



*2017-2018*  
*Student/Parent*  
*Handbook*



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**\*\*The policies and procedures outlined in this handbook apply upon enrollment for all students of SRCS/FYPS.**

Dear Parents/Guardians and Students,

Welcome to the 2017-2018 School Year! We are looking forward to the start of a new school year and the new experiences that each new year has to offer. We encourage parents and guardians to take an active interest in their child's education. We believe that our team building relationships with parents, guardians, and community members is a critical element to the success of the children in our community. Our partnership as a team is essential in creating a positive and rewarding atmosphere for our students to achieve academic success.

This handbook contains information regarding policies and procedures regarding the guidelines that are necessary to provide students with a safe environment that promotes learning. Furthermore, Standing Rock Community Grant School/Fort Yates Public School firmly believes in a rigorous curriculum with actively engaged students and teachers. We have high expectation for all of our students, and we know that our students will rise to the level we are setting for them.

We at Standing Rock Community Grant School/Fort Yates Public School want you to enjoy your experience in school, and expect you to be academically challenged.

High school will be a student's last stop before entering college or the community as a young, working adult, and it is our job and duty to ensure that all of our students are not only prepared, but ready to meet the world with a brave and confident will.

Good luck to you all, and have a safe and productive year.

Standing Rock Community Grant School/Fort Yates Public School

## **STANDING ROCK/FT. YATES COMMUNITY SCHOOLS**

### **“Home of the Warriors”**

#### **Nondiscrimination Policy**

Standing Rock Community Schools/Fort Yates Public School (SRCS/FYPS) does not discriminate on the basis of gender, race, national origin, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title IV, Title VII, Title IX, and Section 504 of the Americans with Disabilities Act. Specific complaints may be referred to the School Superintendent or Board of Education. Complaints may also be filed with the North Dakota Department of Public Instruction at 600 East Boulevard Avenue, Bismarck, North Dakota, 58505. In addition, complaints may be forwarded to the Office of Civil Rights, U.S. Department of Education, Region 2 VII, Federal Office Building, 1244 Speer Boulevard, Suite #310, Denver, Colorado, 80204-3582.

#### **VISION STATEMENT**

We envision a worldwide community that is free from prejudice and one in which each individual is valued and students fulfill their responsibilities as members of society.

#### **MISSION STATEMENT**

Standing Rock Community Schools are committed to academic proficiency and success for all of our students. We are committed to providing a safe and secure environment for all students and staff.

#### **PHILOSOPHY**

In order for us to accomplish our mission, we believe in the following philosophy statements:

1. We will maintain rigorous coursework and high expectations for our students.
2. We will hold our students to specific and demanding attendance and academic policies.
3. We will work to increase extra-curricular activities that encourage academic opportunities for growth and development.
4. We will continue to integrate our language and culture into the academic environment.
5. We will work to build positive relationships with our parents/guardians and include them in all aspects of their children’s education.
6. We will build an environment that is based on mutual respect, trust, and one that promotes open communication between students, parents/guardians, and Standing Rock School staff.

7. We will promote a safe and secure and healthy environment that is conducive to learning.
8. We will recognize and promote the individual needs and talents of our students.

### **Expectations**

It is our expectation that all students will reflect and display those significant values of **Wowicakupi** (generosity), **Woohitika** (Courage), **Wowasake** (Fortitude), **Woksape**, (Wisdom), **Tehinda** (Cherish), **Wowicake** (Honesty) and **Waohoda** (Respect).

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### Rights

1. The right to a free and appropriate education.
2. The right to freedom of religion and culture.
3. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
4. The right to freedom of the press, except where the material is libelous, slanderous, obscene or prejudicial.
5. The right to freedom of speech and expression as long as the expression does not disrupt the educational process or endanger the health and safety of others.
6. The right to freedom of discrimination.
7. The right to be free from cruel and unusual punishment.
8. The right to due process.

### Responsibilities:

1. To obtain an education. The student must regard the opportunity of obtaining an education as one of their duties to the community. It is the responsibility of students to attend school/ classes regularly, be prepared for class and complete their assignments.
2. To follow school rules. The student must obey recognized rules and procedures developed by the school.
3. To practice self-control. The student must refrain from inflicting bodily harm on self and others and respect the privacy of other persons and property.
4. To know the grievance procedure. The student must know and use the proper methods channels of complaint resolution.

## **BUSINESS HOURS**

**The Elementary School** building and office are open Monday thru Friday from 7:45 a.m. to 3:45 p.m. School dismisses at 2:40 p.m.

**The Middle School** building and office are open Monday thru Friday from 7:45a.m. to 3:45 p.m. School dismisses at 3:00.

**The High School** building and office are open Monday thru Friday from 7:45 a.m. to 3:45 p.m. School dismisses at 3:00.

## **VISITORS**

ALL parents/visitors must check in at the office before proceeding to any classroom. Parents and guardians are always welcome at SRCS/FYPS. To help maintain a continuous and effective learning environment, SRCS/FYPS does require **all** visitors to follow the guidelines listed below:

1. **ALL** visitors must check in and out at the reception desk/hall monitors table.
2. Visitors who wish to observe classrooms or tour our campus must make arrangements in advance with administration.

## **LEGAL CUSTODY**

In situations where one parent has custody or is considered the legal guardian of a student, documentation must be brought to the school and placed in the student's file. If changes are made during the school year documentation must be provided. This is particularly important in cases in which one parent is legally denied contact with the student.

## **SCHOOL TRADITION**

Home of the Warriors

School Colors: Blue & Gold

School Song: "Minnesota Rouser"

"Standing Rock High School Hats Off To Thee! To Our Colors, True We Shall Always Be. Firm And Strong, United Are We. Rah! Rah! Warriors! Rah! Rah! Warriors! Hats Off To Standing Rock High School! Standing Rock High School "W-A-R-R-I-O-R-S"

## ATTENDANCE

### ATTENDANCE PROCEDURES

The Standing Rock Sioux Tribe requires compulsory attendance in the Standing Rock Community Schools for each child from age five (5) as of July 31 to eighteen (Reference Title XXXV Education Code, Tribal Code of Justice, 35-501 & 35-603 c) and the North Dakota Century Code:

#### **CHAPTER 15.1-20 SCHOOL ATTENDANCE 15.1-20-01. Compulsory attendance.**

1. Any person having responsibility for a child between the ages of seven and sixteen years shall ensure that the child is in attendance at a public school for the duration of each school year.
2. If a person enrolls a child of age six in a public school, the person shall ensure that the child is in attendance at the public school for the duration of each school year. The person may withdraw a child of age six from the public school. However, once the child is withdrawn, the person may not re-enroll the child until the following school year. This subsection does not apply if the reason for the withdrawal is the child's relocation to another school district.
3. This section does not apply if a child is exempted under the provisions of section 15.1-20-02. Students are expected to be regular and prompt in their attendance.

### ABSENCE REPORTING PROCEDURE

The parent/guardian must make a verification call to the SRCS/FYPS Main Office on **THE DAY OF THE ABSENCE** between 7:30 a.m. - 3:30 p.m. NOTE: If a verification phone call is not received the day of the absence, the absence will be unexcused. In the event that a student returns to school after the parent calls in, the student and/or parent must notify the main office at the time of the return. The Administration will make the final determination whether the absence is excused, unexcused, or exempt. Failure by the parents/guardians to contact the school regarding a student's absence can result in a student's loss of credit, and the student being dropped from SRCS/FYPS enrollment records. Students who fail to attend class for three (3) consecutive days of unexcused absences will be considered dropped from Standing Rock School's enrollment records.

**\*The High School will no longer provide transportation to appointments/transport student due to behavior infractions, suspensions and due to students missing bus transportation.**

### TYPES OF ABSENCES

All absences from school fall into one of three categories: excused, unexcused, and exempt. An excused absence will be given for:



1. Personal illness or injury.
2. Death in the immediate family.
3. Emergency medical or dental care.
4. Religious observances of all faiths if request is arranged in advance (class release required).
5. Personal or family situations for which the student's presence is deemed essential, based on Administration's discretion. Except in cases of emergency, a class release application is required in advance.

\*Exempt absences must be documented by a physician's statement or the recommendation of the school nurse. **Exempt absences may not exceed 5 per semester.**

***NOTE: #1-5 are unexcused if no call is received on the day of the absence or when advance arrangements have not been made.***

An unexcused absence is an absence that cannot be classified in any of the above categories. This includes: truancy, oversleeping, leaving a class early without permission, routine errands, absences of a nonessential nature (i.e., car trouble, haircuts, un-sponsored trips, beauty shop appointments, car maintenance and repair, senior picture appointments, and undeclared absences such as "personal"). Because bus transportation is provided, students who are tardy or absent because of failure of their own transportation will be unexcused.

## **ELEMENTARY SCHOOL**

Regular school attendance is required by law and is very important to the education process and the development of appropriate life-long work habits. Regular school attendance is a parent/child responsibility and the school is required by law to report educational neglect. The Standing Rock Community Elementary School uses the North Dakota State Law (Chapter 12 exploitation of children, sec. 4-1203: Failure to Send Children to School) and is committed to implementing and maintaining these guidelines. As a concerned parent, it is your responsibility to call the office personnel by 8:00 am to inform them that your child/children will be absent. Parents or guardians of absent students will be contacted by the home school coordinator by 10:00 a.m. daily if they have not contacted the school.

**Absent Means Absent.** (See the Absence/Tardy guidelines) Students will be required to attend homework assistance during Night Lights sessions on Mondays, Tuesdays, and Thursdays to complete work that was missed when absent/tardy until missed work is caught up.

When a student arrives to school after 9:00 a.m. they will be considered a half a day absent. A student checked out before 1:00 p.m. he/she will be considered half-day absent.

## ABSENCES      OUTCOMES

- |    |   |
|----|---|
| 5  | Parent/guardians will be notified by the school; A meeting with parents/guardians, teacher and administration may be set. |
| 20 | Meeting on possible retention   |

School Resource Officer and Child Protective Services will be notified and a 960 for Educational Neglect will be filed with Juvenile Court. The student will be considered tardy after 8:15 a.m. and until 9:00 a.m. Beyond that time, a student will be counted absent. **5 tardies will equal 1 day absent.**

## Middle School/High School

### TARDINESS

Students are expected to report to class on time. A student is considered tardy if he/she is not in the classroom when the final bell rings. If arriving to school after the academic school day has begun, the student will report directly to the main office. Consequences for excessive tardiness may include: out of school suspension, and/or implementation of the school policy, which states that every third (3) tardy results in an unexcused absence that cannot be recovered through After School Academy. Excessive tardiness could lead to credit loss in the affected classes. (Students with excessive tardies may be referred to the Teacher Assistance Team (TAT).)

***NOTE: If a student has excessive tardiness in a class, final test exemption is forfeited in all classes. Excessive tardiness is defined as three or more tardies during one semester.***

### After School Academy (High School only)

After School Academy (ASA) will be held to give High School students the opportunity to gain back class periods missed and strengthen academic excellence. High School students will gain back one (1) class period for each one (1) hour served as ASA. The time will be applied to the class period most in need. ASA is held on one Wednesday per month from 6:00 to 9:00 pm and one Saturday per month from 9:00 am to 1:00 pm. Students are responsible for transportation to and from ASA. In addition, students are responsible for collecting assignments from their teachers in order to earn credit. ASA attendance is not required, but strongly suggested for students with excessive absences or in need of academic assistance.

ASA has a zero tolerance policy. Any student who is being disruptive will be dismissed. After a student has violated the zero tolerance policy he/she will only be allowed back to ASA at the discretion of the Administration. The zero tolerance policy includes the following: Student/Parent handbook guidelines apply; iPods, cell phones, or other electronics are not

permitted; no pop or energy drinks are permitted; no food will be permitted; students must be respectful and quiet; students must remain in the designated area at all times; students must sign in and out to receive credit for hours; if students sign out they will not be allowed to come back that day.

Students will be referred to After School Academy to make up any absences.

## **High School**

The purpose of the attendance incentive policy is to encourage academic excellence. Recognizing the importance of final exams, every student will take a mandatory semester exam at the conclusion of first semester for each class in which he/she is enrolled. Students will take first semester exams in class during the designated time on the schedule. The attendance incentive policy will *only* apply to exams at the end of the second semester. Through the course of an individual semester, a student may earn an attendance incentive exemption from each final exam of the second semester based on the following criteria:

1. No more than 2 (two) excused absences per class and no unexcused absences.
2. No more than 2 (two) tardies per class.
3. Students will not receive an attendance incentive exemption from a class they are failing.
4. Suspension for any reason will eliminate the student from the attendance incentive exemption.
5. An exempt student may elect to take the semester test.
6. A student must complete the course with a letter grade of "C" or better.
7. Final tests for each semester will account for 10% of that semester's overall grade.
8. Recovered absences through ASA do not count towards the attendance incentive.

### **COLLEGE and MILITARY VISITS (High School Only)**

Seniors will be granted two (2) college or military recruitment visit days during the year which will not affect credit loss or test status. The student must bring documentation of this visit from the college for verification purposes.

### **CLASS RELEASE APPLICATION (Pre-Approved Absence)**

Parents/Guardians and students are asked to obtain a Pre-Approved Absence Application from the Administration at least two days prior to known absences (i.e. funerals, weddings, family trips, religious observances). An Administrator who has verified the absence with a parent must sign this form. The student is responsible for obtaining teacher signatures and returning the slip to the main office prior to the absence. Students are responsible for all work assigned during

their absence. Pre-Approved Absences may not be approved for students who have excessive absences.

### **CREDIT LOSS AFTER EXCESSIVE ABSENCES**

The number of absences per semester is limited to ten (10) per class, whether excused or unexcused. It is the student's responsibility to monitor his/her attendance to avoid credit loss. When the number of absences in a class exceeds ten (10), the course semester grade will be recorded as an NC (no credit due to credit loss) which grants no credit for the class and counts as zero (0) in the student's Grade Point Average (GPA). When a student is notified of credit loss, he/she must see a counselor immediately.

**\*\* The only exceptions to the above absence limit standard are school-sponsored activities, out-of-school suspensions, and medical absences with a signed doctor's excuse stating the specific time that the student could not be in school. Physician exempt absences may not exceed 5 per semester.\*\***

### **NON-ATTENDANCE DROP POLICY**

**It is a parent's/guardian's responsibility to ensure their student/students attend school.**

Failure by the parents/guardians to contact the school regarding a student's absence may result in a student's loss of credit, and the student dropped from SRCS/FYPS enrollment records. Students who have three (3) consecutive days of unexcused absences for a full academic day, will be dropped from Standing Rock Community High School's enrollment records.

Parents/guardians wishing to re-enroll their students must physically accompany them to the school campus for a meeting with an enrollment committee before consideration for possible re-enrollment. **Students who have been dropped due to attendance will not be allowed to re-enroll until the first day of the following semester.** Students **must** re-enroll on the first day of the new semester. **\*\*If a student is enrolled mid-semester, at the discretion of the superintendent recommendation, the student is responsible for making up all work from the beginning of the semester.**

### **SCHOOL-SPONSORED ABSENCES (High School and Middle School only)**

Although absences for school sponsored activities are exempt, it is the student's responsibility to complete assignments that will be missed. Any student participating in an SRCS/FYPS sponsored activity (athletic competitions, music performances, club events, etc.) must attend the full academic day of the activity; if not, the student will not be allowed to participate. In addition, students must attend the full academic day following the activity/event.

**\*\*No unexcused or excused absences or tardies will be allowed on the day of the activity per North Dakota High School Athletic Association (NDHSAA).\*\***

School-sponsored absences are restricted to activities directly sponsored by the school and supervised by a staff member. Any competition that occurs outside of the regular NDHSAA sanctioned season for that activity will not be considered a school-sponsored absence.

### **LEAVING THE BUILDING**

Students must be checked out at the main office by a parent or guardian when they leave the school building for an appointment or due to illness. Failure to do so will result in an unexcused absence. Students, who arrive to school after the beginning of the school day, or upon return from an appointment, must check in at the main office.

### **MAKE-UP WORK**

It is the student's responsibility for making up missed assignments. School work from excused, unexcused, and exempt absences must be made up. Students are allowed three (3) school days to return completed assignments. If a student misses an arranged make-up test, the test is forfeited and the grade becomes a zero.

### **MEDICAL APPOINTMENT POLICY**

Parents and students are encouraged to make medical/dental appointments outside of school hours. When this is not possible, parents/guardian must check students out at the main office and, upon returning to school, present a signed medical/dental excuse from the doctor. The medical excuse must be filled out by the doctor and returned to the attendance office within 5 days of the absence in order for the absence to be medically excused. The appointment slip must specify the times and dates of the appointments and include specific information regarding the length of time the student will be medically excused from school. **\*Physician exempt absences may not exceed 5 per semester. Exemptions apply only to the time allotted for the time of the appointment, unless noted by the physician.**

### **STUDENT ERRANDS**

Students will not be excused during their class periods to run personal errands during the school day. The school assumes no liability for truant students.

### **Standing Rock Elementary School Hours**

The school day for SRES is from 7:45 a.m. until 2:20 p.m.

## **Standing Rock Elementary School Hours**

The school day for SRES is from 7:45 a.m. until 2:20 p.m.

Breakfast

7:45 – 8:05 Grade 3 -5

8:05 – 8:25 – Kindergarten – Grade 2

Lunch

11:20 – 11:40 – Kindergarten

11:25 – 11:45 – 1<sup>st</sup> Grade

11:45 – 12:05 – 2<sup>nd</sup> Grade

11:50 – 12:10 – 3<sup>rd</sup> Grade

12:15 – 12:35 – 4<sup>th</sup> Grade

12:20 – 12:40 – 5<sup>th</sup> Grade

## **BUS SUPERVISION**

SRES provides supervision of students in the morning when they arrive on the FYPS/SRCS buses. This bus supervision will be provided until 7:45. If a parent/guardian drops their child off after this time, the parent/guardian is responsible for the safety of that child until the child is in the school building.

SRES staff also supervise students as they leave for their buses at the end of the day. If a parent chooses to pick their child up instead of having them ride the bus, the parent/guardian is responsible to see that the child gets safely to the vehicle.

When parents/guardians drop their child off, they should use the far west lane. (the lane closest to the street) The lane closest to the building is for buses.

## **WALKING HOME FROM SCHOOL**

Elementary school students **WILL NOT** be allowed to walk home after school.

### **\*\*Unauthorized Senior Skip Day\*\***

Students participating in an unauthorized senior skip day will earn an unexcused absence that cannot be made up through After School Academy.

### **Middle School Bell Schedule**

Breakfast.....	07:45-
Alert.....	08:03
Period 1.....	08:06-08:56
Period 2.....	08:59-09:49
Period 3.....	09:52-10:42
Period 4.....	10:45-11:35
Period 5a 1 <sup>st</sup> Lunch/Homebase.....	11:38-11:58
Period 5b 2 <sup>nd</sup> Lunch/Homebase.....	12:01-12:21
Period 6.....	12:21-01:14
Period 7.....	01:17-02:07
Period 8.....	02:10-03:00

### **High School Bell Schedule (53 minutes)**

Breakfast:	7:40 – 8:00
TMP	8:00 – 8:10
1 <sup>st</sup> Period	8:13 – 9:06
2 <sup>nd</sup> Period	9:09 – 10:02
3 <sup>rd</sup> Period	10:05 – 10:58
4 <sup>th</sup> Period	11:01 – 11:54
A/ 5 <sup>th</sup> Period	11:57– 12:50
<b>A-Lunch</b>	<b>11:54 – 12:14</b>
B/ 5 <sup>th</sup> Period	12:17 – 1:10
<b>B-Lunch</b>	<b>12:50 – 1:10</b>
6 <sup>th</sup> Period	1:13 – 2:06
7 <sup>th</sup> Period	2:09 – 3:02

### **High School Early-Out Bell Schedule (45 minutes)**

Breakfast:	7:40 – 8:00
TMP	8:00 – 8:10
1 <sup>st</sup> period	8:13 – 8:57
2 <sup>nd</sup> period	9:00 – 9:44
3 <sup>rd</sup> period	9:47 – 10:31
4 <sup>th</sup> period	10:34 – 11:18
5A period	11:21 – 12:05
<b>A Lunch</b>	<b>11:21 – 12:05</b>
5B	11:41 – 12:25
<b>B Lunch</b>	<b>12:05 – 12:25</b>
6 <sup>th</sup> period	12:28 – 1:12
7 <sup>th</sup> period	1:15 – 1:59

## **ACADEMICS**

### **ACCREDITATION**

Standing Rock Community Schools are accredited by the State of North Dakota (Dept. of Public Instruction) and AdvancEd. Standing Rock Community Schools have met and continues to meet the state and regional educational standards required by both entities for continued accreditation.

## **ACADEMIC INTEGRITY POLICY**

Academic integrity is maintaining honesty while completing tests and homework. Cheating during tests and during the completion of homework provides an unfair and dishonest advantage. A person commits plagiarism anytime he/she copies the work of another and claims it as his/her own. Plagiarism is not always intentional; however, if the student did not do the work him/herself, then he/she cannot take credit for the work. Cheating will result in zero credit for the assignment/test. Furthermore, if one student allows another to copy his/her work for the purposes of "catching up" or to copy notes without an instructor's prior permission, both students are in violation of cheating and will receive a zero on the assignment/test.

## **Elementary School**

### **Curriculum/Time-on-task (Kindergarten)**

SRES offers a full-day Kindergarten program. The length of the school day for Kindergarten students is the same as for students in grades 1-5. A developmentally appropriate curriculum is implemented with attention to the children's different needs, interests, experiences and developmental levels. Kindergarten is very rigorous academically as demanded by North Dakota's implementation of Common Core State Standards (CCSS).

### **Curriculum/Time-on-task (Grades 1-5):**

The SRES follows the curriculum requirements by the North Dakota Department of Public Instruction.

### **Homework**

Homework is primarily for practice and mastery of skills. Building student's habits of independent study through the regular assignment of homework is important for academic success.

### **Grading (Grades 3 thru 5)**

<b>Advanced</b>	<b>Proficient</b>	<b>Basic</b>	<b>Below Basic</b>	<b>Fail</b>
92-100 = A	83-91 = B	74-82 = C	65-73 = D	64-Below

### **Academic Progress Reports**

Report cards will be distributed to all students and parents/guardians 4 times during the year. Report cards will be available for the parent/guardian following the end of each quarter's grading period and/or parent teacher conferences.



Mid-term progress reports are sent out during the middle of each quarter for **only grades 3-5**.

## **Middle School**

### **GRADE SIX**

Mathematics, Reading, Language Arts, General Science, World History, and Physical Education & Health are all required subjects. Students will also be required to enroll in Band or the exploratory courses of Lakota/Dakota Culture, Lakota/Dakota Language, and Keyboarding.

### **GRADE SEVEN**

Mathematics, Reading, Language Arts, Life Science, World Geography, and Physical Education & Health. Students will also be required to enroll in Band, or the exploratory courses of Lakota/Dakota Culture, Lakota/Dakota Language, and Keyboarding.

### **GRADE EIGHT**

Mathematics, Reading, Language Arts, Earth Science, US History/North Dakota Studies, and Physical Education & Health. Students are also required to enroll in Band or the exploratory courses of Lakota/Dakota Culture, Lakota/Dakota Language, and Keyboarding.

### **MIDDLE SCHOOL ACADEMICS**

Students' progress from grade to grade by meeting the district's standards for promotion. If a student is at risk of retention due to academic achievement, the parent or guardian will be notified early in the school year and school staff will meet with the parent to develop and implement an intervention plan to help the student meet the standards for promotion. Intervention opportunities will be provided for students who are at risk of retention. Eighth grade students must pass all of their classes for the year to participate in the year-end recognition ceremony.

Retention may be recommended if the student does not meet the academic requirements of the Standing Rock-Ft. Yates Community Schools with input from the teachers, administrators, and parents. A final decision will be made after careful and thorough review. It is the responsibility of both the teachers and students to keep informed of academic progress in the classroom. Students and parents should check periodically with teachers on academic progress. Parents and students can access grades, assignments, attendance through the Native American Student Information System (NASIS) Parent Portal using their personal username and password. Grade checks may also be done at any time at the request of students, parent/guardian, coaches, or school personnel.

### **GRADING SCALE (GRADES 6-8)**

<b>Excellent</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>No Credit</b>
A 92.1-100%	B 84.1-92%	C 74.1-84%	D 64.1-74%	64%-Below

### **HONOR ROLL**

Students must maintain a 3.5 Grade Point Average (GPA) to be recognized on the quarterly and yearly honor rolls. Students may not have any failing grades.

### **THE GPA SCALE IS AS FOLLOWS:**

Regular Classes: A=4.00 B=3.00 C=2.00 D=1.00 NC=0

Extracurricular Activities/Privileges: Students must attend a full academic day of classes to participate in after school or evening school sponsored activities. Exceptions may be granted by Administration.

## **High School**

### **GRADUATION REQUIREMENTS**

Seniors must complete a minimum of 22.5 credits to graduate from Standing Rock Community High School. The following is a listing of the required classes that must be completed by students attending Standing Rock Community High School. Once credit is earned in a required class, a student cannot earn additional credits in that class. **\*Students who have not met all the requirements for graduation will not be allowed to participate in commencement exercises.**

4 credits of English (9, 10, 11, 12)

3 credits of Mathematics (Algebra I, Geometry)

3 credits of Science (Physical Science, Biology)

3 credits of Social Studies (World History, U.S History, Problems of Democracy)

½ credit of Tribal Government

1 credit of Lakota/Dakota Language

½ credit of Physical Education

½ credit of Health

1 ½ credits of Business/Computers

1 credit of Fine Arts

4½ credits of Elective Courses

### **22.5 total Units of Credit**

Students in grades 9-12 must meet the minimum requirements in order to be promoted to the next grade level.

- 9th Grade Status: Students who have obtained less than 6 credits (0-5.75)
- 10th Grade Status: Students who have obtained 6 or more credits but less than 12 credit (6-11.75).
- 11th Grade Status: Students who have obtained 12 or more credits but less than 18 credits (12-17.75).
- 12th Grade Status: Students who have obtained 18 or more credits (18+).

Each student must meet the graduation requirements set forth by the Standing Rock Community and Fort Yates Public School Boards and the minimum requirements of the North Dakota Century Code (Reference 15. 1-21-02.2) in order to participate in the graduation ceremony. Students who do not meet the requirements will have to continue with classes until the graduation requirements are met. Seniors who have not yet met the requirements for graduation will not be allowed to participate in the graduation ceremony. In compliance with ND House Bill 1087, students must pass the state Civics Test in order to graduate. For graduates of 2017, 60% of the questions on the Civics test must be passed. After 2017, 70% of the questions on the Civics test must be passed.

### **EARLY COMPLETION OF GRADUATION REQUIREMENTS POLICY**

A student who has met all graduation requirement from SRCHS at the end of the first semester will no longer be able to participate in any school activities.

### **SENIOR RELEASE POLICY**

Starting in the 2016-2017 academic school year, students in their senior year at SRCHS will have the opportunity to apply for early release from attending a full day of school at SRCHS. Only students who are making adequate progress\* toward graduation requirements and whose class schedule permits, will be allowed early release privileges. Students who are participating in extra-curricular activities are bound by the regulations set forward by the NDHSAA. Regulations can be found on the NDHSAA website at [www.ndhsaa.com](http://www.ndhsaa.com) . \*\*If release time is granted and the student fails to make adequate progress towards graduation, early release privileges will be terminated.

### **PRE-REQUISITE REQUIREMENTS FOR CLASS ENROLLMENT**

Students enrolled in Core Classes (Math, Science, English, Social Studies) MUST successfully complete the pre-requisite courses before enrollment in an advanced level course. (For example, English 9 must be completed with a grade higher than NC to enroll in English 10.)

\*\*Students cannot be enrolled simultaneously in two core classes of the same content area, with the exception of Intervention classes.

### **ADMISSIONS REQUIREMENTS FOR BACCALAUREATE CAMPUSES**

In the North Dakota University System, if you graduated from high school after 1993 and you plan to apply to a four-year university in North Dakota, you need to have taken a core curriculum of certain courses at the secondary level in content required in the following areas, regardless of the age or grade when taking the course:

1. 4 units of English, including the development of written and oral communication skills.
2. 3 units of Mathematics, including Algebra I.

3. 4 units of Laboratory Science, including 1 unit each in two of the following: Biology, Chemistry, Physics, or Physical Science.
4. 4 units of Social Science, excluding Consumer Education and Marriage/Family Living.

The State Board of Higher Education strongly recommends that High School students intending to enroll in baccalaureate universities take Algebra II (Accelerated Algebra) and 2 units of Classical or Modern Language (Foreign Language).

#### **GRADING SCALE (GRADES 9-12) (\*\*Grade percentages are not rounded up.)**

Excellent	Above Average	Average	Below Average	No Credit Earned
A 93-100%	B 85-92%	C 75-84%	D 65-74%	NC 64%-Below

- **Students who receive special education services and have modified grading as part of their Individualized Educational Plan (IEP), will receive modified grades on Semester grades only.**

#### **HONOR ROLL**

Students must maintain a 3.5 Grade Point Average (GPA) to be recognized on the quarterly and yearly honor rolls. Students may not have any failing grades. In order to maintain fairness and equity within the honor roll process, some high school classes labeled advanced or considered higher level courses are worth more points in the GPA calculation process. This weighted scale is meant to encourage students to take advanced classes without worrying about his/her GPA.

#### **NATIONAL HONOR SOCIETY**

Students in grades 10–12 who meet the requirements for membership are eligible to be invited for membership. Qualifications for membership, are based on the four pillars of NHS:

- **Scholarship**  
Students must have a cumulative GPA of 3.5 on a 4.0 scale.
- **Service**  
This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**  
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**  
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and must maintain a clean disciplinary record.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

### **Understanding the Obligations of Membership**

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. Members must participate in chapter and individual service projects to benefit the school and community.

### **THE GPA SCALE IS AS FOLLOWS:**

Regular Classes: A=4.00 B=3.00 C=2.00 D=1.00 NC=0

### **HIGH SCHOOL HONOR STATUS FOR GRADUATES**

Students must be in attendance at Standing Rock High School for three consecutive years including their senior year in order to be considered eligible for school Valedictorian or Salutatorian. Those students who have maintained a high grade point average but do not qualify for Valedictorian/Salutatorian may be recognized as an Honor Student. Students who have maintained a 3.5 GPA and higher for four academic years may graduate with honors.

### **HONORS TRIP**

Students who make either honor roll each of the four quarters during the academic year and finish the academic year with an overall GPA of 3.5 or higher are eligible for the school's end-of-the-year honors trip. In addition to making the honor roll for four quarters, students may not have any NCs in any of their courses during the school year. Students must exhibit good behavior and have no major office referrals and/or no suspensions.

**\*\*These trips will only be taken if funds are available.**

### **DUAL ENROLLMENT COURSES**

North Dakota law allows for high school sophomores, juniors, and seniors to have the opportunity to enroll in college classes. SRCHS works in conjunction with Sitting Bull College to offer this opportunity to high school students. These classes, called Dual Enrollment or Dual Credit, will count as credits on both a student's high school transcript and their transcript at the college. Students interested in this option must be aware of several important factors.

Students will actually be entering the North Dakota University System as a candidate for early entrance into college. They must be successful high school students as demonstrated by being on consecutive past honor rolls and having a 3.5 GPA or above, and maintaining a cumulative GPA of 3.5 or higher in his/her high school courses. **The college level classes may not replace the high school core classes in Math, English, and Science.**

Students enrolling in college classes need to earn an A or B to protect their future college funding and the ability to earn scholarships. If students find themselves in a course not appropriate for them, they may drop the course the first week with no charge. If the student drops the course later in the semester and costs are incurred, the student may not be eligible to receive future funding for other Dual Credit courses. Funding to pay for these classes is not automatic. Funding comes from several sources and each source is not always available. Students should not waste these funds by dropping courses or receiving poor grades which will be listed on their transcripts and may cause future problems for students.

1. Students must first apply and be approved by the high school to take Dual Enrollment classes.
2. Students must take the COMPASS test, as required by Sitting Bull College, and pass at the 12th grade level (or appropriate scores) in order to enroll.
3. Students must fill out all required paperwork for enrollment and funding at SRCHS and SBC.
4. Students may only enroll in 100 level courses. Not all courses transfer. Students should be aware of which courses will transfer to other colleges and also to the high school. A 2-4 credit college course will transfer a (.5) credit to their high school transcript. A 5 credit college course will transfer a (1) credit to their high school transcript.
5. Students will be allowed to enroll in two courses per semester. For a student's first semester, only one course is recommended. Courses are more difficult and college instructors have different expectations, which will be a new experience for students.
6. Required high school courses have priority in a student's schedule. Students should not expect to leave a SRCHS class to participate in a SBC class. Students must have actual time in their schedule to take the college class. SBC courses are also offered after school and in the evening.
7. A high school liaison will be appointed to work with SBC regarding paperwork, grades, attendance, and other aspects of academic standing and to assist SRCHS students with the process. This person will not be a tutor. Students will also be assigned an advisor at the college who will communicate student information to SRCHS.
8. Attendance is mandatory. Students must understand that attendance is vital to their success at the college, as well as at the high school level. Students may be dropped for poor attendance at SBC. While SRCHS and SBC calendars are similar, they do not match perfectly. Students must take both into consideration and must attend SBC classes even if SRCHS is having a vacation day.
9. Students are responsible for their own transportation to SBC.
10. Students cannot have any NC's (No Credit) in high school to participate in dual credit.
11. Students who have dropped out of Dual Credit classes will not be eligible to participate in Dual Credit courses for the remainder of the high school academic school year.

Current sources of funding include Standing Rock Sioux Tribe Higher Education and North Dakota College Assess Network. Tuition, books, and fees are generally paid if funding is available.

## **ACADEMIC EVALUATION**

Report cards are given at the end of each nine-week grading period. In addition, mid-term progress reports are sent home at the mid-point of each quarter. The purpose of progress reports and report cards is to keep parents informed of their child's academic progress and attendance throughout the school year.

In addition to regular academic assessments given by classroom teachers throughout the school year, SRCS also conducts up to three school-wide assessments during the school year. The Measures of Academic Progress (MAP) is given at the beginning and end of each school year. These assessments are computer-based and are used to determine student placement in classes, assist in guiding curriculum planning and changes, and for school-wide data and reporting purposes, but are not used for grading purposes. The schools administer the Smarter Balance assessment as prescribed by law.

These school-wide exams are used to determine what changes need to be made to the school's curriculum, and document individual student achievement. In addition, the high school administers exams such as the ASVAB and ACT to students who actively seek admission into college or the military. Many forms of academic, psychological, aptitude, behavioral and social assessments are also given to students with disabilities who qualify for special education services.

## **HOMEWORK POLICY**

Homework is an important part of our educational program and should be assigned on a regular basis. Homework assignments should be purposeful continuations or extensions of the instructional program and an integral part of the total evaluation. Homework appropriate to the student's development level should be given for the purposes of review, practice, reinforcement, inquiry, application, and enrichment. Homework should help students become responsible, self-directed learners.

Although the time required for the completion of an assignment will vary from student to student, teachers should be aware of the demands of other disciplines when planning homework assignments. Teachers at SRCHS will strive to make cumulative homework assignments that do not exceed 120 minutes per day.

Students are required to turn in work on time. If a student has missed class due to absence, he/she has five school days to return completed assignments. Since the successful completion of homework will play an important part in final evaluation of the student, parents and teachers share a mutual responsibility of encouraging completing of assignments. Actual time required to complete assignments will vary with each student's study habits, academic skill, and selected course load.

**\*\*No credit will be earned for assignments turned in after the final due date.**

## **POSITIVE BEHAVIOR SUPPORT**

### **Elementary/Middle School**

Positive Behavior Support emphasizes a school wide system of support. It includes proactive strategies for defining, teaching and supporting appropriate school behaviors to create a positive school environment. This positive environment is a setting where teaching and learning can occur. PBS is a continuum of positive behavior support for all. It uses methods that have been shown to work to enhance the ability of schools, families and communities.

School wide expectations are: Respect for Self, Respect for Others, Respect for School.

The Positive Behavioral Support System (PBS) identifies the following target goals for overall school-wide success:

- Increase in student achievement
- Increase in student attendance rates
- Decrease in office disciplinary referrals
- Decrease in suspensions and expulsions
- Increase in high school graduation and decrease in student drop-out rates
- Increase in staff reporting knowledge about and use of positive behavioral interventions and supports
- Increase in community, family, and student participation in the development and implementation of positive behavioral approaches throughout the school.

There are also school wide rules for the common areas of the school (hallways, bathroom, cafeteria, playground, etc.) All students are expected to follow these rules. The rules are discussed with the students and posted throughout the school. **As part of PBS, students are to keep the following items at home: hats, bandanas; toys; pencil sharpeners; all electronics including: IPODs, MP3s, cell phones, Gameboy DS, PSPs, IPADs chips, candy, gum, seeds and beverages; spray items such as colognes, hairspray, and chemical based sprays.** These items are to be left at home to prevent problems from occurring when they are brought to school. If a student brings any of these items they will be taken away by a staff person and given to administration. Parents or guardians must pick up the item as it will not be returned to student.



**\*\*The school will not be held responsible for items lost, stolen, or damaged.**

## **HIGH SCHOOL RESPONSE TO INTERVENTION (RtI)**

Rigorous implementation of RtI includes a combination of high quality, culturally and linguistically responsive instruction; assessment; and evidence-based intervention. Comprehensive RtI implementation will contribute to more meaningful identification of learning and behavioral problems, improve instructional quality, provide all students with the best opportunities to succeed in school, and assist with the identification of learning disabilities and other disabilities (from National Center on Response to Intervention).

Students will be placed in an Intervention class if they are not proficient, as determined by the RIT score generated by their Northwest Evaluation Association (NWEA) assessment results and other assessment tools as approved by Administration.

### **RtI Model – Reading For The High School**

<b>Levels</b>	<b>Materials</b>	<b>Time Daily</b>	<b>Assessments</b>
<b>Advanced</b>	Enhanced Core Curriculum within classroom G/T Coordinator: resource	53 min.	STAR (Reading) NWEA (2 x year) “Literature”: Pre/Post tests
<b>Proficient</b>	“Literature” Write Source Accelerated Reader	53 min.	STAR (Reading) NWEA (2 x year) “Literature”: Pre/Post tests
<b>Partially/ Proficient</b>	“Literature” w/scaffolding Write Source Read 180 NWEA Learning Continuum Accelerated Reader	53 + differentiated instruction.	STAR (Reading) NWEA (2 x year) “Literature” : Pre/Post tests SRI (Diagnostic)
<b>Intervention</b>	“Literature” w/scaffolding Write Source System 44 Read 180 NWEA Learning Continuum Accelerated Reader	53 + an additional 53 min.	STAR (Reading) NWEA (2 x year) “Literature”: Pre/Post tests SRI (Diagnostic) SPI (as needed)
<b>Intensive</b>	System 44 Wilson Reading Accelerated Reader SRA	53 + an additional 53 min.	STAR (Reading) NWEA (2 x year) SRI (Diagnostic) SPI

## RtI Model – Math For The High School

<b>Levels</b>	<b>Materials</b>	<b>Time Daily</b>	<b>Assessments</b>
<b>Advanced</b>	Enhanced Core Curriculum within classroom G/T Coordinator: resource	53 min.	STAR Math (+Diagnostic) NWEA (2 x year) “Mathematics”: Pre/Post tests
<b>Proficient</b>	“Mathematics” Accelerated Math	53 min.	STAR Math (+Diagnostic) NWEA (2 x year) “Mathematics”: Pre/Post tests
<b>Partially/ Proficient</b>	“Math” w/scaffolding Aims for Algebra NWEA Learning Continuum Accelerated Math Math 180	53 + 53 min.	SMI STAR Math (+Diagnostic) NWEA (2 x year) “Mathematics” : Pre/Post tests
<b>Intervention</b>	“Mathematics” w/scaffolding NWEA Learning Continuum Accelerated Math Aims for Algebra Math 180	53 + 53 min.	SMI STAR Math (+Diagnostic) NWEA (2 x year) “Mathematics”: Pre/Post tests
<b>Intensive</b>	Accelerated Math NWEA Learning Continuum Math 180	53 + 53 min.	SMI STAR Math (+Diagnostic) NWEA (2 x year) “Mathematics”

## ACADEMIC PROGRESS AND RETENTION GUIDELINES

It is the responsibility of parents/guardians, teachers and students to keep informed of academic progress in the classroom. Parents/Guardians and students can access grades, assignments, attendance, etc. through the Native American Student Information System (NASIS) Parent Portal using their personal identification username and password. Grades will be updated on a weekly basis. Grade checks may also be done at any time at the request of individual parents/guardians, coaches, or school personnel.

Students who fail to maintain the academic and/or attendance standards put forth by the school, risk receiving no credit. Students who are failing courses have the option to attend after school tutoring and After School Academy until their course grades reach a passing percentage.

Teachers will document all correspondence made to the parent/guardian regarding all academic and behavioral issues. If a student is in danger of failing a course, it is the responsibility of the classroom teacher to conference with the student and parent and to keep the parent informed on a regular basis regarding student progress.

Retention may be recommended if the student does not meet the academic requirements of the Standing Rock-Ft. Yates Community Schools with input from the teachers, administrators, and parents. A final decision will be made after careful and thorough review. All students who are retained or do not earn necessary credits are recommended to attend summer school and/or Credit Recovery. Without attendance at summer school, students may be placed in an intervention program the following school year.

### **DROPPING/CHANGING CLASSES (High School only)**

Students may only drop classes or transfer into other classes during the first three (3) school days of the academic semester. Students will not be allowed to drop a required core class or an assigned intervention class. All students in high school are required to take seven (7) class periods each semester. The only exception would be students who have applied and received early release privileges.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held two (2) times per year. Parents will receive report cards, attendance reports, assessment information, and other important items during conferences. Arrangements can be made with individual teachers for alternate conference times if a parent is unable to attend during the regularly scheduled conference periods. Information regarding Parent-Teacher Conferences will be made available to parents/guardians prior to conference times.

### **ENROLLMENT**

Fall registration packets will be available two weeks prior to the start of the school year. It is necessary for parents/guardians to enroll their children **annually (every year)** since information provided in the enrollment packets can only be provided by custodial parents/guardians. Students may not be allowed to start the academic school year until the enrollment packets have been completed and returned to the administration office each and every school year.

A certificate of immunization is required for all children entering the school for the first time. It is the responsibility of the parent/guardian to forward all appropriate and accurate information as required by the student enrollment packet as well as all necessary documents needed to enroll a student. The student will need a copy of their birth certificate, social security card, Certificate of Indian Blood, (CIB) and a recent immunization certificate. A record of the student's transcript must be received by the school prior to student enrollment.

State law requires that a child be five (5) years old by July 31 before being enrolled in kindergarten or six (6) years old by that date before entering the first grade. Students must be able to utilize the restroom facilities prior to starting kindergarten. Students with a medical condition could possibly be exempt from this, based on individual need.

Special Education students will need their complete Individualized Education Plan (IEP) records from their previous school. The school, by law, cannot enroll any student without all of the proper records listed above. Returning an enrollment packet is not a guarantee that the school will actually register a student. The Enrollment Committee and/or Administration will make the final decision whether a student is allowed to enroll. The school reserves the right to not enroll any student who is not in good standing with his/her former school. This could mean anything from fees/material/equipment owed to a former school, behavior issues, or attendance concerns. When registering, SRCS/FYPS will request records for students transferring in after the parent/guardian has signed a release of information form.

## **WITHDRAWAL**

Students who are withdrawing from school are required to return all books, materials, and other school property. When all items are returned, the school will forward the student cumulative file, including transcripts and drop grades.

## **STUDENT TRANSFERS**

### **Elementary and Middle School**

Student records must be on file prior to enrollment and student(s) must have left in good standing from their previous school. Students without previous records and who are not in good standing will not be allowed to enroll. Students in good standing may only enroll at the beginning of each quarter. Students with special education needs will need their complete Individualized Education Plan (IEP) records from their previous school. Only students who have moved into the district, may be taken into consideration for enrollment after the beginning of the quarter.

### **High School**

If a student is transferring from Standing Rock Community High School, the school will forward student records to the receiving school district when this process is complete and a release of records form has been provided. Students who transfer in from another school may only be allowed to do so one (1) time per semester. If a student transfers in during any semester and then transfers out, he/she will not be allowed to transfer back in until the following semester. The Enrollment Committee and/or Administration will make the final decision whether a

student is allowed to enroll at SRCHS. Students with special education needs will need their complete Individualized Education Plan (IEP) records from their previous school.

**\*\*Standing Rock Community High School cannot guarantee credit for non-correlating courses when students transfer in from another school.\*\***

### **Credit Recovery**

Credit recovery is established to provide struggling students the opportunity to succeed, but enrollment is not for everyone. Students must demonstrate an interest in working towards a high school diploma and an ability to work independently. Students attending the Standing Rock Community High School credit recovery program must complete an application, meet certain requirements, and be approved by the Credit Recovery Enrollment Committee. A separate application will be provided upon request.

The Credit Recovery Program is an academic setting for students struggling to be successful in the traditional high school setting. Credit Recovery is meant to help students to successfully complete courses needed to obtain a high school diploma by using a combination of online classes and independent course work with an opportunity for individualized help from qualified teachers and staff.

### **Eligibility**

Students interested in attending the Credit Recovery Program must complete an application and meet the following minimum requirements and criteria:

1. Student are required to have a computer (electronic devices) and internet access to quality for Credit Recovery. No computers will be provided by the SRCHS.
2. Complete the application for admittance to the Credit Recovery Program.
3. Students with less than 12 credits, or a freshman returning for his/her third year of high school are eligible for enrollment.
4. Students must work towards graduation and have the ability to work independently with support from the Standing Rock High School staff.
5. Students are not eligible to participate in extra-curricular activities, including prom, at Standing Rock Community School.
6. Students must abide by all policies and rules set forth by the Standing Rock Community High School handbook.

**Behavior requirements:** Students entering the program are expected to follow the expectations and directives of the Standing Rock Community High School Credit Recovery Program staff. Parents will be notified and if the situation warrants, a meeting to determine continuation in the program will occur.

**Structure:**

1. Courses are scheduled to be completed within **15 days**.
2. Courses are scheduled one at a time
3. No zeroes are taken as a grade, no NCs are accepted.
4. Students will work independently from home.
5. Students are responsible for completing course requirements set forth by the school.

**GED Criteria:**

A student, the age of 18 or over, with less than 12 credits, or a freshman returning for his/her third year of high school enrollment, will be referred to Sitting Bull College to pursue the completion of a General Equivalency Diploma (GED) (Reference Title XXXV Education Code, Tribal Code of Justice, 35-603 e). Once a student has been referred to a GED program, he/she will no longer be eligible to enroll in SRCHS.

**GED Recommendation Guidelines:**

1. Student is a fifth (5th) year senior.
2. Student will reach his/her 20th birthday during his/her senior year.
3. Any student who has earned less than 12 credits after three consecutive years of high school enrollment.

The Enrollment Committee and/or Administration are the final determining officials regarding recommendation to a GED Program.

**SPECIAL EDUCATION**

SRCS/FYPS offer a comprehensive Special Education Program under the provisions of the Individuals with Disabilities Education Act, or IDEA. Identification of students with disabilities is completed through the appropriate referral, screening, and evaluation procedures as outlined in the school's Special Education Policies and Procedures Handbook. Standing Rock Community Schools offer services for students identified with disabilities in several disability categories. Standing Rock Community Schools is required to ensure that a Free and Appropriate Public Education, or FAPE is afforded to all students with disabilities. FAPE must include special services in the least restrictive environment and may include related services, transition services, supplementary aids, and assistive technology.

School Administration reserves the right to waive or substitute courses for students experiencing extenuating circumstances such as residential/out-of-district placement, transfer, or other circumstances out of the student's control.

## **SECTION 504**

If an individual has a physical or mental impairment that substantially limits one or more of their major life activities: walking, breathing, learning, hearing, speaking, working, or caring for one's self they may be eligible for 504 services.

A student must be determined eligible by a team. The team usually consists of teachers, Administration, counselors, special services staff, or school nurse. If a student is eligible under Section 504, then additional accommodations may be provided with a 504 plan to meet the needs of the individual student. Parent involvement is essential in developing the 504 plan. If you have questions or concerns in regard to 504 services, please contact the school.  
([www.dpi.state.nd.us](http://www.dpi.state.nd.us))

**Optional curriculum will follow Century Code requirements as outlined in HB 1400 Section 15.1-21-02.3.** For further information, please contact school Administration.

### **TEACHER ASSISTANCE TEAM (TAT) / STUDENT SUCCESS TEAM (SST)**

SRCS/FYPS utilizes the Teacher Assistance Team. The process of this teams is used to problem solve and plan general education modifications and instructional interventions for students exhibiting a pattern of academic and/or behavioral problems to ensure that these students receive an appropriate education. In addition, this team will ensure that all options have been exhausted before referrals for special education evaluations are made.

### **GIFTED AND TALENTED**

SRCS/FYPS provides a Gifted and Talented Program for students in grades K-12. Students must be nominated for the program and go through an assessment (testing) process before they are approved for the program and receive services. Final selection will be determined by a three person committee comprised of the Administration, the GT staff person and a teacher. Students with outstanding skills or talents can be referred in one of the five placement areas listed below:

1. Intelligence-Students who test at the 95th percentile or above on an appropriate intelligence test may qualify for the program.
2. Academic Aptitude-Students who test at the 85th percentile or above on an appropriate subject area standardized test may qualify for the program.
3. Creativity/Divergent Thinking-Students who test at the 95th percentile or above on an appropriate test of creativity may qualify.
4. Leadership-Students who actively participate in the student government system within one of the three building levels, generally hold an elected office and are positive role models are the type of students selected for this category. Assessment for this category

would include a leadership inventory or checklist from at least one staff person, often the Student Council advisor or a club/activities advisor. (Students may need more than one assessment.)

5. Visual & Performing Arts-Students who have exceptional skills in areas such as music, art, or culture. These students will be assessed by at least one of the specialty teachers in these areas using an appropriate rating instrument. (Students may need more than one assessment.)

Contact the Building Level Gifted and Talented Teacher for more information.

## **Lakota/Dakota Education**

The Standing Rock Schools recognize the importance of maintaining the Lakota/Dakota history, culture, language, and way of life. The school will emphasize Lakota/Dakota History, Culture, Communications and Life Ways programs that will continually enhance the students understanding and awareness of the language, history, culture, and way of life. The programs will encourage and seek out the participation of students, parents, and the community. Curriculum for the Lakota /Dakota Culture Life Ways, History and Communications is available.

## **LIBRARY/MEDIA**

SRCS/FYPS has a library facility and programs in place to enhance academic success and promote effective use of technology and information. The library is available for academic use and recreational reading during the school day. Students are expected to conform to the rules and regulations outlined by the school librarian. Failure to conform will result in the termination of library privileges. The school librarian is responsible for scheduling library time for all students attending our school.

Teachers may schedule a specific time for his or her class to use the library with the librarian. Students are responsible for any and all equipment, books, etc. used or checked out from the library. Damage to or the loss of any materials or equipment belonging to the library will result in the parent/guardian bearing the cost to replace these items. Transcripts and/or vital records will be withheld until all fines or fees are paid in full. Students granted permission by the librarian and teacher to be in the library outside their regularly scheduled time must possess a pass.

## **HEALTH AND WELLNESS**

Parents/guardians are responsible for maintaining their child's health. Parents are also responsible for scheduling and transporting students to all medical, physical, vision, and dental appointments. For medical emergencies that require immediate attention, the student will be taken to the nurse/principal's office. In the event of an emergency situation only, a student will



be transported to Public Health and the parent/guardian will be immediately and continuously contacted until successfully reached. Ambulance services will be called upon when deemed necessary.

### **ALCOHOL & DRUG TESTING**

Any student, with reasonable suspicion, who is suspected of being under the influence of drugs or alcohol during the school day, or during an extra-curricular/school-related function, will be required to submit to a drug or alcohol test according to the following:

1. A student is suspected of being under the influence of drugs or alcohol.
2. The incident is reported to the school administrator or designee.
3. School Administration or certified designee will attempt to contact the parent/guardian to inform them of the situation before the drug test is administered.
4. The school nurse or certified designee will administer a drug or alcohol test to the student in question.
5. In the event of an initial positive testing result, the parent/guardian will be notified of the test results.
6. Student will be disciplined in accordance with school policy based on the initial result. In addition, a criminal complaint may be filed against the student/parent.
7. All positive results must be confirmed by a North Dakota AB Services.
8. A referral to an appropriate outside agency (i.e. Indian Health Services) will be made on behalf of the student.

*Note: Refusal by a student and/or a parent to consent to this testing procedure is considered an admission of guilt. All phases of this testing process, including test results, are deemed confidential.*

### **PREGNANCY TESTING AND STD TESTING AND TREATMENT**

SRCS/FYPS offers educational and testing services for all students ages 14 and older. Information and services are available through the school administration and school nurse. Education and appropriate counseling services will be provided to students.

### **COUNSELING**

Counseling and guidance programs have been developed in accordance with the ethical standards and practices of the American Counseling Association and the North Dakota Department of Public Instruction. The programs consist of developmental, preventive, social, academic and remedial services. The counselor will provide individual and family counseling, academic development opportunities, social skills training, parenting classes, parental

involvement opportunities, school incentive programs and small group remediation to ensure the overall social and academic, physical and spiritual development of students.

### **VISION/HEARING SCREENING**

Public Health Service will provide initial vision and hearing screening for all students. The parents/guardians of the students needing further treatment or referral will be notified by Public Health and/or the school nurse.

### **MEDICATIONS**

If your child needs to take prescription medication during school hours, the medication must be presented in the original container with a label containing the student's name, dosage of medication, time and route (by mouth, inhaler, etc.) of administration, physician's name and special cares (i.e. refrigerate, take with food, etc.) and given to school nurse. Any information regarding possible side effects of the medication will be provided to the administrator of the medication. All medications will be kept in a locked area and records will be kept. If a medication is discontinued, a note from the physician is required, and the medication will be disposed of. Students will not be allowed to carry any (including non-prescription) drugs in school. The school should be informed of any allergies or health problems of the student and emergency contact persons.

### **INOCULATION REQUIRED BEFORE ADMISSION TO SCHOOL**

"No child shall be admitted to any public, private or parochial elementary school, or day care center, child care facility, head start program, or nursery school operating in North Dakota unless such child's parent/guardian presents to the school authorities certification from a licensed physician or authorized representative of the State Department of Health that such child has received immunization against diphtheria, pertussis, tetanus, measles (rubella), mumps and polio myelitis." (House Bill No. 1093). Forms are supplied by the North Dakota State Department of Health and are available at the schools. The form and all required immunizations must be completed by the first day of school. Immunization information will be assessed and parents/guardians will be notified if boosters are needed. SRCS abides by House Bill No. 1093 and will not enroll any students before all immunizations are up-to-date and the proper records are on file with the school.

### **HEAD LICE**

If a student has head lice, the student will be sent home immediately. It is the responsibility of the parent to get shampoo and clean the child's head. When the student returns to school the student will be checked by the nurse for a follow up head check to assure the student's head

has been cleaned. If a student consistently has head lice, he/she will be referred to the appropriate social service agency for possible neglect.

## **COMMUNICABLE DISEASES**

When any symptom of a communicable disease appears, please keep your child at home. This includes chicken pox, scabies, pink eye, strep throat, and/or head lice. There are no facilities to maintain a sick student in school. When a student comes to school ill or becomes ill during school, the parent or guardian will be notified to take their child home immediately.

## **ATHLETICS & EXTRA-CURRICULAR ACTIVITIES**

### **Elementary School**

Students who attend SRES in grades K-5 and FYMS in grade 6 and who participate in any athletic program will be required to follow the guidelines set forth by SRCES/FYMS.

All SRES students must be in school by 8:30 a.m. and at FYMS, if the student comes in after 8:10 a.m., the student will not be allowed to practice or play that day. If school has a 2-hour late start, students must be in school by 10:00 am.

All students participating in a school athletic program must complete and turn in all classroom assignments prior to a competition. If all classroom assignments are not turned in, that student will not be allowed to participate.

All SRES or FYMS students must be in school the next day following an athletic event. If the event is on a Saturday, the student must be in school the following Monday. If the student is not in school, he/she must sit out the next game or tournament.

Any SRES or FYMS student written up or placed in after-school detention will not be able to practice that day. If the incident occurs on a Friday before a game, the player will not be allowed to play in that game.

### **Middle School and High School**

Standing Rock Schools offer the following Athletic and Extra-Curricular programs for students in grades 7-12. Prior to participating in any of the following school sponsored extra-curricular activities, a parent/guardian of participating students must attend a mandatory meeting with athletic directors/coaches. An athletic agreement/contract and a current annual physical evaluation form must be signed and on file before students are allowed to participate.

- Boys and Girls Basketball
- Boys and Girls Cross Country
- Boys Football
- Boys and Girls Golf

- Boys and Girls Track
- Girls Volleyball
- Boys Wrestling
- Performance Band(s)
- School sponsored clubs
- 

**North Dakota High School Activities Association or NDHSAA Rules of Eligibility/Attendance:**  
**([www.NDHSAA.com](http://www.NDHSAA.com))**

1. You may represent only the school that you attend.
2. You must be enrolled and attending classes no later than the beginning of the eleventh (11<sup>th</sup>) school day of the semester.
3. If you enroll after the first (1<sup>st</sup>) day of the semester and before the eleventh (11<sup>th</sup>) day, you must have been in attendance as many school days as you missed before you can participate in any interscholastic contest. The only exception is for a student who has had a change of residency into the SRCHS/Public School boundaries district. (Reference NDSHAA by-law Article XIV Section I.)
4. If you enrolled for 30 days in any one semester, or participate in an interscholastic contest in a lesser period, it will count as one of the eight (8) semesters you are allowed for interscholastic eligibility during your high school career.

**SRCS & FYPS Rules of Eligibility/Attendance:**

5. Students must be in attendance the entire day to participate in any after-school activities on that day or the following weekend event. The only exception is a verifiable medical appointment. **\*Physician exempt absences may not exceed five (5) per semester.** Students must present a doctor's statement prior to the beginning of the activity, or that student will be ineligible for that activity.
6. Students are required to be in attendance the entire academic day before and following an athletic/extra-curricular event or they will be ineligible for the next scheduled athletic/extra-curricular event.
7. Students who are tardy for any class or late for the start of the academic school day will not participate that day in any sport or extra-curricular activity, including practices.
8. Students who receive an incident report on any academic school day will not participate that day in any sport or extra-curricular activity, including practices.

**SUBSTANCE ABUSE**

A school Administrator or designee, as determined by an administrator, shall immediately investigate any alleged violation or use of alcohol, tobacco, or illegal drugs made known to the administrator, or documented and reported by coaches/school staff at any venue, either at

home or away. A drug test will be administered according to school policy. The drug test will be administered immediately or on the next academic school day, as deemed necessary, following the reported violation. If it is determined that a student is guilty of such a violation the following steps will be initiated:

1. The student and parent/guardian shall be notified in writing of the offense and the subsequent penalty/suspension from athletics and possibly school.
  2. The student and parent/guardian have a right to request a hearing within three (3) days of the official notification from school Administration. During the time between notification and hearing, the penalty/suspension may be suspended for good cause at the discretion of school Administration.
  3. The hearing will be conducted by school Administration, a designated representative, and the athletic director with the student and parent/guardian.
  4. The student and parent/guardian has a right to be present at the hearing and to refute, confront, and question any information or individual who claims a violation took place.
  5. After listening to testimony from all parties, school administration will render a decision. This decision may be appealed through the school's grievance procedures.
  6. **Students guilty of a violation will be suspended from all athletic and extra-curricular activities for a period of six (6) consecutive school weeks for the first violation and eighteen (18) consecutive school weeks for any subsequent offenses. In addition, consequences will be levied at the school level according to policies.**
- \* Students participating in athletic or extra-curricular programs that require practice will not be allowed to practice while serving their out-of-school suspension and will not be allowed to participate in any games, activities, or events, or accompany the team or club to any game, activity, or event. If a student is placed on out-of-school suspension, the student is not allowed on school grounds for any school related activity or event. Students will be allowed to practice once the school suspension has been served, though they may not participate in the games or activities until the athletic suspension ends.

## **SCHOLASTIC STANDING**

Academic eligibility for student participation in all NDHSAA sanctioned school activities/athletics shall require compliance with the following rules, or student participants shall face suspension from participation pursuant to the NDHSAA eligibility rules and Standing Rock High School Eligibility Requirements. A student must have passed **all** academic classes in the previous semester to participate in activities at the start of the next semester. If a student does not pass **all** academic classes, the student will be ineligible for the first four weeks of the next semester.

***All participants in grades 7-12 must be passing all of their classes (No NC's allowed) with grade checks every two weeks on the Monday (or first instructional day) of the academic week of the grade check schedule.*** If a student does not meet these requirements, he/she will be subject to immediate suspension from competition pursuant to NDHSAA eligibility rules. A student may regain eligibility if he/she meets the requirements at the time of the next grade check. Grade checks will be completed every two weeks on the first day of the academic week of each grade check, by 8:30 am. Grades are posted by 4:00 pm each Friday. Any required student assignments that are submitted after 4:00 pm on Friday will be applied to the following week's in-progress semester grade (Ref. Article XIV Section V I.b of NDHSAA Constitutions and Bylaws).

Administration will conduct grade checks every week on student academic progress to ensure only eligible students are participating in NDHSAA sanctioned events. Eligibility will be determined by student's in-progress semester grade at the time of grade checks.

The Athletic Director(s) will be responsible for informing coaches and/or advisors of student eligibility. Coaches and/or advisors will then inform student-participants and enforce eligibility policies.

\*If a student is failing a particular subject, the student will be required to attend after school tutoring and After School Academy in lieu of practice at the discretion of Athletic Director(s)/Administration. Attendance at tutoring does not count towards the required nine (9) practices.

## **BEHAVIOR**

1. Students are expected to conduct themselves appropriately during all activities and events, both at home and away. Students who misbehave during athletic and extra-curricular events will be subject to disciplinary action and/or a possible ban from future events.
2. Students who are suspended may not participate in any practices, athletic events, extra-curricular activities, or any other school sponsored events during the day or days during which the consequence is being served.
3. Students are required to attend school for the full academic day before and after any athletic or activity event. Any student who fails to attend school before and after an athletic activity or other school sponsored activity will be ineligible for participation in the next consecutive meet/event.

## **PARTICIPATION LIMITS**

1. After you enroll in the 9th grade, you will be eligible for no more than eight (8) semesters and no more than four (4) years of competition in any sport. One day enrolled constitutes a semester.
2. Your seventh and eighth semesters must be consecutive.
3. Participation on a high school team by a 7th or 8th grade student does not count towards the allotted eight semester limit. Participation of a 7th or 8th grade student on a freshman, junior varsity or varsity team will not be allowed unless the program is experiencing participation problems (low numbers of student-athletes). This decision will be made jointly by the Athletic Director(s) and building Administration at the request of a coach.
4. Students are no longer eligible for athletics on or after the day on which he/she reach their twentieth (20th) birthday (ndhsaa.com).

## **NDHSAA PRE-PARTICIPATION PHYSICAL EVALUATION FORM**

Prior to participation (including practice), a student participating in NDHSAA sanctioned athletic activities and representing his/her school must have on file with the superintendent, principal, athletic director or school nurse an annual NDHSAA Physical Examination form completed by a qualified health care professional (i.e. Doctor of Medicine or Osteopathy, Nurse Practitioner or Physical Assistant under the supervision of a physician). The Physical Examination is valid for one school year; a physical examination completed before April 15 is not valid for participation the following school year.

## **SUPERVISION OF SCHOOL ACTIVITIES**

All extra-curricular activities must be supervised by the club's advisor/coaches/designee (ndhsaa.com). All music played during the activities must be previewed and approved by the Administration. Skits or plays performed by students must also be previewed and approved by the Administration. Advisors for after school activities taking place within the school will accompany students to the late bus.

## **DISCIPLINE**

All students are expected to behave in a manner that is acceptable to everyone concerned: other students, teachers, administrators, and other school personnel. Families play a crucial role by supporting their children and the school.

All students enrolled in SRCS/FYPS will be expected to abide by the rules and regulations set forth by the Student-Parent Handbook while in attendance at school or in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities

in district-owned vehicles. Any student who is found to be disobeying the rules, or showing disrespect towards any staff/student and/or school property will be subject to disciplinary action.

Loss of school activities and field trips throughout the year could be used as a consequence as deemed necessary by administration.

### **DISCIPLINE TYPES**

The following forms of discipline have been adopted by the SRCS/FYPS. They are for use in the event of repeated inappropriate behaviors and it has been deemed that the classroom is an inappropriate setting for the student. The following consequences may not necessarily follow in this order and may not apply within each school building.

#### **SRCES/MS OFFICE TIMEOUT**

In an office timeout, the student remains in the office for a sufficient amount of time to allow student to regain control.

#### **SRCES RECESS DETENTION**

Recess Detention is when a student loses recess for a specified number of days.

#### **SRCES/MS AFTER SCHOOL OR LUNCH DETENTION**

Lunch detention is held during the lunch hour. Students will lose their social privileges and have lunch in a structured setting. After school detention is the disciplinary action of requiring a student to remain after the academic school day. A parent/guardian will be contacted if a student is kept after school.

#### **MIDDLE SCHOOL IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension is the disciplinary action of removing a student from a scheduled class and placing him/her in an isolated closely supervised setting. Students are still required to do work assigned by their teachers. A student assigned to ISS will eat at an alternative time in place of their normally scheduled lunch.

#### **HIGH SCHOOL & MIDDLE SCHOOL OUT OF SCHOOL SUSPENSION (OSS)**

Student is not allowed to be on school grounds or participate in school sponsored activities during the period of suspension. In addition, a student receiving an out of school suspension on a Friday will not be allowed to participate in weekend activities.



**\*\* Out of School Suspension is served by academic/contact school days. This does not include weekends, holidays and/or non-school days.**

Parents/Guardians are responsible for picking up assignments during the duration of the student's suspension. Parents are responsible for picking up their child due to behavior infractions. The high school will not provide transportation for any circumstance related to behavior infractions. Parents will be notified of student behavior and consequences.

#### **REFERRAL TO TAT**

A student with an excessive number of discipline referrals will be scheduled for a TAT/SST team meeting with the parent(s)/guardian(s), and teachers.

#### **TRIBAL COURT OF JUVENILE SERVICES**

The school staff, after consultation with Administration, will refer student to tribal court.

#### **EXPULSION**

The school Administration will recommend to the Superintendent that expulsion procedures should commence according to due process for a student (as stated in the Handbook).

#### **VIOLATIONS AND CONSEQUENCES**

The School Administration has the authority to determine the appropriate penalty for all violations of school policy. The following is a listing of the general rules and consequences in our schools.

**\*\*The Elementary School** employs the following types of discipline: office timeout, recess detention, after school detention, out of school suspension.

#### **VIOLATION**

#### **PENALTY**

- |   |   |
|---|---|
| 1. Attendance                             | Recess Detention 1-5 days   |
| a. Skipping                               | Referral to Resource Office/Tribal Court                          |
| b. Truancy                                |   |
| 2. Disruptive Behavior/Disorderly Conduct | Counseling and/or detention and/or suspension, possible expulsion |
| 3. Non-compliant behavior                 | Counseling and/or detention and/or suspension, possible expulsion |
| 4. Physical contact                       | Counseling and/or detention and/or suspension                     |
| 5. Assault/battery on a student/staff     | Suspension 1 to 10 days; possible expulsion                       |
| 6. Threatening/intimidation student/staff | Suspension 1 to 10 days; possible expulsion                       |
| 7. Possession, use or sale of narcotics   | Suspension 1 to 10 days; out of school                            |

8. Harassment /Bullying a student/staff	suspension (OSS) Immediate
9. Extortion	Referral to outside agencies
10. Vandalism	Suspension 1 to 10 days: possible expulsion
	Suspension 1 to 10 days; Possible expulsion
	Counseling and/or Detention and/or
	suspension; possible expulsion
11. Possession or use of alcohol/drugs	Suspension 1 to 10 days, immediate referral
	to juvenile court/possible expulsion
12. Theft/Larceny	Counseling and/or detention and/or
	suspension; possible referral
	to Juvenile Court; possible expulsion
13. Possession of a dangerous weapon	Suspension 1 to 10 days; immediate
referral	to Juvenile Court; possible expulsion
14. Use of profane/inappropriate language	Counseling and /or detention and/or suspension
15. Use or possession of tobacco	Suspension 1 to 10 days
16. Promiscuous or immoral behavior	Suspension 1 to 10 days; possible expulsion
17. Fighting	Counseling and/or detention and/or
	suspension; possible expulsion
18. False fire alarm	Counseling/detention or suspension
19. Prescription Drugs	Immediate suspension 1 to 10 days;
	possible expulsion
20. Bomb Threat	Immediate 10 day suspension; referral to
	appropriate outside agencies; referral to
	Superintendent for expulsion
21. Gang Activity	Immediate 1-10 day suspension; referral to
	appropriate outside agencies; referral to
	Superintendent for expulsion
22. Possession of Combustible Materials	Immediate suspension 1-10 days
23. Sexual Harassment	Immediate suspension 1-10 days; referral
	to outside agencies

\*\* A suspended student will not be allowed to participate in any activities sponsored by the school during the period of suspension. The school administration reserves the right to call Law Enforcement when deemed necessary.

**\*\*The Middle School** employs the following types of discipline: in school suspension, after school detention, and out of school suspension.

## VIOLATION

## CONSEQUENCE

1. Alcohol/Use or Possession	Suspension (2-10 days) OSS; Referral to outside agency and Chemical Prevention Program.
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2. Arson	Suspension (2-10 days) OSS; Referral to outside agency; Possible referral to Superintendent for Expulsion.
3. Assault/Battery	Immediate 10 day suspension OSS; Referral to outside agency; possible referral to Superintendent for Expulsion.
4. Bomb Threat	Immediate 10 day suspension OSS; Referral to outside agency; possible referral to Superintendent for Expulsion.
5. Breaking/Entering	Suspension (2-10 days) OSS; Referral to outside agency; Possible referral to Superintendent for Expulsion.
6. Cyber Bullying	Conference or detention or suspension. Referral to outside agency; possible referral to Superintendent for Expulsion.
7. Cheating	Conference; possible detention or suspension.
8. Disorderly Conduct	Conference; possible detention or suspension.
9. Drugs - Illegal/Rx/OTC Use or Possession	Suspension (2-10 days) OSS; Referral to outside agency.
10. Fighting	Suspension: (2-10 days); Referral to outside agency; Possible referral to Superintendent for Expulsion.
11. Forgery	Conference; possible detention or suspension.
12. Gang Activity	Suspension (2-10 days); Referral to outside agency; possible referral to Superintendent for Expulsion.
13. Inappropriate Language	Conference; possible detention or suspension.
14. Threatening/Intimidation/ Harassment/Bullying	Suspension (2-10 days); Referral to outside agency; Possible referral to Superintendent for Expulsion
15. Larceny/Theft/Robbery	Conference, detention or suspension; Referral to outside agency; possible referral to Superintendent for Expulsion.
16. Noncompliance	Conference or detention or suspension.

17. Physical Contact	Conference or detention or suspension; referral to outside agency.
18. Possession of Combustible Materials	Conference or detention or suspension.
19. Property Damage	Conference or detention or suspension. Possible referral to outside agency. Possible referral to Superintendent for Expulsion.
20. Sexual Battery	Immediate 10 day suspension OSS; referral to outside agency; Referral to Superintendent for Expulsion.
21. Sexual Harassment	Suspension (2-10 days); Referral to outside agency; Referral to Superintendent for Expulsion.
22. Tardy/Skipping/Sleeping in Class	Conference or detention or suspension.
23. Tobacco	Suspension (1-10 days) ISS/OSS. Referral to outside agency.
24. Truancy	Conference or detention or suspension.
25. Vandalism	Conference or detention or suspension. Possible referral to outside agency. Possible referral to Superintendent for Expulsion. Student/Parent will be billed for damages.
26. Weapons Possession	Immediate 10 day suspension OSS; referral to outside agency; possible referral to Superintendent for Expulsion.
27. Pulling of Fire Alarm	Immediate 2-10 OSS; referral to outside agency; Possible referral to Superintendent for Expulsion.
28. Hickeys	Visible hickeys will be covered. If not able to cover, student will be sent to In School Suspension or sent home.

**\*\*The High School** employs the following type of discipline: out of school suspension.

<b>Violation</b>	<b>Consequence</b>
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**(ALL "MAJOR" Infractions 5-10 day OSS; non-major = 1-5)**

- |                              |  |
|------------------------------|--|
| 1. Alcohol/Use or Possession | Suspension (5-10 days) OSS; Referral to appropriate outside agencies. This is considered a major infraction.   |
| 2. Arson                     | Suspension (5-10 days) OSS; Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion. This is considered a major infraction.      |
| 3. Assault/Battery           | Immediate 10 day suspension OSS; Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion. This is considered a major infraction. |
| 4. Bomb Threat               | Immediate 10 day suspension OSS; Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion. This is considered a major infraction. |
| 5. Breaking/Entering         | Suspension (5-10 days) OSS; Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion. This is considered a major infraction.      |
| 6. Cyber Bullying            | Suspension (5-10 days); Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion. This is considered a major infraction.          |
| 7. Cheating/Plagiarism       | Immediate loss of grade; Immediate suspension (5-10 days) OSS. This is considered a major infraction.  |
| 8. Disorderly Conduct        | Immediate suspension (1-5 days) OSS; Referral to appropriate outside agencies. This is considered a major infraction after receiving three (3) discipline referrals. |
| 9. Drugs - Illegal/Rx/OTC    | Immediate Suspension (5-10 days) OSS on first initial test; Referral to appropriate outside agencies. This is considered a major infraction.                         |

10. Fighting	Immediate Suspension (5-10 days) OSS; Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion. This is considered a major infraction.
11. Forgery	Immediate suspension (5-10 days) OSS; Referral to appropriate outside agencies. This is considered a major infraction.
12. Gang Activity	Immediate Suspension (5-10 days) OSS; Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion. This is considered a major infraction.
13. Inappropriate Language	Possible suspension (1-5 days) OSS. After a student receives three (3) discipline referrals, it is considered a major infraction.
14. Threatening/Intimidation/ Harassment/Bullying	Immediate suspension (5-10 days) OSS; Referral to appropriate outside agencies. This is considered a major infraction.
15. Larceny/Theft/Robbery	Immediate suspension (5-10 days) OSS; Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion. This is considered a major infraction.
16. Noncompliance	Immediate correction of violation; Suspension (1-5 days) OSS. After a student receives three (3) discipline referrals, it is considered a major infraction.
17. Dress Code	Immediate correction of violation; Suspension (1-5 days) OSS. After a student receives three (3) discipline referrals, it is considered a major infraction.
18. Unexcused absence;	Suspension (1-5 days) OSS. After a student receives three (3) discipline referrals, it is considered a major infraction.
19. Physical Contact	Immediate suspension (5-10 days) OSS. This is considered a major infraction.

20. Possession of Combustible Materials	Immediate Suspension (5-10 days) OSS; Referral to appropriate outside agencies. This is considered a major infraction.
21. Property Damage	Immediate Suspension (5-10 days) OSS; Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion; Student/Parent will be billed for damages. This is considered a major infraction.
22. Sexual Battery	Immediate 10 day suspension OSS; Referral to appropriate outside agencies; Referral to Superintendent for Expulsion. This is considered a major infraction.
23. Sexual Harassment	Immediate 10 day suspension OSS; Referral to appropriate outside agencies; Referral to Superintendent for Expulsion. This is considered a major infraction.
24. Skipping	First infraction OSS (1-5 days); Referral to appropriate outside agencies. After a student receives three (3) discipline referrals, it is considered a major infraction.
25. Tardy	After every third tardy in any given class, the student will earn an unexcused absence that cannot be made up by attending After School Academy. After a student receives three (3) discipline referrals, it is considered a major infraction.
26. Sleeping in Class	First infraction OSS (1-5 days); Referral to appropriate outside agencies. After a student receives three (3) discipline referrals, it is considered a major infraction.
27. Tobacco	Immediate suspension (5-10 days) OSS; Referral to appropriate outside agencies. This is considered a major infraction.

28. Truancy	Immediate referral to Tribal Court. This is considered a major infraction.
29. Vandalism	Immediate Suspension (5-10 days) OSS; Referral to appropriate outside agencies; Possible referral to Superintendent for Expulsion; Student/Parent will be billed for damages. This is considered a major infraction.
30. Weapons Possession**	Immediate 10 day suspension OSS; referral to appropriate outside agencies; referral to Superintendent for Expulsion. This is considered a major infraction.
31. Pulling of Fire Alarm	Immediate suspension (5-10 days) OSS; referral to appropriate outside agencies; possible referral to Superintendent for Expulsion. This is considered a major infraction.
32. Hickeys	Immediate suspension (1-5 days) OSS; Students will be required to wear clothing that covers all hickeys. Students will not be allowed to participate in any school activities or school-sponsored field trips. After a student receives three (3) discipline referrals, it is considered a major infraction.
33. Technology Violations	Immediate suspension of computer privileges for a period of thirty (30) days. This is considered a major infraction and will result in suspension (5-10 days) OSS.
34. Electronic Devices	First (1) infraction will result in a warning; Second (2) infraction will require parent to retrieve electronic device; after a third (3) infraction, it is considered a major infraction and will result in suspension (5-10 days) OSS.
35. Leaving Campus Grounds	First (1) infraction will be considered a major infraction and will result in suspension (5-10 days) OSS. <b>Parent must provide written permission to allow students to walk to and/or from school.</b>



**\*\* A fight is defined as a physical altercation between two (2) or more individuals in which all individuals participate by exchanging punches, kicks, or some other form of physical contact with each other.**

**\*\*An assault is defined as an act of physical violence by one (1) or more individuals against another where the victim of the act is not a willing participant in the altercation.**

**\*\*A weapon is defined as any object that is used with the intention of inflicting harm, whether physical or by way of intimidation.**

**\*\* The School Administration reserves the right to call Law Enforcement when altercations of a serious nature occur, when an act results in bodily harm to another, or when school administration feels the act is serious enough to warrant the intervention of Law Enforcement.**

## **SUSPENSION POLICY**

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student will be suspended in accordance with school policy and state law.

**OSS is for offense that require the student to be off the school campus for the duration specified. \*\* Out of School Suspension is served by academic/contact school days. This does not include weekends, holidays and/or non-school days.**

Any parent/guardian of a student that is suspended out-of-school has the right to appeal the decision with the Administration. The grievance procedures are identified within this handbook. A successful appeal will result in the OSS designation removed from the student's permanent record.

## **HARASSMENT POLICY**

It is policy of the SRCS/FYPS that all students have a right to learn in an environment free from any type of harassment, intimidation, or victimization. It is also the policy that all staff have a right to work in an environment free from any type of harassment, intimidation, or victimization.

Harassment occurs when a series of intentionally cruel incidents that are hostile and aggressive are directed towards a person. A person is being harassed when he or she is exposed to negative actions on the part of one or more people. Harassment also occurs when actions of one or more people create an intimidating, hostile, or offensive learning environment for an individual or small group of individuals.

The School Administration reserves the right to call Law Enforcement when altercations of a serious nature occur, when an act results in bodily harm to another, or when school administration feels the act is serious enough to warrant the intervention of Law Enforcement.

The School Administration reserves the right to end any meeting (whether official or unofficial) where any participant is subject to any form of harassment or intimidation. Any offending persons will be asked to leave the school property immediately. Law Enforcement will be notified as needed.

## **SEXUAL HARASSMENT**

It is a violation of policy for any member of the student body or school staff to harass student through conduct or communication of a sexual nature.

This policy shall be in effect in any building used by SRCS/FYPS, or on the grounds of any such building, school property, or vehicle used by the school for transportation purposes.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:

- submission to such conduct or communication is made a term or condition, either explicitly or implicitly, while obtaining an education, advancement or grade,
- submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's education,
- such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating intimidating, hostile, or offensive employment conditions or educational environment.

Sexual harassment, as defined above, may include but is not limited to:

- Sexual or "dirty" jokes
- Sexual advances
- Pressure for sexual favors
- Unwelcome touching such as patting, pinching, or constant brushing against another
- Displaying or distributing of sexually explicit drawings, pictures, or written materials
- Sexual gestures
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating other students as to their sexual activity or performance, whether online or in person.

Any person who believes he/she has been the victim of sexual harassment by any employee or student of the school district, or any third person with knowledge or belief of conduct which

may constitute sexual harassment, should report the alleged acts immediately to any teacher, counselor, administrator, or directly to the superintendent. The person receiving the complaint shall refer it to the Administration for investigation. Filing of a complaint or reporting sexual harassment will not affect the future employment, work assignments, or grades of any individual reporting suspected harassment.

The right to confidentiality, both of the complainant and of the accused, will be respected consistently with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. Any person making false accusations regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge for employees or suspension and possible expulsion for students. Legal References: 1964 Civil Rights Act, Title VII; 1972 Education Amendments, Title IX; 45 CFR Part 86, Regulations.

## **BULLYING**

**Standing Rock Community High School has a zero-tolerance policy for any type of bullying.**

For the purposes of this policy:

Bullying is defined as conduct prescribed in NDCC 15.1-19-17 through NDCC 15.1-19-22.

1. "Bullying" means: a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- b. Places the student in actual and reasonable fear of harm;
- c. Places the student in actual and reasonable fear of damage to property of the student; or
- d. Substantially disrupts the orderly operation of the public school.

2. "Conduct" includes the use of technology, social media or other electronic media.

- Protected classes are classifications/characteristics protected from discrimination by NDCC 14-.02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), status with regard to marriage or public assistance.
- School property or the term on-campus refers to all property owned or leased by the school district or Grant School, school buses, and other vehicles, or any school district and/or grant school- sponsored or school sanctioned activity.
- School-sanctioned activity is defined as an activity that:

- Is not part of the school district and/or grant school's curriculum or extracurricular program; and
  - Is established by a sponsor to serve in the absence of a district and/or grant school program; and
  - Receives school district or grant school support in multiple ways (i.e., not school facility use alone);
  - Sponsors of the activity have agreed to comply with this policy; and
  - The school district or grant school have officially recognized through board action as a school-sanctioned activity.
- A School-sponsored activity is an activity that the school district and/or grant school has approved through policy or other board action for the inclusion in the public school and or grant school's extracurricular program and is controlled and funded primarily by the school district and or grant school.
- School staff includes all employees of the Ft Yates Public School District and the Standing Rock Community Grant School, school volunteers, and sponsors of school-sanctioned activities.
- True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

## **PROHIBITIONS**

While at a public or grant school, on school district or grant school premises, in a district or grant school owned or leased school bus or school vehicle, or at any public school or school district and/or grant school sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliations against:
  - a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
  - e. Knowingly file a false bullying report with the school district and/or grant school.

Off campus bullying that is received on school property is also prohibited. The school district and/or grant school has the limited authority to respond to such forms of bullying.

## **REPORTING PROCEDURES FOR ALLEGED POLICY VIOLATIONS**

**Reporting requirements for school staff:**

Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously, shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff shall report to the Superintendent; if the alleged violation implicates the Superintendent, the school staff member shall file it with the school Board President; should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective actions.

**Reporting options for students and community members:**

Students and community members (including parents) may report known or suspected violations of the Bullying policy using any of the following:

1. Completing a written complaint: A written complaint will have the option of including his/her name on this for or filing anonymously. The School district and or grant school will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
2. File an oral report with any school staff member.

A complaint filed anonymously may limit the school district or grants school's ability to investigate and respond to alleged violations.

**Reporting to law enforcement & others forms of redress**

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, he/she shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state or federal law.

**Documentation & Retention**

The school district and/or grant school shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

This form should be completed by an administrator when he or she:

1. Initiates a report of an alleged violation of this policy; or

2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the school district or the grant school shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the school district or grant school for six years after a student turns 18 years of age or graduates from high school, whichever is later.

If a student does not graduate from the school district or grant school, such reports and investigation material shall be retained for six years after the student turns 18 years of age.

### **Investigation Procedures**

School administrators or designees are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, administration or designees shall first determine if the alleged policy violation is based on a protected class-whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the school district or grants school's harassment/discrimination policy, including the time lines contained therein.

In all other cases, administration or designees shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and the context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation administration or designees deem necessary, investigations may include any or all of the following steps or any other investigatory steps to determine that administration or designees deem necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, necessary outside agencies and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;

3. Interviews with any identified witnesses;
4. A review-of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless administration or designee documents good cause for extending the deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

### **Disciplinary & Corrective Measures**

When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Out-of-school suspension or recommend expulsion. Due process procedures contained in the school district or grant school's suspension or expulsion policy shall be followed;
2. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
3. Create a behavioral adjustment plan;
4. Refer the student to a school counselor;
5. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
6. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
7. If applicable, contact the administrator of the web site on which the bullying occurred to report it.
8. Other options as deemed appropriate.

If misconduct does not meet this policy's definition of bullying, it may be addressed under other school district or grant school disciplinary policies.

For bullying initiated off campus and received on campus (e.g., cyber bullying), the school district or grant school only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all cases of off-

campus bullying received on campus, the school district or grant school may only take corrective actions as described in items five through eight listed above.

If the perpetrator is a school staff member, the school district or grant school shall take appropriate disciplinary action including, but not limited to; a reprimand, modification of duties, (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

### **Victim Protection Strategies**

When the allegation is confirmed that violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration or designees have reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention;
2. Notice to the victim's teachers or other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes;
3. Assignment of school district or grant school staff to monitor, more frequently, areas in the school where bullying has occurred;
4. Referral to counseling services for the victim and perpetrator;
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Prevention Programs & Professional Development Activities**

In accordance with the applicable laws, the school district and/or the grant school shall develop and implement bullying prevention programs for all students and staff professional development activities.

### **GANGS AND GANG RELATED ACTIVITY**

SRCS/FYPS and the Standing Rock Sioux Tribe recognize gangs and gang activity as a disruptive and dangerous influence, which consequently, adversely affects both the home and school environment. This behavior is disruptive to the safe and orderly operation of the educational process and poses a threat to students and staff. This includes the display, use of, or possession of paraphernalia associated with gang activity/members as defined by 15:101 sub section B of



the Tribal Code which defines “gang member” as an individual whom two (2) or more of the following criteria apply:

1. Self-Proclamation
2. Witness Testimony/Official Statement
3. Written or Electronic Correspondence
4. Paraphernalia or Photographs
5. Tattoos
6. Clothing or Colors
7. Any other indication of gang activity

Participating in criminal gang activity is identified as any individual or person who entices, directs, advises or promotes another to commit an act which disrupts the safe and orderly operation of the educational institution and is in direct conflict with the SRST Tribal Code of Justice. Violations will result in the consequences listed above as well as a referral to Juvenile Court for gang related activity.

## **SAFETY AND PHYSICAL SECURITY**

### **CLASSROOM AND HALLWAY RULES**

Students are to be in their classroom when the bell rings. Students must adhere to the following classroom/hallway rules:

1. Students must follow all classroom rules as outlined by individual classroom teachers.
2. Students must report to their class. Students may not go to the office or another classroom, or any other part of the building without first reporting to their next class.
3. Students must have their hallway pass/planner signed by school staff/faculty when they are outside of the classroom during class time.
4. Students must come to class prepared with books, materials, pens, pencils, paper, etc. Students will not be allowed to go to their lockers to get these things during class time.
5. Students must respect their teachers and peers. Profanity, note writing, put downs, arguing, fighting, and other inappropriate behavior is prohibited.
6. Students are not allowed to wear caps, bandanas, hoods, or hats in school. These items are subject to confiscation.

7. Students are not allowed to bring food or beverages, other than closed, bottled water, into the high school building. Other food or beverage items are not permitted and will be confiscated.

### **STUDENT DRESS CODE/PERSONAL APPEARANCE**

Students are reminded that their appearance significantly affects the learning environment and may even be a safety concern in some instructional settings. Even though student may wear appropriate hats in school, teachers have the flexibility to disallow them in their classrooms. Students are asked to keep their hoods down on their jackets and sweatshirts while in school. Certain other headgear (skull caps, “doo” rags and bandanas) are not allowed. Additionally, students may not wear apparel that may create a disruption of the educational process; nor may student attire be destructive to persons or property; represent or encourage gang activity advertise alcoholic beverages, drugs, drug paraphernalia or tobacco products; display sexual connotations; exhibit offensive or suggestive language or graphics; or be considered offensively revealing or distasteful. Clothing styles that are immodest, excessively reveling or show a student’s undergarments may not be worn in school. A teacher may require additional standards of student dress as deemed appropriate in order to insure a proper safety standard for the coursework/activities required in the class (i.e science, vocational classes, P.E., for any special project, etc.) This may extend to footwear, fabric content requirements, safety protection, etc.

### **ELECTRONIC DEVICES**

Student are not permitted to use cell phone or other electronic devices (sound or image) during the school day in any unauthorized area of the school building. “Use” of a cell phone includes text messaging. “Unauthorized area” means any area where there is a reasonable expectation of privacy; including, but not limited to classrooms, locker rooms, and restrooms or any other area designated by the building principal. Use of cell phones or image recording devices in locker rooms and restrooms at any time is strictly prohibited. Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the cell phone or other electronic device. If a student’s cell phone or other electronic device is confiscated, the building principal may search the confiscated property upon reasonable suspicion that the search will yield evidence of a violation of a school rule or upon reasonable suspicion that school safety or security may be in jeopardy. Disciplinary action up to and including suspension, expulsion and/or citation by law enforcement may be taken against any student using a prohibited device contrary to this rule or in a manner that causes substantial disruption to the educational environment. The building principal is authorized to make exceptions to the prohibition set forth in this policy for health, safety, emergencies or as

required by an individual education program. CD players, iPods, MP3 players, gaming devices, etc. are not to be used in any classroom.

**Violation #1** – The cell phone is confiscated and turned into the attendance office. The student may pick up the phone at the end of their school day and are given a written warning.

**Violation #2** – The cell phone is confiscated and turned into the attendance office. The student will contact his/her parent. The parent is required to pick up the cell phone.

**Violation #3** – The cell phone is confiscated and turned into the attendance office. The student will contact his/her parent. The parent is required to pick up the cell phone. In addition, the student will be required to turn the cell phone into the office at the beginning of each school day for a minimum of five (5) consecutive school days.

Continued violation of this policy will result in a required parent meeting, loss of test exemption, or suspension.

The school district will not be responsible for loss, damage, or theft of any electronic devices brought to school.

## **SEARCH AND SEIZURE POLICY**

SRCS/FYPS reserves the right to search any and all persons entering the school property. SRCS/FYPS also reserves the right to search lockers, book bags, wallets, purses, vehicles, and other property located within school boundaries. The searches will be conducted by school administration or others appointed by school administration when “Reasonable Suspicion” and/or “Probable Cause” have been determined. The school also reserves the right to request a K-9 unit from law enforcement services to aid in the searches and seizures.

## **STUDENT BOOK BAGS, GYM BAGS, AND PURSES IN MIDDLE/HIGH SCHOOL**

Students are allowed to bring book bags, gym bags, and purses to school. However, these bags are subject to search each and every morning by the school’s personnel. School bags and backpacks will be placed in student lockers. If a bag is too large to be accommodated by the student locker, these bags are subject to confiscation. All students will pass through a metal detector each and every morning. Students must empty their pockets and remove all metal objects on them. Students as well as their possessions, when under reasonable suspicion, are subject to search at any time. Law enforcement will be called in if necessary. If any disallowed items (i.e. food or beverages, personal electronic devices, lighters, tobacco, weapons, drugs, alcohol) are found on the student or in their bags, the student will be subject to disciplinary action in accordance with school policies. Continued violation of this policy may result in the loss of a student’s privilege to bring a bag/purse to school. The Administration will be the determining officials.

## **LOST AND FOUND**

All items found on school grounds will be turned into the office. The school will keep these items for the remainder of the school year. Any items not claimed by the last day of school will be disposed of. Please place an identification label or permanently mark your child's clothing and personal property to help us identify them if lost.

## **LOCKERS IN MIDDLE/HIGH SCHOOL**

Lockers are the property of the school and are provided for student use. Lockers should be used to house textbooks and other school materials, coats, and other outdoor items. Lockers are subject to inspection for cleanliness, missing items, controlled substances, explosives or other items considered potentially harmful to other students or to the school building. Since the lockers are school property they may be searched by building administration or other designated personnel when deemed necessary. "Reasonable suspicion" or "probable cause" will be factors in all searches and seizures. This applies to other school property and personal property including book bags, wallets, and automobiles.

## **DESKS**

The desks are the property of the school and are provided for student use by the school. Students are responsible for keeping all desks that they use free from writing, scratches or other identifiable marks. If the graffiti cannot be removed, the student will be required to pay for the damages. If a student is seen writing, scratching or marking up the desks, these violations will result in disciplinary action taken in accordance with school policy.

## **STUDENT VEHICLES**

Standing Rock Community Schools provide transportation services to and from school for all students. Students are encouraged to ride the buses instead of driving to school. Students who drive a vehicle to school at any given time during the school year are subject to the following rules.

1. Vehicles must remain parked during the school day.
2. Students must provide proof of driver's license and proof of insurance.
3. Students are not allowed in or near vehicles during school hours without both parental and administrative consent.
4. Students are not allowed to transport other students in their vehicles.
5. Students will be issued a school Parking Permit and must display it in their vehicle when parking in the school's parking lot.
6. Student parking is in the north parking lot. Students are not allowed to park anywhere else on campus.

7. Vehicles are subject to search by school and law enforcement personnel at any time while on school grounds.

These rules also pertain to parking at school events, activities, and other functions. Students who violate this policy will have their parents/guardians notified.

### **STUDENT TRANSPORTATION**

The Standing Rock Community High School provides transportation to all students. Riding the school bus is a privilege. All students are expected to follow the same behavioral standards while riding the school bus as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop waiting to be picked up.

For school bus/bus stop misconduct, the Transportation Director, in collaboration with the bus driver, and with the support of the administration at each school site, will impose consequences. In addition, all school bus/bus stop misconduct incidents will be reported to the building administration on the same day of the incident by the bus driver or the Transportation Director. Administration shall receive a copy of the written incident report. Administration at each site will facilitate conferences with the students the same day or the next morning after an incident. Serious misconduct will be reported to appropriate agencies for appropriate action if the infraction requires the involvement of the police department and charges being filed against the perpetrator.

Along with the rules and regulations, a copy of the School Bus Incident Report will be found in the appendix. This written report is used by the Transportation Director to notify parents of student misbehavior on the bus. Please review these rules with your children so that we might work together to keep our students safe on the transportation system.

The school board has designated an individual to serve as the school Transportation Director. Any questions regarding student transportation or this policy should be addressed to the school Transportation Director.

### **TRANSPORTATION DURING INCLEMENT WEATHER**

It is the safety policy of SRCS/FYPS that during inclement weather conditions bus drivers will not leave the main highway or attempt to go onto roads that may cause the bus mechanical problems or get the bus stuck. Buses will not travel on roads that are deemed treacherous due to rain, mud, or excessive snow. It will be the parent's responsibility to transport their child to the main road to meet the bus if these conditions exist. Tardies or absences as a result of such conditions will be exempt.

## **SURVEILLANCE**

The school grounds, buildings, and buses are under the watch of surveillance cameras at all times for the protection of students, staff, and guests. Surveillance tape will be used to determine potential problems and consequences in the buildings and on the buses. Parents, administrators, and other personnel may view the tapes as deemed necessary. The school security will monitor the surveillance cameras throughout the day.

## **SCHOOL CLOSING**

When adverse weather conditions or other unforeseen circumstances make it necessary to close the school, the official announcements will be carried by the following radio stations:

**TV: KFJR and KXMB**

**Radio: KOLY AM 1300/ KMLO 101.7/STAR99/KLND 89.5**

**(School Website) [www.fort-yates.k12.nd.us](http://www.fort-yates.k12.nd.us)**

Information will also be disseminated via Smart-Net, the telephone information system available to parents. When school is dismissed early due to inclement weather, all other activities and athletic events may be postponed. The school will do its best to keep parents and the community informed at all times of weather related closings and cancellations.

## **SUPERVISION OF STUDENTS**

### **Elementary School**

Staff members are assigned to school supervision beginning at 7:45 a.m. The hall monitors and staff will greet students as they depart from the bus. The teacher will be in the classroom at 7:45 a.m. Children are under adult supervision at all times including recess, breakfast and lunch. Students not involved in after school activities will go directly home after leaving the classroom. Parents who pick up their students must be at the school at dismissal time.

Students are not allowed to walk home after school.

Bus Change Passes: Parents/guardians are required to call the school with bus changes before 1:30. Changes cannot be made after this time.

**If no one is home for students or they are not picked up by 2:45, Child Protection Services (CPS) or law enforcement will be called.**

## **Middle School/High School**

Staff members are assigned to supervision duties beginning at 7:45 a.m. All staff will supervise their classrooms and other designated areas as assigned by administration. No students are allowed in the building before or after school without permission unless they are under the supervision of a staff member or coach. Students who stay after school for athletic or extra-curricular activities are the responsibility of the supervising teacher or coach until the student is safely on their way home or on the buses.

**If students are not picked up, Child Protection Services (CPS) or law enforcement will be called.**

### **CLOSED CAMPUS**

SRCS/FYPS is a **closed-campus** setting during the school day, including the lunch period. Students are not allowed to leave the school building. Students are only allowed to leave the school building when their parent/guardian has approved it with the building Administration.

### **OFFICE RULES/STUDENT MESSAGES**

In order to prevent interruptions during the school day the following office rules have been implemented:

1. Students will not be called from class to take phone calls or receive visitors unless it is an emergency. Messages will be relayed to the student via office personnel.
2. Students will not be allowed to use the telephone unless approved by school Administration.
3. Students will contact the receptionist when requesting office assistance.
4. Students are not allowed to loiter in the office area.
5. Students may only be "checked out" from school by authorized persons listed in the student's file, unless otherwise approved of by parents/guardians.
6. Students may not purchase soft drinks from vending machines during school hours.

### **PROM**

Prom is held for juniors, and seniors at SRCHS. Middle school and freshman students cannot be invited. Sophomore students may only attend as a guest of a junior or senior. Children of students attending the Prom may not attend the event. No one over the age of 19 may attend unless they are enrolled in SRCHS. All attending students must be currently enrolled in a high school, which will be verified by SRCHS administration. Students who have dropped out of school or are enrolled in a GED program may not attend the prom. No mugs, glasses, t-shirts, clothing, or other mementos that promote the use of illegal drugs or alcohol will be ordered or allowed. Once students enter, the doors will close. Upon entrance, students will submit to a

breathalyzer test, which will be administered by designated personnel. Those who are in violation of the alcohol policy will be refused admittance and law enforcement will be notified. Once students leave for any purpose, they will not be allowed to return.

**\*\*Students may serve as a King or Queen only once during a school year for any school pageant.\*\***

## **HOMECOMING**

The high school staff will nominate the candidates for Homecoming King and Queen. These nominations will be based upon student's academic performance, citizenship, leadership, and participation in school activities. The student body will vote for a King and Queen, which will be announced at the Homecoming Pageant.

**\*\*Students may serve as a King or Queen only once during a school year for any school pageant.\*\***

## **SCHOOL DANCES**

Only students currently enrolled at SRCS/FYPS will be allowed to attend school sponsored dances, excepting Prom. No mugs, glasses, t-shirts, clothing, or other mementos that promote the use of illegal drugs or alcohol will be ordered or allowed. Once students enter, the doors will close. Upon entrance, students will submit to a breathalyzer test, which will be administered by designated personnel. Those who are in violation of the alcohol policy will be refused admittance and law enforcement will be notified. Once students leave for any purpose, they will not be allowed to return.

**\*All Middle School students must be picked up by parents/guardians at the end of the dance.**

## **STUDENT INCENTIVES**

SRCS/FYPS may offer incentives for students who make the quarterly honor roll and excellent attendance lists. These incentives include, but are not limited to: movie and dinner trips, gift certificates, plaques, newsletter recognition. All incentives are subject to available funding.

Recovered absences through ASA do not count towards student incentives.

## **INTERNET USE POLICY**

Students and parents/guardians are required to read, sign, and return the internet usage agreement before Internet access will be granted. This agreement ensures that the student will use the internet under the supervision of a staff member and only for educational purposes.



Failure to adhere to this internet agreement or failure to abide by the computer usage rules outlined above may result in loss of computer privileges and/or disciplinary action.

Parents/Guardians will have access to the Student Information System and can access grades, attendance records, and class assignments through any computer with internet capability.

Parents/Guardians will be issued a username and password so they may access their student's information. Please contact the school for more information.

## **TECHNOLOGY TOOLS ACCEPTABLE USE POLICY**

SRCS/FYPS offers students, faculty, and administration access to its computer network and the Internet. In providing network and Internet service throughout the school, the goal is to facilitate access to resources, improve communication, and encourage innovation.

While our intent is to make Internet access available to further educational goals and objectives, staff and students may find ways to access other materials as well. Staff and students are responsible for assuring that school technology is being used for educational purposes only. The school regards this access as a privilege, not a right. Account holders are expected to act in a responsible, ethical manner, and to abide by local, state and federal law. (For any questions about proper educational usage please contact the K-12 Technology Department)

## **SRCS/FYPS TECHNOLOGY AND COMMUNICATION RULES**

The school's technology and communication tools are provided for staff and students for educational purposes.

- **Access is a privilege - not a right.**
- **Accessible DOES NOT mean acceptable**
- **Access entails responsibility.**

Individual users of the school's technology and communication tools are responsible for their behavior over those networks. It is expected that users will comply with the school's standards. SRCS/FYPS takes precaution to restrict access to objectionable material. However, it is not possible to have full control of access to resources and materials on the Internet due to mandatory enrollment in the state web filter. We reserve the right to block content that negatively impacts the academic performance or productivity of students and staff.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Communications on the network are often public in nature and users should not expect that files stored on the school's servers will be

private. Use of school technology for personal business is deemed unacceptable and will not be supported by the school.

School staff members will model and guide students toward appropriate usage of school technology and communication tools. It is the teacher's responsibility to log off of their computers when they are no longer in their field of sight.

The use of electronic resources, technologies, and the Internet must be in support of education and consistent with the educational goals, objectives, and priorities of SRCs/FYPS. Acceptable and appropriate use is an extension of the educator's responsibility in his/her classroom.

Inappropriate use includes, but is not limited to:

- d. Social Media
- e. Sending or displaying offensive messages or pictures
- a. Use of personal technology devices
- b. Using obscene language
- c. Harassing, insulting or attacking others
- d. Damaging or tampering with any technology or communication tools
- e. Violating copyright laws
- f. Attempt to discover or use another's login name or password, or sharing passwords.
- g. Trespassing in another's folders, work, or files
- h. Intentionally wasting limited resources (Streaming non-educational movies, music)
- i. Employing the network for commercial purposes
- j. Bypassing school Internet filters without authorization
- k. Storing of movies or music
- l. Allowing students to use a staff computer
- m. Storing of software used primarily for hacking, eavesdropping, or network administration.
- n. Unlawful or inappropriate use of flash drives or other storage devices.

Violations may result in loss of access to technology and communication tools as well as other disciplinary or legal action. If users identify a security issue, they are to report it to their onsite technology staff, security staff or building administration.

## **COMPUTER LABORATORY**

To make the computers conducive to the learning and achievement process the following rules will be enforced:

- Students must be under the direct supervision of a staff member while in the lab at all times.
- The computer labs are for academic purposes only. They will not be used for casual "surfing," streaming music, playing games, downloading music, sending emails, etc.

- No pop, candy, gum, sunflower seeds, food, etc. allowed in the computer lab.
- Bypassing, or attempting to bypass the computer network, non-curriculum social media connects, security systems, or other electronic equipment is prohibited.
- Attempting to alter or altering any computer software or hardware is prohibited.
- Be careful of messages or other graphic and inappropriate messages on the computers as well as someone asking for personal information, attempting to arrange a meeting, or soliciting.
- You are prohibited from visiting websites that promote violence, gang activity, inappropriate music or visual images, sexually explicit material, drugs, alcohol, or any other information deemed inappropriate.
- **Standing Rock Fort Yates Public School – Headset Policy (Headphones with built in microphone)**
- At the beginning of every school year there will be a required \$5.00 Technology/Lab fee. The fee is due before students first day of school.
- Standing Rock School Fort Yates Public school utilizes software and online programs that require the use of a headset. The school also participates in several online assessments that require audio and voice responses be given.
- The school will provide each student with a headset for use with school computers. If the headset is damaged or lost, it is the responsibility of the student to pay a replacement fee of \$15.00. Once the fee is provided to the Principal, the Technology Department will be notified that a headset is needed and for which student. It is required that student's use the school assigned headset due to program compatibility issues. At the end of the school year students will hand in the headsets to their teacher for storage over summer break. The headsets will be labeled with students name and will be re-assigned to the student at the beginning of the next school year. The headsets will follow student's overtime while they attend Standing Rock Fort Yates Public Schools. This is to cut down on yearly replacement costs.
- Headsets will be handed in when students transfer schools or graduate. These headsets will be cleaned and tested for reassignment.

## **EMERGENCY PROCEDURES SRCS/FYPS**

### **CRISIS EVACUATION PLAN**

The Crisis Response Plan has been created to help prepare for an act of violence in school, severe weather, fire, tornado, or other emergencies. Students and staff are made aware of the plan procedures. Parents/Guardians will be notified, as is possible, of emergency situations via Code-ED.

## **Fire & Tornado Drills**

SRCHS will conduct at least six (6) fire drills and one (1) tornado drill per school year as required by state law. Teachers and other staff will explain drill procedures and go over the appropriate evacuation routes.

- When the fire bell rings while you are in class, stay with your class and follow the classroom teacher's instructions for evacuation. If the bell rings while you are in the lunchroom or other area follow the instructions of the nearest supervisory staff.
- Stay with your group. The teacher in charge must be able to do an accurate student count and may need to give additional directions.
- When exiting the building during an emergency or drill, walk rapidly, do not run! Know where the nearest escape and exit doors are in proximity to your location.
- When leaving the classroom take only valuable possessions with you and exit quickly. DO NOT under any circumstances go to your locker, the bathroom, or any other part of the building.
- Upon exiting the building, students will be directed by staff to a safe location and distance away from any fire danger. Students are to remain in their group in an orderly fashion until the "all clear" signal is given.
- When the tornado siren rings, students are to report to their designated area and wait quietly. When the command is given, students are to assume a crouched position, facing an inner wall away from all windows. They are to put their head down on their thighs and clasp their hands over the top of their heads. Students will remain in that position until the "all clear" signal is given.

## **Asbestos Hazard Emergency Response Act**

The Asbestos Hazard Emergency Response Act requires that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. This same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards. The high school and elementary school have a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent regulations. A copy of the inspection report which details the locations of these materials and proper management procedures is available for public inspection during normal working hours at the high school, middle school and elementary school.

## **STUDENT EDUCATION RECORDS NOTIFICATION of FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Standing Rock Community Schools receives a request for access.

Parents or eligible students should submit to the respective school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Standing Rock Community Schools to amend a record should write the respective school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. It is the requirement the school to make a reasonable attempt to notify the parent or student of the records request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Standing Rock Community Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-852044

- FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal

requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate and designated officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information will include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

## **STUDENT RECORDS**

Each student has a confidential student file that contains information that shall not be removed from the office in which they are kept. All student records shall be confined to school

personnel who require access, except when required by law, persons outside the school system shall not have access to any student's records without the parent(s)/guardian(s) written permission.

## **DUE PROCESS**

Due process requires that an individual be informed of any infractions against him or her. Students must be provided with a verbal or written notice of any infractions and given the opportunity to present their statement regarding the infraction through an informal hearing with Administration. The student and the parent/guardian will be notified on all major incidents/infractions. The student will be allowed to appeal the charges. If Administration decides that the student will be suspended, a written notice shall be provided to the parent/guardian. Any student suspended and brought to their residence must have a parent/guardian or other responsible party present before the student may be left at the residence. Appropriate confidentiality and other lawful processes, which protect the integrity of the student, will be followed. **If a student/parent has a grievance, he or she must follow the grievance process outlined in this handbook.**

In the Individuals with Disabilities Act (IDEA), the discipline section is designed to ensure that children with disabilities will be able to adhere to school rules. It includes provisions regarding removal of students from their current placement when their behavior significantly violates school discipline codes and states the requirement of IDEA for the continuation of services for students with disabilities when he or she is subject to disciplinary action. The Multi-Disciplinary Team and parent/guardian will meet when a disciplinary action requires a change of placement.

School personnel have the authority to change the placement of a child with a disability for a period of no more than 10 cumulative school days to an appropriate alternative educational setting, another setting, or suspension to the extent that these alternatives would be applied to children without disabilities.

## **DUE PROCESS FOR EXPULSION**

If Administration feels that the conduct of a student warrants expulsion, in accordance with the consequences outlined in this handbook or other extenuating offense, the following process will take place:

1. The student will be immediately suspended from school.
2. Administration will forward a written recommendation for expulsion to the Superintendent within one (1) school day of the infraction.
3. The Superintendent will review the evidence involving the student to determine if an expulsion hearing is required.



4. The Superintendent will respond in writing to the student and parents/guardians within three (3) school days of receipt of the evidence related to the infraction. If the Superintendent determines that an expulsion hearing is to take place, the written notice of the date, time, and location of the hearing as well as the rights of the student will be sent to the student and parents/guardians.
5. The School Board Chairperson will conduct the expulsion hearing. The expulsion hearing will be conducted in executive session of the School Board meeting. No Board action will be taken until the executive session is completed. The expulsion hearing will be closed to any person other than the student, parents/guardians, board members, superintendent, principal, and any witnesses necessary by either party. All parties may have legal counsel present.
6. The School Board shall notify the student and parents/guardians, in writing, the result of their decision within two (2) school days following the expulsion hearing.

## **GRIEVANCE PROCEDURES**

If a student and/or parent/guardian is not satisfied with an action taken by administration, the complainant shall be required to follow this grievance procedure to resolve the matter. All written communications regarding any student grievance shall be placed in the student's disciplinary file. The following procedures will be followed during the grievance process:

Step 1: The student and parent/guardian will meet with administration to discuss the matter in an effort to informally resolve the grievance. Administration shall document the outcomes of the informal conference in a memorandum and provide a copy of the memorandum to the student and parent/guardian within one (1) school day.

Step 2: In the event that the student and parent/guardian is not satisfied with the outcome of administration's decision, the student and parent/guardian shall file a letter of concern to the Superintendent within two (2) school days following the conduct of the informal meeting, and the action which they prefer be taken on the matter. The superintendent shall conduct a meeting with the student, parent/guardian, and administration within two (2) days of receipt of the letter of concern to review the matter. A written decision on the matter will be issued to the student, parent/guardian, and administration.

Step 3: If the student and parent/guardian is not satisfied with the decision of the Superintendent in step 2 of the grievance process, the student and parent/guardian may request a Letter of Concern Review with the school board by submitting a written request to the Superintendent within three (3) school days following completion of the Step 2 process. The Superintendent will consult with the school board and schedule a Letter of Concern Review with the school board within ten (10) school days from the receipt of the request for a Board Letter of Concern Review.

Step 4: The School Board Chairperson will conduct the Letter of Concern Review. The Letter of Concern Review activities will be conducted in executive session. No school board action will be taken until the executive session is completed. Any school board actions regarding the Letter of Concern Review will be conducted in an open session by the school board. Letter of Concern Review session participants will be the grievant, their legal counsel if they desire, and administration. The School Board's decision on the matter shall be final.

Step 5: The school board shall notify the student and parent/guardian of their decision regarding the Letter of Concern, in writing, within two (2) working days, following the conduct of the Letter of Concern Review.

**\*\*SHOULD THE STUDENT/PARENT EXERCISE THIS PROCESS OUTSIDE OF THE TIMEFRAMES OUTLINED IN THE GRIEVANCE STEPS, THE GRIEVANCE WILL NOT BE HEARD FOR CONSIDERATION.\*\***

#### **Appendix D:**

#### **TITLE I PARENTAL INVOLVEMENT POLICY**

Title regulations require that each school served under Title jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that describes the requirements of (c) through (f) as listed below and outlined in Title law:

#### **Policy Involvement**

Each school served under this part shall —

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved; in September, parents are invited to a forum at the Standing Rock Community Schools and Fort Yates Public School.
2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement; bi-monthly parent meetings, administrative meeting with parents, attendance meetings and hearings. School may provide transportation as needed if funds are available.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parental involvement policy; parents will be invited to all bi-monthly parental involvement meetings throughout the school year.
4. Provide parents of participating children —
  - i. timely information about programs under this part;

ii. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and

iii. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

Open House at the start of the school year. Information on curriculum, schedules, classes, and teachers will be given to parents. Monthly calendar, newsletter, updates or pertinent information, may be mailed to each student's parent or guardian, or posted on the school's website.

5. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. Submit all comments and/or suggestions from parents to the Standing Rock Community Schools and Fort Yates Public School.

#### **SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

See Parent Compact

#### **BUILDING CAPACITY FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part

1. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.

Standing Rock Community Schools and Fort Yates Public School will offer parent meetings to discuss and educate parents on the State's content standards, achievement standards, and assessments required by BIE/State and school. SRCS/FYPS will send letters and/or offer information to parents/guardians on how to access the school's infinite campus portal to monitor student's progress.

- ii. Shall provide materials and training to help parents to work with their children to improve their childrens' achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; bi-monthly Parent Involvement meetings.
- iii. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

Parent Teacher Conferences twice a year and bi-monthly parent involvement activities.

- iv. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; bi-monthly Parent Involvement meetings to provide parent trainings and education on specific topics that relate to their children.
- v. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand; school will send letters or information through the mail, or post information on the school website.
- vi. May involve parents in the development of training for teachers, administration, and other educators to improve the effectiveness of such training;
- vii. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training;
- viii. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- ix. May train parents to enhance the involvement of other parents;
- x. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;

- xi. May adopt and implement model approaches to improving parental involvement;
- xii. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- xiii. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- xiv. Shall provide such other reasonable support for parental involvement activities under this as parents may request. SRCS/FYPS will provide transportation for parents as needed. Training and information relating to the education of the students will be provided at all meetings, bi-monthly meetings, parent teacher conferences, IEP meetings, and any other type of meetings/gatherings throughout the school year.

#### **ACCESSIBILITY**

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

All information provided to parents/guardians is in a language they understand.

## APPENDIX A

### CONTACT INFORMATION

#### High School

Phone (Main Building): 854-3461 ext. 3001

Fax (Main Building): 854-3785

Phone (Athletic Director): 854-2142

#### Middle School

Phone: 854-3819

Fax: 854-7467

#### Elementary School

Phone: 854-3865

Fax: 854-3878

#### Administrative Offices

Superintendent: 854-2143

Business Office Phone: 854-2142, 2143, 3884, 3885

Business Office Fax: 854-2145, 7488

#### Special Education Office:

Director: 854-4722

Fax: 854-7352

Administrative Assistant: 854-2137

#### Facilities

Phone (Facilities Office): 854-4252, 4253

Fax (Facilities): 854-4254

Phone (Bus Garage): 854-7311

Fax (Bus Garage): 854-4393

### Personnel Directory

#### Standing Rock Grant School Board of Education

Mr. Mike Faith

Ms. Margaret Gates

Mr. Dave Archambault Sr.

Mrs. Sharon Two Bears

Mr. Courtney Yellow Fat

#### Fort Yates Public School Board of Education

Mr. Garek Murphy

Mr. Lawrence Montclair

Ms. Loretta Bad Heart Bull

Mr. Jake Luger

Mr. Russell Young Bird

Mr. Shane Luger

## **APPENDIX B**

### **TRANSPORTATION POLICIES**

#### **I. Student Conduct on School Buses and Consequences for Misbehavior**

##### **A. Rules at the Bus Stop**

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. Fighting, harassment, intimidation or horseplay prohibited.
9. Use of alcohol, tobacco or drugs is prohibited.

##### **B. Rules on the Bus:**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. Fighting, harassment, intimidation or horseplay is prohibited.
7. Do not throw objects while on the bus.
8. Eating, drinking or using tobacco or drugs is prohibited.
9. Weapons or dangerous objects are prohibited on the school bus.

##### **C. Consequences:**

- i. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the school officials.
- j. Parents or guardians will be notified of any suspension of bus privileges as soon as possible after the assigning of that consequence.

- k. The Transportation Director shall attempt to call the parent/guardian immediately after the filing of the incident report and give notice of suspension. Should that communication be unsuccessful, the Transportation Director shall draft a letter giving written notice of the suspension and the reason(s) on the same or the next day. The student will lose his/her riding privileges upon notification of parent/guardian.
- l. All students have the opportunity to ride school buses and may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in the loss of bus services to that student.
- m. For school bus/bus stop misconduct, the Transportation Director, in collaboration with the bus driver and with the support of the building principals at each school site, will impose consequences.
- n. All misconduct will be reported to the appropriate authorities for action if the infraction requires the involvement of the police department and charges being filed against the perpetrator.

#### **Minor Offenses:**

- 1. Pushing or Shoving
- 2. Tripping Other Students
- 3. Littering On the Bus
- 4 Shouting on the Bus
- 5. Standing While the Bus is Moving
- 6. Insubordination to Driver/Chaperone\*
- 7. Use of Profane Language\*
- 8. Disruptive/Distracting Behavior\*
- 9. Playing Audio Without Headphones
- 10. Possession of Inappropriate Items\*
- 11. Other Offenses Reported by the Driver

\*Minor offenses that are flagrant may also be designated as major.

#### **Consequences for Minor Offenses:**

First Offense:	Warning-parent/guardian notification by bus driver/Transportation Director in writing accompanied by a copy of the Transportation Policy, Meeting with student(s) with Principal present.
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Second Offense:	Warning-parent/guardian notification by bus driver/Transportation Director in writing. Meeting with student(s) with Principal present.
Third Offense:	Warning-parent/guardian notification by bus driver/Transportation Director in writing; option to assign 1-3 days of suspension from riding the bus. Meeting with student(s) with Principal present.
Fourth Offense:	Each offense will be considered a major offense with those consequences applying. Meeting with student(s) with Principal present.

\*All written reports shall be in the mail no later than the next morning following the incident report. It is the responsibility of the Bus Driver to try to call the parent/guardian on minor offenses to enlist the help of the parent/guardian to correct future behavior prior to a suspension of that student's riding privileges.

#### **Major Offenses:**

1. Physical Aggression/Assault.
2. Vandalism to the Bus or Equipment
3. Possession of a Dangerous Weapon
4. Possession of an Alcoholic Beverage or other Illicit Substance
5. Threatening a Student or Driver/Chaperone
6. Promiscuous or Immoral Behavior
7. Harassment of a Student or Driver/Chaperone
8. Lighting Matches or other Flammable Materials
9. Illegal use of Emergency Exits
10. Other Offenses Reported by the Driver

#### **Consequences for Major Offenses:**

First Offense:	Parent/Guardian notification by bus driver/Transportation Director in writing of suspension of riding privileges for 1-3 days.
Second Offense:	Parent/Guardian notification by bus driver/Transportation Director in writing of suspension of riding privileges for 4-5 days.
Third Offense:	Parent/Guardian notification by bus driver/Transportation Director in writing of suspension of riding privileges for 10 days.

Requires a meeting with the student and parent/guardian prior to resuming bus riding privileges.

Fourth Offense: Parent/Guardian notification by bus driver/Transportation Director in writing of suspension of riding privileges for the remainder of the school year.

\*All written reports shall be in the mail no later than the next morning following the incident report. In the event of suspension, the letter shall be sent via registered mail to assure parent/guardian receipt of the notice of suspension.

**D. Other Discipline:** Based upon the severity of a student's conduct, more serious consequences may be imposed at any time.

### **III. Parent/Guardian Responsibilities for Transportation Safety.**

#### **A. Parent/Guardian Responsibilities for Transportation Safety:**

- Become familiar with school rules and policies, regulations and principles of school bus safety.
- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their responsibilities for the actions of their students.
- Support safe riding practices and reasonable discipline efforts.
- When appropriate assist students in safely crossing local streets before boarding and after leaving the bus.
- Support procedures for emergency evacuation, and procedures in emergencies as set up by the school.
- Respect the rights and privileges of others.
- Communicate safety concerns to school administrators.
- Monitor bus stops, if possible.
- Support all efforts to improve school bus safety.

**B. Parent/Guardian Notification:** A copy of the School's bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

## **PARENT/STUDENT HANDBOOK SIGNATURE PAGE**

To: Students and Parents/Guardians of the Standing Rock Schools and Fort Yates Public School

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

The Student-Family Handbook is provided so that you may become familiar with the rules of the SRCS/FYPS. This handbook is a collection of guidelines, practices, and policies that have been developed over the years to help our school maintain a safe, orderly, and productive teaching and learning environment for our students. Please sign below indicating that you have received your handbook, it has been reviewed with you, and you agree to comply with the rules of conduct set forth in the handbook.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

My student has been provided a copy of the school handbook. I have read the handbook and understand that my student must abide by the school policies as set forth. I understand if I have any questions, I will call the appropriate Administration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This signature page will be placed in the student cumulative folder as a record for the school assuring that students and parents have reviewed and read the policies, rules, and guidelines established to keep our students safe, and to provide a positive school experience for all students in grades K-12.

\*\*In no way does failure to sign this page indicate student excusal from policies and procedures.

All information provided to parents/guardians is in a language they understand.





