

School Year 2018-19
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 woiwawacin 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 2018-2019 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.

2018-2019 School Year Calendar
St. Francis Indian School

SFIS Orientation	20-24 August 2018
Classes Begin/1 st Quarter Starts	27 August
Labor Day-No School	03 September
Classes Resume	04 September
Fall 2018 MAP Testing Window	8-28-18 /10-12-18
All Teachers Submit Student Progress Reports	20 September
Professional Development Mondays	24 September
Building Leadership Council (BLC)	24 September
Correlates	24 September
Classes Resume	25 September
Native American Day-No School	08 October
Classes Resume	09 October
1 st Quarter Ends	26 October
Professional Development Mondays	29 October
BLC	29 October
Correlates	29 October
Classes Resume	30 October
2 nd Quarter Starts	29 October 2018
K12 Family Engagement Night	08 November 2 pm-7:30pm
Veterans Day- No School	12 November
Classes Resume	13 November
Thanksgiving Break	21-23 November
Professional Development Mondays	26 November
BLC	26 November
Correlates	26 November
Classes Resume	27 November
Staff Winter Break Dinner	10 December 1:30 pm
Professional Development Mondays	10 December
BLC	10 December
Correlates	10 December
Classes Resume	11 December
Teachers Submit Student Progress Reports	13 December
Winter Break- No School	17 Dec- 02 Jan 2019
Classes Resume	03 January 2019
2 nd Quarter Ends/End of Semester	18 January 2019
Martin Luther King Day-No School	21 January
Classes Resume	22 January
3 rd Quarter Starts	22 January 2019
Winter 18/19 MAP Testing Window	11/5/18-2/1/19
K12 Family Engagement Night	24 January 2:00 pm-7:30 pm
Professional Development Mondays	28 January
BLC	28 January
Correlates	28 January
Classes Resume	29 January
Presidents Day- No School	18 February
Classes Resume	19 February
Professional Development Monday	25 February
BLC	25 February
Correlates	25 February
Classes Resume	26 February

Teachers Submit Student Progress Reports	07 March
3 rd Quarter Ends	22 March
4 th Quarter Starts	25 March
Professional Development Mondays	25 March
BLC	25 March
Correlates	25 March
Classes Resume	26 March
K12 Family Engagement Night	04 April
Spring Break- No School	19-22 April
Classes Resume	23 April
Faculty Submit Student Progress Reports	25 April
Professional Development Monday	29 April
BLC	29 April
Correlates	29 April
Classes Resume	30 April
Spring 2019 MAP Testing Window	3/4/19-6/7/19
Honoring MS/HS Graduates Wacipi	TBD
SFIS High School Graduation	19 May
Professional Development Mondays	20 May
BLC	20 May
Correlates	20 May
Classes Resume	21 May
SFIS Middle School Achievement Ceremony	22 May
Memorial Day- No School	27 May
Classes Resume	28 May
End of 2 nd Semester	28 May
Grades Due 7-11 th Grade	29 May
Last Day for Students	30 May
Last Day for Teachers	31 May
Summer School	TBD
Last Day for Counselors	07 June
Last Day for Principals	28 June

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 5 Credits.
- JUNIOR: Student must have earned 11 Credits.
- SENIOR: Student must have earned 16 Credits.

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

High School Graduation Requirements (as approved by the St. Francis Board of Education):

English/Reading & Communication Art		(4 Units)
Comp I (Freshman)	(.5 Unit)	
Comp II (Sophomore)	(.5 Unit)	
Comp III (Junior)	(.5 Unit)	
NA Authors (Senior)	(.5 Unit)	
Capstone (Senior)	(.5 Unit)	
Am. Lit (Junior)	(.5 Unit)	
World Lit (Freshman)	(.5 Unit)	
Speech (Sophomore)	(.5 Unit)	
Social Studies	(1 Unit)	(3 Units)
U.S. History	(.5 Unit)	
U.S. Government	(.5 Unit)	
Geography	(.5 Unit)	
World History	(.5 Unit)	
Tribal Government		
Mathematic-Must Include:	(1 Unit)	(3 Units)
Algebra I	(1 Unit)	
*Algebra II	(1 Unit)	
*Geometry	(1 Unit)	
Science Must Include:	(1 Unit)	(3 Units)
Biology (1 Unit)		
Any Physical Science	(1 Unit)	
*Chemistry or Physics	(1 Unit)	
Lakota Language	(.5 Unit)	(2 Units)
Lakota Language I A	(.5 Unit)	
Lakota Language I B	(.5 Unit)	
Lakota Language I A	(.5 Unit)	
Lakota Language I B	(.5 Unit)	
Fine Arts		(1 Unit)
Physical Education Health		(.5 Units)
Economics or Personal Finance		(.5 Units)
CTE		(1 Units)

With any combination of World Language, Computer Studies, Approved Career and Technical Education courses (such as IT Tech (shop), Culinary Arts, Careers, Odyssey Career Exploration courses, etc.) And/ Or Additional Math or Science courses beyond those previously stated as being required.

Electives (4.5 Units)

Total Credits

(23 Units)

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- 7th-8th grade promotion: In order to pass from 7th to 8th to 9th Grade, a student must pass all core subject classes (Math, Science, Social Studies, Reading/Language Arts) with a 73% or higher, have a minimum cumulative GPA of 2.0, and showed 20% growth in RIT score. 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 student’s 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. When students are found to be failing courses and falling behind in adequate academic progress the following actions will be taken: 1) Any student who is found to be failing a core class will be pulled from a non-essential elective course and placed into an Academic Support session or Study Hall. This will be mandatory, with no exceptions. During these sessions, the classroom instructor will provide academic tutoring, academic support and guidance. Once the student attains and maintains passing grades in all core courses,

the student may choose to leave the Academic Support session's, rejoin and complete their elective course, 2) any student who is having behavioral issues, such as skipping or truancy, will be placed in the Behavior Modification room until they reach a stage of self-monitoring and control that will allow them to productively resume classroom attendance of their course sessions. While in the Behavior Modification room, the student will continue coursework and lessons, 3) any student who is having attendance issues that are negatively impacting academic progress will be put on an attendance contract to be completed by the student, the parents, and the Dean of Students.

All 9-12 students will be MAP tested at the beginning of the school year. All students scoring two or more levels below national norm in Reading and Math will automatically be placed into Reading and/or Math remediation courses. The expected curriculum for these remedial courses will be Read 180 and Math 180.

Students who have failed a course required for graduation must retake the course, either in the classroom or in the Odyssey program which is the campus-based, computer-generated program that is currently used for credit recovery.

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, statutes 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.

MS/HS Gifted Program-

- I. All SFIS students are eligible for Gifted and Talented services. The following process is strictly followed as described in CFR 39:114 and CFR 39:117.
 - a. A student must be nominated by a teacher, parent, guardian, the Gifted and Talented Director, or by self-nomination.
 - b. When a nomination is received, consent for testing and gathering documentation form must be signed by a parent or guardian within 1 week after the nomination.
 - c. The student nominee will be tested for gifted services with 20 working days of receiving the consent form signed by parent/guardian.
 - d. If the nominee qualifies for gifted services, and Individual Education Plan (IEP) will be created within 4 weeks of identifying that the student qualifies for services. The IEP will be created with the assistance of a five-person team that must include the Gifted and Talented Director and/or Principal, Gifted and Talented Teacher(s), parent(s) and/or guardian(s), and student. It may include, counselor(s) and classroom teacher(s).
 - e. Academic and Intellectual Ability gifted students shall have a plan in place for three years from the date of the TEP meeting/placement. (Please Note: Academic placements are valid for three years only if testing results are maintained at or above the 80th Percentile on a school-wide assessment).
 - f. Leadership, Art, Music and Drama gifted students shall have a plan in place for one year from the date of the IEP meeting/placement. Leadership students must also sign a "Leadership Contract" annually.
- II. Gifted and Talented Services
 - a. Students serviced through academic and intellectual ability IEP's will receive inclusion services based on their IEP's and will receive a minimum of two (2) hours of pull-out services per academic month.
 - b. Students serviced through visual and performing arts as well as leadership IEP's will be serviced through a minimum of (2) hours of pull-out service per academic month.
 - c. To receive Gifted and Talented Services, a student must be in good academic standing in general education, passing four (4) of seven (7) classes.

- d. In addition, to receive Gifted and Talented Services, a student must have an attendance record of 80% of Gifted and Talented classes.
- e. Students who are not meeting the academic or attendance requirements for Gifted and Talented Services will be placed on probation and a meeting of the three-person team with parents(s) and or guardian(s) and the Gifted and Talented Director will occur to continue Gifted and Talented Services. At that meeting, a plan will be drawn to offer assistance and place the student back in good academic and attendance standing in the regular education program.
- f. Students are responsible for collecting and completing all work missed in general education classes while receiving pull-out services. It is the responsibility of the student to turn in missed work by the deadline set by the general education teacher.

MS/HS Challenging Environment- Here at SFIS, we believe our students are academically challenged daily through their normal academic instruction. However, if the parent believes that the environment is not challenging the student, the parent/guardian will first:

- a. Request a meeting with the teacher and Principal and have a meeting within 5 school days of request.

After the meeting, the teacher and parent/guardian will come to an understanding of how the class will become academically challenging for the student or if other alternatives need to take place. The time frame will range from two (2) to four (4) weeks. If, at this time the parent/guardian, student, and/or teacher feel that the student is not being challenged enough, the parent/guardian can request to meet with the Curriculum Assessment Coordinator, 7-12 Registrar, and Principal. Once the meeting has taken place (with 5 school days of the request), the parent/guardian can request a more academically challenging environment for the student.

REQUEST RECEIVED IN FIRST TWO QUARTERS (Q1 & Q2)

1. Student will be assessed with an appropriate content based test where the parent/guardian feels that the student is not being academically challenged within 5 days of written request.
2. Upon the school assessing the appropriate content based test, parent/guardian will be notified of results within two (2) weeks.
3. If the student is found to not pass the content test, the student will remain in the original classroom until the end of Q2, and parent/guardian can request periodic meetings with the teacher.
4. If the student is found to pass the content test, the student will be moved to the higher level class in school. Parent/guardian may request a meeting with the new teacher, and other meetings as needed to monitor progress.

REQUEST RECEIVED IN LAST TWO QUARTERS (Q3 & Q4)

1. Student will be assessed with an appropriate content based test where the student feels they are not being academically challenged within 5 days of written request.
2. Upon the school assessing the appropriate content based test, parent/guardian will be notified of results within two (2) weeks.
3. If the student is found to not pass the content test, the student will remain in the original classroom until the end of the school year, and parent/guardian can request periodic meetings with the teacher.
4. If the student is found to pass the content test, the student will be moved to Odyssey for the appropriate next level class. Parent/guardian may request with Curriculum Assessment Coordinator, and other meetings as needed to monitor progress.

8th & 12th Grade Review- A senior struggling with one or more classes requires immediate interviewing. The high school/middle school teacher(s) will provide a grade print out to the parent/guardian on a bi-weekly basis until academic improvement. The grade print out must be signed and returned to the high school teacher(s) and academic counselor. Signed and grade printouts will be filed in the high school office or with academic counselor. A collaborative review by teacher, parent/guardian, academic counselor, and principal will determine academic status.

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 3.75 to 3.74 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	3.75 to 4.00
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>Percentage Range</u>	<u>Grade Point Value</u>
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	65-66	1.00
D-	63-64	0.67
NO CREDIT	0-62	0.00

High School Standardized Class Grading Policy;

- 50% Assignments
- 10% Quizzes
- 10% Tests
- 15% Performance Projects
- 15% Final Exam

Middle School Standardized Class Grading Policy;

- 50% Daily/Homework
- 10% Quizzes
- 25% Tests
- 15% Performance Projects

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	Percentage Range	Grade Point Value
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	65-66	1.00
D-	63-64	0.67
NO CREDIT	0-62	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
Homeroom	8:30-9:00
Period 2	9:05-10:02
Period 3	10:07-11:04
Period 4	11:09-12:06
Lunch	12:06-12:44
Period 5	12:44-1:41
Period 6	1:46-2:43
Period 7	2:48-3:45

HS Late Start

Breakfast & Flag Song	10:00-10:30
Homeroom	10:30-11:00
Period 2	11:05-11:42
Period 3	11:47-12:24
Lunch	12:24-1:02
Period 4	1:02-1:39
Period 5	1:44-2:21
Period 6	2:26-3:03
Period 7	3:08-3:45

HS Early Release

Breakfast & Flag Song	8:00-8:30
Homeroom	8:30-9:00
Period 2	9:05-9:40
Period 3	9:45-10:20
Period 4	10:25-11:00
Period 5	11:05-11:40
Lunch	11:40-12:15
Period 6	12:15-12:50
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 due 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. With behavioral issues, five (5) day window will be exercised.

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 could 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, it cannot be used to satisfy a State requirement.

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 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 7-12 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.

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. All backpacks and book bags must be stored in the student’s locker during arrival at school or before attending class. No bags will be allowed in the classroom or hallway. Student with sports bags should make arrangements with their coach or teacher to properly store their bag if it does not fit in the locker. Student with musical instrument cases should make arrangements with the music teacher to properly store their bag. Please understand that it is not our goal to inconvenience our students, but to provide a safer school for everyone. While we would all love to have fewer restrictions, our job is to create the safest environment possible for students and staff.

Lockers- Lockers will be assigned on the basis of one per student. These lockers will accommodate long coats, books, etc., and it will be expected that these items be stored properly. 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, students will not be present in the immediate areas of the search. The handler of the canine will conduct a “pre-search” of the area prior to introduction of that area. During the drug-search, the drug dog may alert the handler to a particular locker or vehicle. 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

Only St. Francis Indian School staff who have been trained in the use of handheld/stationary screening and search and seizure procedures, shall operate the detectors under the direction of 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, school, Tribal, State, 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, State, 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 to, 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 parent/guardian, approved by an Administrator, in special situations, may give special permission for a student to go to their car. **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. Coats are only permitted when entering or exiting the school building and must be placed in lockers before first (1) period (unless leaving the building for another class in the Elementary building). Students are advised to wear sweaters or sweatshirts if they feel the need for additional warmth that follow the dress code policy. (Students may take coats to their period seven (7) class). 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. Other walking shorts, skirts, dresses, and tops must cover spandex, spandex like material, jeggings/leggings, or stretch shorts. 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. **Bandanas will not be visible at any time, i.e. hanging out of pockets or tied around arms or legs, or around the waist,** or any items that may be deemed as unnecessary such as gloves, sunglasses, or items that may be deemed as unnecessary such as gloves, sunglasses, or items deemed disruptive or a distraction to others hanging from one side or the other it should be tucked and preferably not visible.

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 not be worn to school.

Hats, caps, sunglasses, rollers, picks, and any other head coverings are not to be worn in the building during the school day.

Transgender Procedure- In accordance with applicable state and federal laws, rules and regulations, SFIS allows participation for all students regardless of their identity or expression in 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 of the classroom teacher, or with permission from the Administrator.

Personal Electronic Devices- *Students are responsible for PEDs, SFIS is not responsible for lost, stolen, or damaged PEDs.*

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. The school will conduct only one meeting for parents in which both parents will be permitted to participate. If parents request separate teacher conferences, the principal shall have the discretion to grant or deny such a request.

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 REQUIRMENTS

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), not a Physician’s Asst., 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.

Nurse Discretion: Only with the nurses’ approval can a student be sent home due to sickness, and only after triaged by the nurse. 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. The student will need to be picked up from the nurse’s office.

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. For each one-day's absence, a student will be given two days to make-up missed assignments upon their return. Other arrangements can be made as a private contract between teacher and student. Remember Students: It is **YOUR RESPONSIBILITY** to collect your make up work and make sure it is done on time. Make-up work will only be allowed during the first two weeks after each quarter, except in extreme emergencies as determined by administrator.

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 granted Educational Leave.** A student must be in school at the beginning and during that day in order to be eligible to participate in or attend an activity that night. Students returning late (11 pm or later) from a school sponsored activity will be excused until 10 am the following morning.

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 however will not 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 make up work for failing classes (73%) or below. 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. Make up slips will no longer be in effect. The principal will ultimately decide whether the student can be eligible any given week.

Work missed must be made up and it is the **STUDENT'S** responsibility to see that make-up is done completely.

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 after parents have arrived and received a blue check out slip from the secretary.

18-Year-old Students- Students 18 years of age who ARE NOT living with their parent/guardians do not need parent/guardian notes if they are ill, missed school, or wish to leave during school. They will be required to check in with the front office to receive a blue check out slip from the secretary. 18-Year-Olds who ARE living with their parent/guardian need parent/guardian notes if they have been ill, missed school, or wish to leave during school.

SFIS has a Closed Campus policy (see discipline policy)- Once a student arrives on school grounds 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 7-12 student must obtain permission** from the front office and obtain a blue sign out pass from the secretary.
- **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.

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.**

The following occurs when a student has reached Three (3) days of unexcused absences:

- Notice by letter to the parent/guardian; and/or
- Contact visit by the Home-School-Coordinator or Diversion Officer, or School Administrator; and/or
- Written notice to the **Rosebud Sioux Tribal Truancy Program** for further action as deemed necessary; and/or
- The student will be afforded a conference with an administrator or a counselor to develop a plan for improving his/her attendance; and/or
- Continued absenteeism will result in further disciplinary action against the student and parent/guardian.

Failure to send children to school is a **Class C Crime**.

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

- The student will be placed on an attendance contract, where they will have to attend school 95% of the time. If they violate the contract and accumulate 5 additional days, they will be Dis-Enrolled and/or
- Notice by certified letter to the parent/guardian; and/or
- A student who accumulates 5 days of unexcused absence is required to have a parent/guardian conference with the Academic Counselor and School Administrator and others as deemed necessary; and/or
- Written notice to the **Rosebud Sioux Tribal Truancy Program** for further action as deemed necessary.

Failure to send children to school is a **Class C Crime**.

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

- Notice by Certified letter to the parent/guardian; and/or
- Notice sent to the **Rosebud Sioux Tribal Truancy Program** for further action as deemed necessary; and/or
- 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; and/or
- A student who accumulates ten (10) days of unexcused absences will be dropped from school and will have to re-apply for admittance with an attendance contract. If they violate the contract and accumulate 5 additional days they will be dis-enrolled and will not be allowed back to school for the remainder of the year and will have to reapply for admittance;

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

At the start of the 4th Quarter if a student is dis-enrolled due to violation of attendance they will be dis-enrolled for the remainder of the year.

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).

Tardiness- The students are to be in the classroom at the scheduled start times of class or before or they will be considered tardy. The first bell will signal students to report to their scheduled class, the second bell will signal the start of the class.

It is the student's responsibility to be in class on time. All tardiness will require an admit slip from the office to be admitted into the classroom after the 5-minute sweep has been completed. Any student found out of the classroom without a pass will receive appropriate disciplinary actions.

6 Tardies Equal One Day of Absence-

- A. Prior to the opening of the school day shall fall into the same reasons as absences.
- B. Student being late into the class period will turn into an unexcused absence for that class period unless a parent has called. Late consists of student not being in class after the bell rings.
- C. During the school day tardiness shall be defined as failure to be at one's assigned classroom when the class bell rings. When a student is tardy during the school day, he/she will report to the secretary's office for an excused for re-admittance to class after being admitted to school. Excused or unexcused tardiness will be determined at this time, recorded on a pass and take to the scheduled class teacher.

UNEXCUSED TARDINESS- *Unexcused tardiness does not meet the criteria mentioned in the excused tardy section.*

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, department, 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 under the discretion of the principal. No student

will be accepted as a transfer student who has been expelled, 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 you 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, i.e., action is to be based upon an understanding of the student and sound guidance practices.

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 participation any school-sponsored activity conducted 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. **The principal has the legal right to suspend students for 10 days.** The Superintendent must approve any suspension over the 10 days. The school board has the right to expel students.

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

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.

All behaviors are expected and must be followed. Failure to follow expected behaviors will result in disciplinary actions (see discipline).

Universal Consequences System-

1. Each teacher will have a system of THREE warnings for behavior. Each warning will produce a leveled consequence.
2. Each teacher will have a PHYSICAL display of the consequences system.
3. All warnings and leveled consequences (whether administered by teachers or by administrators) must be inevitable and consistent.

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. In case of emergencies, each student is given 5 physical paper hallway passes per Semester. When a student runs out of their passes, they cannot get more.
3. The 5 physical paper passes must be used for nurse visits that are NOT severe. (I.E. Headache, itchy throat, etc.)
4. Students will not be allowed to use the paper passes during the first 10 and last 10 minutes of class.
5. 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.) At dismissal, all classes must WALK to the doors. We expect students not to run ahead and beyond teacher supervision.
- 2.) In the mornings, students will either be eating breakfast in the cafeteria or be in their classrooms (MS), or be outside. Students who go to the classroom will not be allowed to leave the classroom.
- 3.) Faculty and staff will be present in the hallways, monitoring the transitions and having specific duties (i.e. Bathroom duty, Commons Duty, etc.). This is the best way to remind students of the time and to ensure smooth transitions.

3.) Universal Consequence System

What are the Procedures?

- 1.) Each teacher will have a system of THREE warnings for behavior. Each warning will produce a leveled-consequence.

Example:

Warning 1: Verbal warning.

Warning 2: Verbal warning and time off of break or loss of Warrior Bucks.

Warning 3: Verbal warning and writing an apology letter to class/teacher.

Warning 4: Write Up.

- 2.) Each teacher will have a PHYSICAL display of the consequences system, which will include the Lakota Values and Principal will approve prior to display. Students are expected to know and obey by these rules.
- 3.) All warnings and leveled consequences will be inevitable and consistent.

4.) Each teacher will have a classroom management policy

All certified staff will be required to submit a written behavioral intervention/modification classroom plan

outlining behavioral expectations, strategies, and incentives promoting student success integrating the universal consequences procedure. Plans will be filed with the principal. 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.

1.) Kitchen and Commons Area procedures for lunch

- 1.) 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.
- 2.) 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.
- 3.) To avoid any conflict, the teacher is mandated to either sit or stand with their class during the lunch hour.
- 4.) 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.

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 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 are on the property of the St. Francis Indian School within the jurisdiction of the schools' hours; while

students are in school-owned or school-operated vehicles; while students are attending or engage in school-sponsored activities. The bullying of students by students, staff or third parties is strictly prohibited **and will not be tolerated (See Discipline).**

7-12 Grade Lakota Anti-Bullying Code-

“Treat all staff and students with Wowahola- Respect.” Bullying 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.

Objective: To report when there is credible information that there has been an act of bullying/harassment committed, so that this act is on file. Encourage bystander/witnesses to report credible acts of bullying; anyone can report whether witness or victim. Any situations of retaliation for reporting will not be tolerated and will be considered an additional act of bullying.

What is bullying?

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. In Bullying these things must happen more than just once and it is difficult for the student being bullied to defend himself or herself. We do not call it bullying when teasing is done in a friendly and playful way. Also it is not bullying when two students of about equal strength and power argue or fight. Any student engaging in an act of bullying is subject to immediate disciplinary and intervention process of the St. Francis Indian School. The SFIS family is committed to providing a safe learning environment. Bullying and Harassment of any kind will not be tolerated and retaliation against any individual is not permitted. Students are encouraged to let their teacher or any staff member know immediately of bullying, harassment, intimidation or retaliation.

THE FOLLOWING TYPES OF BULLYING BEHAVIOR ARE INCLUDED BUT NOT LIMITED IN THE DEFINITION OF BULLYING:

- Say mean and hurtful things or make fun of him or her, or call him or her mean and hurtful names, “name calling”.
- Completely ignore or exclude him or her from their group of friends or leave him or her out of things on purpose.
- Hit, kick, push, shove, or lock him or her inside a room.
- Tell lies or spread false rumors about him or her or send mean notes and try to make other students dislike him or her
- Deliberate exclusion malicious gossip, isolation & exclusion, ignoring, excluding from the group, taking someone’s friends away, breaking confidence.
- Identity-based bullying such as homophobic bullying, racist bullying, and bullying of those with disabilities or special educational needs.
- Taking advantage of some student’s vulnerabilities and limited capacity to recognize and defend themselves against bullying.
- Taking advantage of some student’s vulnerabilities and limited capacity to understand social situations and social cues.
- Mimicking a person’s disability and setting others up for ridicule.

Responsibilities of School Staff

- To acknowledge that bullying is a shared responsibility within the 7-12 grades.
- To empower students to deal with conflict in constructive ways.
- To take all reports of bullying **seriously** and to report them to the principal if warranted.
- To document any serious bullying incidents using the SFIS Bullying Incident Report Form.

Cyberbullying- According to StopBullying.gov, a website sponsored by the U.S. Department of Health & Human Services, “Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phone, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.” Additionally, repeated harassment and intimidation of a person through the misuses of technology: including, but not limited to harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, and/or Website postings, including blogs. In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. Such conduct includes, but is not limited to threats made on or off school grounds, to kill or hurt a staff member or student.

Harassment-The act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary, including but not limited to racial, disability, religious, sexual orientation, prejudice, actions of a person (or group) who is repeatedly sending you threatening letters, calling you on the phone, or repeatedly sending you materials which the **harasser knows, or has reason to know**, are culturally offensive or intimidating to you. Harassment has the effect of substantially interfering with a student’s education performance; it may also negatively impact a student’s emotional or mental wellbeing and substantially disrupt the orderly operation of the school. If proven, depending on the severity and frequency of the conduct and the harasser’s prior criminal record, harassment can be punishable as either a gross misdemeanor or a felony.

Definitions:

INTIMIDATION- to frighten into submission, compliance or agreement

RETALIATION- the act of seeking revenge upon another person

HOMOPHOBIC/TRANSGENDER BULLYING- spreading rumors about a person’s sexual orientation, taunting a person of a different sexual orientation and name calling such as Gay, Queer, and/or Lesbian

RACIAL BULLYING- discrimination, prejudice, comments or insults about color, nationality, culture, social class, religious belief, ethnic or familial background

O.B.P.P.

The staff of St. Francis Indian School 7-12 staff are trained to act and implement the Olweus Bullying Prevention Program (OBPP).

OBPP is used at the school, classroom, and individual levels and includes methods to reach out to parents/guardians and the tribal community for involvement and support. School administrators, teachers, and other staff are primarily responsible for introducing the implementing the program. These efforts are designed to improve peer relations and make the school a safer and more positive place for our students to learn and the need to understand that the expected behavior of a Lakota student is one of Wolakota (peace).

Wolakota means to act and behave with great respect, harmony, peace, and friendship. Wolakota is the opposite towards arguing, fighting, making enemies, and shaming each other.

Reporting- Students may report any incident of bullying, harassment, intimidation, and. Or retaliation to any staff member or make a written report to hand in to any St. Francis Indian School staff member. Any staff member observing or suspecting bullying toward another individual is mandated to submit to his or her supervisor a written and signed **7-12 Bullying Incident Report Form**: A person may wish to remain anonymous, but disciplinary action will not be based solely on an anonymous report. An investigation will occur for each report of bullying, harassment, intimidation, and retaliation.

Report Procedure:

- The administrator, dean of students, counselor, and/or designee shall begin an investigation and interview with the complainant, the accused, and any witnesses within two school days of receiving a notification or complaint (anonymous or not anonymous). During the investigation this person may take any action

necessary to protect the complainant and other students or employees.

- A decision by the administrator or designed shall be completed with ten (10) school days about the validity of the allegations and about any corrective action necessary.
- The administrator will inform all relevant parties in writing of the decision and the right to appeal any decision or disciplinary actions. A copy of the decision will be sent to the original reporting person.

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 evets, 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 s 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 7-12 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 Discipline-

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. Students will receive a verbal and written notice of a detention for the particular day(s) assigned. Parents will receive a phone call notifying them of their child’s detention. Students who have a “no show” for detention will receive an In School suspension.

HEART Room Referral- In collaboration with administration, teachers, and 7-12 counselors/and other tribal entities; the “heart room” will address student’s basic physical and affective needs. Staff, teachers or administrators may assign students to the Heart Room for counseling and /or behavior reflection/intervention.

In School Suspension (ISS)-A student that is placed in in –school suspension will be allowed to

do daily work as directed by the 7-12 principal and assisted with the ISS Director. 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 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.

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) therefore. Parents or guardians will be given verbal and written notice of their child's suspension. The student does not report to the school for the required amount of days. The principal or their delegate has the legal right to suspend for 10 days. Students DO NOT take work home when on out of school suspension (IDEA/504 circumstances must be accommodated). Teachers are not obligated to provide makeup work for absences associated with out of school suspension. 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.

Out of School Long Term Suspension-A student and his/her parent or guardian will be notified in writing and a verbal notice of the intention to suspend or expel and the reasons therefore. The superintendent must approve any suspensions over 10 days. Students DO NOT take work home when on out of school suspension (IDEA/504 circumstances must be accommodated). Teachers are not obligated to provide makeup work for absences associated with 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. Only the school board has the right to expel students. The students and parent or guardian has the right to appeal the decision of the superintendent to the school board.

Behavior Modification Room (BMR)- A student may demonstrate eligibility for the BMR by; breaking the Behavior Contract that they were placed on, having too many behavior referrals through progression of the 7-12 Handbook or during a Supt. Hearing. The focus of the Behavior Modification Room is positive behavior. The student stays in the class for a minimum of 20 school days to complete the program. Some students stay in the BMR longer than 20 school days to complete their levels. The length of their stay is determined by the change in their behavior to make it to their level.

Reverse Suspension-At any time, at the discretion of the principal and/or designee, a parent may be given the option of reverse suspension where the parent must attend school with their child for the designated time.

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.

DISCIPLINARY PROCEDURES

WHEN A STUDENT IS SUSPENDED OUT OF SCHOOL, UPON RETURN THEY MUST BE ACCOMPANIED BY A PARENT/GUARDIAN.

The student and family must meet with an administrator or Dean of Students, and review the consequences of their action. *Referral can be made at any time to the Rosebud Sioux Tribe Law Enforcement, RST Children’s Court and other appropriate authorities on any offense at the administrators’ judgment.*

- **Alcohol, Drugs, Chemicals, prescription drugs, Tobacco, Marijuana, Nicotine, any other controlled substance in possession or use.**

Possessing, delivering, dispensing, distributing, transfer or sale and use of any alcohol, narcotics or any controlled substance, cigarettes, vape, or drugs paraphernalia is prohibited. Any reports will undergo the following producers and will be subjected to Police reports.

Procedures:

- I. Parent contact/notify
- II. Undergo test
 1. Substance test*
 - a. Drug Test
 - b. Alcohol Test
 2. Search and Seizures
Searches are Homogeneous Search
 - a K9
 - b Personal locker, bag, body search
 3. RST law enforcement and police report

1 st Offense	2 nd Offense	3 rd Offense
<ul style="list-style-type: none"> • Parent Guardian Communication • Removal of school grounds may return next day • Drug/alcohol class with counselor and evaluation(Length of program TBD and Requirements) 	<ul style="list-style-type: none"> • Parent/Guardian Communication • 7 Days OSS with Parent/Guardian Administration hearing 	<ul style="list-style-type: none"> • Parent/Guardian Communication • 10 Days OSS followed by Due Process Hearing

• **Fighting/Assault-Aggravated/Simple**

Engaging in any form of physical altercation where hitting or fist fighting are exchanged. This does not include pushing, shoving, or tripping.

1st Offense *Parent/guardian Communication *7 Days Out OSS *Parent/Guardian Mediation with Administration RST Law Enforcement	2nd Offense *Parent/Guardian Communication *10 Days OSS *Parent/Guardian Mediation with Administration *RST Law Enforcement	3rd Offense *Parent/Guardian Communication * Due Process *Parent/Guardian Mediation with Administration *RST Law Enforcement
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• **WEAPONS/ARSON/BOMB THREATS/FALSE FIRE ALARM/SELLING/ HANDING OUT/ TRANSPORTING DRUGS**

Possession, transporting, receiving, selling, exchanging, distributing, use for threatening, or look alike, toys and using gun in school is prohibited. Intentionally making, publishing or conveying in any manner of threat pertaining to the school is subjected to RST Law Enforcement. Possible expulsion pursuant to due process can happen at any offense due to the severity of the situation. Possessing or using any compound or mixture which can cause an explosion is prohibited. Weapons include objects not commonly considered as such, but modified for use as a weapon or replicas and toys that look like weapons. Students will not possess buy, sell, or use weapons of any kind while on school property or while participating in a school sponsored event. Possible expulsion pursuant to due process and happen at any offense due to the severity of the situation. Intentional destruction or damage to school property or other property by means of fire or attempt, is prohibited.

1ST OFFENSE <ul style="list-style-type: none"> • Contact law enforcement-who makes the calls • Parent/guardian Communication • 10 days OSS • Parent/Guardian hearing upon return 	2nd OFFENSE <ul style="list-style-type: none"> • Parent/Guardian Communication • Due Process
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• **DRESS CODE**

Wearing or violating any of the dress code regulations mentioned in this handbook.

1st Offense <ul style="list-style-type: none"> • Parent/Guardian Communication • Students will be given sweatpants/t shirt to change into for the rest of day • If student is not compliant, home school coordinator will drive student home to change and return to school 	2nd Offense <ul style="list-style-type: none"> • Parent/Guardian Communication • 3 days ISS 	3rd Offense <ul style="list-style-type: none"> • Parent/Guardian Communication • Parent/Guardian mediation with administration • 3 day OSS
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Blatant Disrespect/Disruptive Behavior

Includes cursing at students, and staff, throwing objects (ex. Snowballs), stopping or disrupting classroom instruction, arguing with staff or student, and not following directives from any staff member (this includes issues with dress code).

<p>1st Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • Verbal Warning from teacher, documented and reported to Dean of Students 	<p>2nd Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • Parent mediation with administrators, teacher, and student 	<p>3rd Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • 3 Days ISS
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Bullying

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself/herself.

<p>1st Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • Counseling for the student bully in order to attend normal classes again (Length TBD) 	<p>2nd Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • 3 Days ISS 	<p>3rd Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • 3 Days OSS • Administration Meeting with Parent/Guardian and student 	<p>4th Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • 10 Days OSS • Due Process
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Provocation/3rd Party Accessory

Coercing another student to break school rules that gets the primary student disciplined, knowledge of any major rule infractions occurring or occurred such as fighting and not notifying the proper staff. Any recording of rule infractions and promoting the rule infraction is prohibited.

<p>1st Offense</p> <ul style="list-style-type: none"> • 1 Day ISS • Counseling • Parent/Guardian Communication 	<p>2nd Offense</p> <ul style="list-style-type: none"> • 3 Days ISS • Counseling • Parent/Guardian Communication 	<p>3rd Offense</p> <ul style="list-style-type: none"> • OSS until Supt..Hearing • BMR placement 	<p>4th Offense</p> <ul style="list-style-type: none"> • OSS until School Board Hearing for Expulsion
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Burglary/Robbery/Theft/Gang Activity

Entering any school location classroom, offices including staff housing without consent and with intent to commit a crime, taking property from another person or place without permission is prohibited.

<p>1st Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • Community Service decided by Dean (project assignment) for vandalism/theft from classroom during school day • If student commits burglary, theft, vandalism, they are subject to –Parent/Guardian being held responsible for 	<p>2nd Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • If student continues to wear Gang affiliated items they are to receive Counseling • 	<p>3rd Offense</p> <ul style="list-style-type: none"> • Parent/Guardian Communication • Due Process
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financial costs of replacement/labor to fix vandalized stolen or defaced school property (School Buildings, campus, and teacher housing.) <ul style="list-style-type: none"> • Students wearing bandana/gang affiliated clothing are to remove them and receive Verbal Warning • Subject to severity of crime 		
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Sexual Misconduct

Intentional touching or private parts, intentional removal or attempted removal of clothing covering a person's intimate part's, indecent exposure of intimate parts, sexual notes/drawings are prohibited.

1st Offense <ul style="list-style-type: none"> • 3 Days OSS • Parent/Guardian Meeting • Counseling 	2nd Offense <ul style="list-style-type: none"> • 5 Days OSS • RST Law Enforcement 	3rd Offense <ul style="list-style-type: none"> • OSS until Supt. Hearing • BMR Placement 	4th Offense <ul style="list-style-type: none"> • OSS until a School Board Hearing
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Harassment-Racial, Sexual, Religious, Disability/ Instigating/Intimidation/Retaliation

Threats, insults, gestures, intimidation toward another because of race, sexuality, religion, or disability is prohibited. Reprisal or retaliation for complaint of harassment is prohibited. Spreading rumors, agitating a conflict, note passing, or any behavior that may escalate a conflict between others, or frightening someone into submission, compliance, or agreement, or seeking revenge upon others is prohibited.

1st Offense <ul style="list-style-type: none"> • 2 Days ISS • Parent/Guardian Communication • Counseling 	2nd Offense <ul style="list-style-type: none"> • 4 Days ISS • Parent/Guardian Communication • Counseling • RST Law Enforcement 	3rd Offense <ul style="list-style-type: none"> • 10 Days OSS • Parent/Guardian Communication • BMR Placement • RST Law Enforcement 	4th Offense <ul style="list-style-type: none"> • OSS until School Board Hearing for Expulsion
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Cheating and Plagiarism

Using someone else's work for their own

1st Offense <ul style="list-style-type: none"> • Parent/Guardian Communication • Mediation between student, teacher, Dean • Student should demonstrate to teacher remorse for cheating/plagiarism via apology/letter 	2nd Offense <ul style="list-style-type: none"> • Parent/Guardian Communication • Referral to attend after school tutoring to learn how to complete the assignment correctly/ not plagiarize
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Skipping Class/Leaving Classroom

Skipping class is defined as a student purposely reporting more than 5 minutes late to a class or being in a class and then not attending the next without being checked out, or leaving the classroom without permission.

1st Offense <ul style="list-style-type: none"> • Parent/Guardian Communication • Verbal Warning 	2nd Offense <ul style="list-style-type: none"> • Parent/Guardian Communication • Student must attend after-school tutoring 	3rd Offense <ul style="list-style-type: none"> • Parent/Guardian Communication • ISS dependent upon number of skipped
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	with the instructor whose class period they skipped-dependent upon teacher's tutoring schedule <ul style="list-style-type: none"> (4-6pm) 	<ul style="list-style-type: none"> (2 Classes Skipped = 2 Days ISS) Parent /Guardian Mediation with Administration
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Leaving School Grounds, Skipping School, or Leaving Building

Leaving school grounds, skipping school, or leaving building without permission of the teacher or staff member will immediately be referred to the RST Law Enforcement.

1st Offense <ul style="list-style-type: none"> 3 Days ISS Parent/Guardian Meeting Referral RST 	2nd Offense <ul style="list-style-type: none"> 5 Day ISS Parent/Guardian Meeting Counseling Referral RST 	3rd Offense <ul style="list-style-type: none"> 3 Days OSS Counseling Superintendent Hearing BMR Placement 	4th Offense <ul style="list-style-type: none"> OSS until School Board Hearing for Expulsion
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Student Cars Violations

Failure to display parking pass, violation of student car rules, and/or updating required information is prohibited.

1st Offense <ul style="list-style-type: none"> 3 Days ISS Parent/Guardian Meeting 	2nd Offense <ul style="list-style-type: none"> 5 Days ISS Parent/Guardian Meeting 	3rd Offense <ul style="list-style-type: none"> OSS until Supt. Hearing BMR Placement 	4th Offense <ul style="list-style-type: none"> OSS until School Board Hearing for Expulsion
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Cell Phone Policy

The Students will be allowed to keep their cell phones with them during the school day. They will only be allowed to use them during passing periods, lunch, and in the classroom for educational purposes. Students are responsible for their own property and bring phones to school at their own risk. **Any violations of the policy may result in further consequences by school administration and may place student on a "NO CELL PHONE LIST".**

1st Offense <ul style="list-style-type: none"> Verbal Warning and teacher will take phone until the end of class 	2nd Offense <ul style="list-style-type: none"> ISS for one day 	3rd Offense <ul style="list-style-type: none"> Loss of phone privileges for all school year 	4th Offense <ul style="list-style-type: none"> Parent-Student Administrator Meeting
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Unnecessary Items

It is important that students do not bring unnecessary items to school. *The school is not responsible for the loss of theft of cell phones, other electronic items, or any personal belongings that are not relevant to the school or school day.* * If skateboards, scooters, etc. are the mode for transportation, students must follow the guidelines for such. The school is not responsible for skateboards, scooters, etc. that are damaged. * Skateboards/ Scooters are an issue of liability for the school and safety of the students.

1st Offense <ul style="list-style-type: none"> Parent/Guardian Communication Student is to turn unnecessary item in to Dean to hold for the remainder of the school day.
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Technology or Telecommunications Misuse

Misuse of computer equipment, programs, data or files, inappropriate accessing of files, including the

internet. Using the phone without permission. Unacceptable Use can be defined as but not limited to furthering personal causes such as political, religious or commercial views, disseminating threatening or harassing messages, any illegal act, disseminating sexually explicit or otherwise inappropriate material, accessing or trying to access sites or online materials that are blocked by the technology protection measure, attempting to gain unauthorized access to computers, servers, Google Apps for Education accounts, voicemails or other Electronic Communication Devices, purposely infecting the network or computers with spyware, malware or viruses, gaining access by using another's credentials, using the internet to access bandwidth grabbing programs unless authorized to do so. Violating copyright laws (anything from the Internet should be regarded as copyright protected), downloading or uploading any data or material not specifically related your research, creating or forward any information/data that is inflammatory, or defamatory to any race, creed, ethnicity, religion, sexual orientation or political beliefs of any individual or group, downloading any unauthorized software, file or program, create or forward any information regarding explosives or weapons unless as information for a specific class assignment is prohibited.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<ul style="list-style-type: none"> • 1 Day ISS 	<ul style="list-style-type: none"> • 3 days ISS • Parent/Guardian Meeting 	<ul style="list-style-type: none"> • OSS until Supt. Hearing • BMR Placement 	<ul style="list-style-type: none"> • OSS until School Board Hearing for Expulsion

Unique Situations

Discipline situations that arise that are not covered by these guidelines will be handled on a case by case basis. At any time, discipline situation can be altered due to the severity of situation and pursuant to due process guideline.

Student Searches/Drug Assessments-

St. Francis Indian School administrators are authorized to make searches of students, students' personal property and vehicles. A student and or a student's property (classified as, but limited to : purse, backpack, book bag, cell phone, and/or electronic devices, etc.) may be searched when a school administrator has reasonable suspicion to believe the student is in possession of items that are unauthorized, illegal or contraband. Searches of a student's garments while being worn, (such as jackets, socks, pockets, etc.) will be conducted in private. Two School employees must be present during the search. The employee who conducts the search must be the same gender as the student. If a student is believed to be under the influence of any illegal or prescribed substance, a trained school official may conduct a drug assessment to determine if the student is under the influence. These findings will be used to determine if the student violated any school policies and appropriate disciplinary actions will occur.

St. Francis Indian School's goal is to devise a plan for student success. We will treat students, parents/guardians and school staff with respect as we work together on student success.

All students are entitled to due process when they are subjected to disciplinary actions such as in/out of school suspension or expulsion. The SFIS board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process procedures must be followed, and must follow the hearing procedures established by the SFIS board.

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 HIS mental health services and will ask for assistance in assessing the mental health status of the student.

SEXUAL HARASSMENT & MOLESTATION POLICY

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 and inappropriate & violating acts of molestation.

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 used as a factor in decisions 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 or 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 threats concerning an individual's employment or educational status;
 6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
 7. Any sexually motivated, unwelcome touching.

Section 3- Definition of Molestation

Molestation is Sexual Abuse. This is a crime of sexual acts with children up to age 18. Including touching of private parts, exposure of genitalia, "brushing up on another's body", violating body boundaries, taking of pornographic pictures, rape, inducement of sexual acts with the molester or with other children. This inappropriate sexual behavior may constitute a 'red flag' that the student may need immediate consultation with school counselors and other tribal entities with behavioral/mental health services.

RESPONSIBILITIES FOR SCHOOL STAFF AND TEACHERS:

- Acknowledge that sexual harassment and molestation is a shared responsibility within the school.
- To empower students on inappropriate and appropriate touch and "body boundaries".
- To take all reports of sexual harassment and molestation seriously and immediately report to the principal.
- Document all sexual and inappropriate touching incident using the sexual harassment and molestation

report form.

INTERVENTION:

- Immediate Counselor Referral and administrator or designee notification
- Parent/guardian contact
- Collaboration with RST behavioral mental health entities
- Collaboration and contact with Indian Health Services and other RST intervention services & programs.
- Intervention Plan documenting school resources, RST resources & services, and Plan of Action (POA).
- Follow up and Review of intervention is mandatory.

Section 4- Reporting Sexual Harassment & Molestation:

The School Board hereby designates the Compliance Officer to receive and investigate reports or complaints of sexual harassment & molestation from any students, employee, or victim of sexual harassment & molestation and from Administrators as outlined below. Any person who believes that he or she has been the victim of sexual harassment & molestation by a student or an employee of SFIS, or any third person with knowledge or belief of conduct, which may constitute sexual harassment or/and molestation, should report the alleged acts immediately to the school Compliance Officer, building principal, school counselors, as well as Tribal, State, and Federal agencies. The reports or complaints can be received verbally or in writing.

The person (building counselor and/or principal) receiving the verbal or written complaint should **notify the compliance officer immediately** without screen or investigating the report. The written complaint should be forwarded simultaneously to the Compliance Officer. **If the complaint was given verbally, the verbal complaint should be put in written form and forwarded to the Compliance Officer within twenty-four (24) hours from the time the alleged incident occurred.** Failure to forward any reports or complaints of sexual harassment will result in disciplinary action. If the complaint involves the compliance officer, the complaint shall be filed directly with the Superintendent.

SFIS will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible; consistent with the school's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

Section 5- Investigation and Recommendations:

By authority of the School Board, the Compliance Officer, upon receipt of a report or complaint alleging sexual harassment and/or molestation shall immediately investigate the report or complaint. The Compliance Officer may take immediate steps, at his/her discretion, to protect the victim, students and employees pending completion of an investigation of alleged sexual harassment and/or molestation.

The Compliance Officer will make a report to the Superintendent upon completion of the investigation and will make the necessary recommendations for disciplinary action to the building principals.

Section 6-Action by SFIS-

Upon receipt of recommendation that the complaint is valid, administrators will take such action as appropriate based on the severity of the harassment and/or molestation and results of the investigation.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by SFIS. The report will document any disciplinary action taken as a result of the complaint.

Section 7- Reprisal-

SFIS will discipline any individual who retaliates against any person who reports alleged sexual harassment and molestation or who retaliates against any person who testified, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment or molestation

complaint. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

Section8- Discipline:

Any student or employee who violates this policy will be subject to disciplinary and intervening 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.

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 17 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 7-12
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 2018-2019 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 7-12 Student Handbook for the St. Francis Indian School and understand its purpose and I agree to follow the rules and regulations imposed and regulated by the SFIS Handbook.

To be filled out and given or mailed to:

7-8 Principal and 9-12 Principal
502 E. Warrior Dr.
St. Francis, SD 57572

605-747-2298