reserves the right to terminate either temporarily or permanently a Google account if used inappropriately.
11. Students will identify their home telephone numbers, home addresses or any personal information in any email correspondence.
12. No assumption of privacy should be assumed with SFIS assigned Google accounts, SFIS administrative and technology staff reserves the right to go into a user’s mailbox to find lost messages, to conduct lawful investigations, or to comply with investigations of wrongful acts. SFIS will cooperate fully with any law enforcement investigation. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
13. SFIS reserves the right to change email provider without prior notice.
14. Following usage of a SFIS Electronic Communication Device (ECD), the user will log off so as to prevent another user from using his/her account
15. Since SFIS assigned Google accounts can be accessed outside the boundaries of our school’s (web-based accounts) students and staff are required to maintain the same behavior that is expected of them while in school.

RESPECTING TECHNOLOGY EQUIPMENT

- Users will exercise caution when handling technology devices

- Users will follow guidelines for proper usage of equipment.
- Users will not use another person’s computer resources without authorization.
- Users will not knowingly destroy any Electronic Communication Device technology equipment including but not limited to keyboards, mice and peripherals
- Vandalism of any kind will require restitution for costs associated with hardware, software and system restoration and cancellation of ECD privileges.

RESPECTING RESOURCE LIMITS

- Users will use technology specifically for educational or career development activities
- Users will not download large files or software programs without the authorization of the systems administrator. Software, particularly if it is offered as “free”, comes with undetectable spyware and advertising that can disable a computer or an entire system.
- Users will not post chain letters or engage in “spamming” (sending unnecessary messages to a large number of people).
- Student users will not create a website using district technology. Exception: A website created under the direct supervision of a teacher as part of a school-related project.
- Users may not use the network for personal commercial purposes, such as, but not limited to, offering or purchasing goods and/or services for personal use.
- Users will not alter in any way the configuration of a computer or network without permission of authorized staff.
- Users will not intentionally waste resources, such as paper, ink cartridges, storage space batteries, etc.
- Users acknowledge that data will be retained only until August of their graduation year and it is their responsibility for transferring data off any SFIS system.

DEFINITIONS USED IN THIS POLICY

1. Minor: The term “minor” means any individual who has not attained the age of 18 years.
2. Obscene: The term “obscene” is defined as material – 1. The dominant theme of which, taken as a whole, appeals to the prurient interest; 2. Which is patently offensive because it affronts contemporary community standards relating to the description or representation of sadomasochistic abuse or sexual conduct; and 3. Lacks serious literary, artistic, political, or scientific value.
3. Child pornography: The term “child pornography” is visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicitly conduct.
4. Harmful to minors: the term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that-(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
5. Technology protection measure: the term “technology protection measure” means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.
6. Network: Any and all SFIS owned computers, servers, hardware or software, the School’s local area network, wireless access points, Internet, Internet 2, any 3rd party contracted Internet communication service, including but not limited to Google Apps for Education, SFIS Website, and School email.
7. Computer, Electronic Communication Device or ECD: Any electronic device that has the ability to connect to the SFIS Network or Internet including but not limited to desktop computers, laptop computers, tablet computers, electronic book readers, and smartphones.
8. Cyber Bullying: Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as

communication tools including social media sites, text messages, chat, and websites, - taken from StopBullying.gov, a website sponsored by the U.S. Department of Health & Human Services.

District Limitation of Liability:

The SFIS makes no warranties of any kind that the activities of services provided by district technology or ECD's will be error-free or without defect. The SFIS district will not be responsible for damages users may suffer including, but not limited to loss of data, interruptions of service, personal or psychological damages, or financial losses. The district is not responsible for the accuracy or quality of content obtained through our network or stored on our systems. Finally, the district will not be responsible for unauthorized financial obligations incurred from use of our ECD's or any components of our technology system.

**FOR STUDENTS IN GRADES 6-12
AND ALL PARENT/GUARDIANS
OF ST. FRANCIS INDIAN SCHOOL**

Parent/Guardian Student Responsibility Agreement

The foregoing Student Handbook has been adopted and approved for implementation at the St. Francis Indian School for the 2019-2020 school year. Its purpose is to protect the rights of every student at the school and also encourage positive and corrective behavior for any violations to the standards of the school

It will be necessary for you to read the foregoing Student Handbook. If you enroll or plan to enroll your child at the St. Francis Indian School. Sign this form and return it with the enrollment application.

I, _____
Student Date

I, _____
Parent/Guardian Date

I, _____
Parent/Guardian Date

Have read the attached 6-12 Student Handbook for the St. Francis Indian School and understand its purpose. I agree to follow the rules and regulations imposed and regulated by the SFIS Handbook.

To be filled out and given or mailed to:

6-8 Principal and 9-12 Principal
502 E. Warrior Dr.
St. Francis, SD 57572
605-747-2298