



TAKINI SCHOOL

SKYHAWKS



SCHOOL YEAR 2023-2024 PARENT/GUARDIAN/STUDENT HANDBOOK

Takini School
Kindergarten through 12th Grade

HC77 BOX 537
HOWES, SD 57748
605-538-4399
www.takiniskyhawks.com

SCHOOL VISION, MISSION, PHILOSOPHY & MOTTO

THE VISION, MISSION, PHILOSOPHY, AND MOTTO OF TAKINI SCHOOL ARE FORMALLY ADOPTED BY THE SCHOOL BOARD. THESE STATEMENTS SERVE AS THE GUIDING PRINCIPLES THROUGH WHICH THE PROGRAMS, SERVICES AND INDIVIDUALS WORKING AT TAKINI SCHOOL ARE ADMINISTERED AND OPERATE.

VISION STATEMENT

“All staff, students, and their families are a spiritual community. Teamwork is the essence of life. The environment is nurturing and safe. We are confident and pursue our dreams.”

MISSION STATEMENT

“To empower all learners for the challenges and changes of the 21st Century both on and off the reservation.”

PHILOSOPHY

TAKINI SCHOOL operates in accordance with these beliefs:

1. Partnerships between school and communities strengthen the educational environment;
2. Every learner progresses at his or her own pace;
3. We must assist in the educational process of the whole child;
4. A positive self-image is imperative for learner success;
5. The teaching and modeling of traditional values (respect, generosity, courage, spirituality, compassion, fortitude, and wisdom) will promote cultural awareness in all learners.

MOTTO

“Woonspe Okolakiciye”

(A Learning Place for the Success of All)

TAKINI SCHOOL provides an alcohol and drug-free teaching and learning environment. Cooperation in learning is evident at all levels and includes cooperative learning, team teaching, and the integration of classes and subject areas. Teachers will have high expectations for the success of every student. All staff that serve children are aware of their responsibilities for teaching and are held accountable for results. Students have varied opportunities and options to explore vocational/technical skills and careers. Students display a positive self-image through traditional Lakota behaviors, beliefs, and values.

STUDENT OUTCOMES

All curricular activities of TAKINI School will be driven by the students achieving these learning outcomes. Upon graduation from high school, our goal is that all students shall be:

1. **SELF-DIRECTED LEARNERS** who acknowledge and embrace positive core values; create a vision for themselves and their future; analyze their present situation; generate options; set priorities and goals; assume responsibility; plan strategies; anticipate consequences; monitor and evaluate progress; and revise and/or progress towards their vision.
2. **PERCEPTIVE THINKER AND CREATIVE PROBLEM SOLVERS** who develop and use multiple frames of reference; identify, assess and integrate information and resources; make decisions; solve complex problems; and foster both the intuitive and the logical faculties of the brain.
3. **EFFECTIVE COMMUNICATORS** who express thoughts and needs both verbally and nonverbally; evaluate audience reception; modify expressions of ideas; accordingly, read; listen; and process, interpret and convey information.

4. **HEALTHY INDIVIDUALS, COMMUNITY CONTRIBUTORS, AND ENVIRONMENTAL CARETAKERS** who commit to a group; exercise personal responsibility; achieve and sustain wellness; choose attitudes that will raise self-esteem; accept situations they cannot change; courageously change situation(s) they can; resolve conflict in a constructive manner; respect social norms and traditions; maintain personal integrity; use their time, energies and talents to improve the welfare of themselves and others; and seek to improve the quality of life in their communities and our larger global environment.
5. **COOPERATIVE/COLLABORATIVE WORKERS and CREATIVE PRODUCERS** who use effective leadership and group skills; foster, develop and sustain supportive relationships; transcend cultural differences; create intellectual, artistic and practical products; produce high quality work; and use advanced technologies.
6. **CULTURALLY AWARE INDIVIDUALS** who understand and respect the Lakota language and culture; establish individual identities within their culture; realize the diversity of cultures in our world; build relationships with members of other cultures; embrace their cultural identity; acknowledge their link with the past; and model cultural values and lifestyle.

Students, Parents; and Guardians

The members of the Takini School Board, Administration, and Faculty welcome you to Takini School year 2022-2023. We are pleased that you have chosen to attend Takini School where we emphasize high academic standards and high expectations of our students.

It is the goal of Takini School to provide our students with a healthy school environment to assist students with their academic success. We encourage the students to develop the social and academic skills that will pave the way for success post high school pursuits.

The purpose of this handbook is to define school rules, requirements, outcomes and general information about Takini School. This handbook provides a ready reference for parents, guardians, students and staff. Please read the handbook carefully and use it as an ongoing reference throughout the school year. If you have any questions, please contact our school office.

Please feel free to visit the school at any time. We ask that you check in at the front office to obtain a visitor's pass. We greatly appreciate the cooperation of parents and guardians. We will continue to do our best in meeting the unique needs of your child and sincerely hope that you will continue to play an active role in their education.

Sincerely,
Takini School Staff

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The TAKINI School advises students, parents/guardians, employees and the general public that educational programs or activities and employee opportunities will be offered without regard to sex, race, color national origin or disability.

POLICY TEXT DISCLAIMER:

In some cases, an incomplete copy of a policy is included in this handbook. Portions of the policy that deal with topics such as staff in-service or employee use of the policy may not be included. The intent to include a portion of the policy is to cover items that are pertinent to students.

TAKINI SCHOOL STAFF LISTING

SY 23 - 24 Takini School Staff Listing

Administrative Staff		Academic Staff	
Chief Executive Officer	Kit Veit	Kindergarten Teacher	Kathy Van Arsdale
K-12 Principal	Tiffany Moore	1st Grade Teacher	Judith Higgins
Administrative Secretary	Arliss Briggs	2nd Grade Teacher	Lady Lee Sala
Athletic Director	Jordan Knife	3rd Grade Teacher	Vacant
HR/ NASIS Clerk	Kim White Wolf	4th Grade Teacher	Brian Olson
Business Office Staff		5th Grade Teacher	Nancy Soule
Business Manager	Lonnie Brewer	MS Social Studies Teacher	Christine Cerda
Accounts Payable	Charity Brings Plenty	HS Social Studies Teacher	Randy Brickey
Transportation Staff		MS/ HS Math Teacher	Jeremy Arumpac
Transportation Supervisor	Cole White Wolf	MS/ HS ELA Teacher	Vanessa Azures
Bus Driver	Craig Dupris	MS/HS Science Teacher	Sheila Flores
Bus Driver	Delight Halfred	Industrial Arts Teacher	Jody Gittings
Bus Driver	Darold Mad Bear	HS Lakota Teacher	April Waloke
Operations/ Maintenance Staff		ELM Lakota Teacher	Iris Eagle Chasing
O&M Supervisor	David Hale	TAG / Para Professional	Mary Little Sky
O&M Secretary	Vacant	K-12 Art Teacher	Jellie Toring
Day Security	Derek Yellow Owl, Jr.	K-12 PE/Health Teacher	Eleazar Sagarino
Night Security	Sundance Sitting Crow	K-12 Counselor	Vacant
Maintenance	Shilo Charging Cloud	Nurse/ Truancy	Tiauna Dupree Anderson
Maintenance	Vacant	Special Education Staff	
Day Custodian	Maurissa Hollow Horn	Special Education Director	Jennifer Bowman
Night Custodian	Kolton Belt	Special Education Teacher	Vacant
Night Custodian	Tristan Last Horse	SPED Para Professional	Vacant
Food Service		SPED Para Professional	Jordan Knife
Food Service Supervisor	Mora Long	SPED Para Professional	Jessie Buffalo
Food Service Cook	Mabel Romero	General Para Professional	Derek Yellow Owl, Sr.
Dishwasher	Mabel Romero	General Para Professional	Ricki White Wolf
I.T. Department		General Para Professional	Vacant
I.T./Computer Tech	Chase Mendoze		
I.T. Desk Tech	Kramer McKeehan		

LAKOTA LANGUAGE

LAKOTA VALUES

Student actions, attitudes, and appearance are a reflection of that student as a person, as a student of the TAKINI School, and as a member of their community, students are expected to treat each other and adults with courtesy and respect.

SEVEN VALUES

Students are expected to exhibit the Lakota Values of Woc'ekiye (Spirituality), Wao'hola (Respect), Waun'sila (Caring & Compassion), Wowic'ake (Honesty), Wawokiye (Generosity & Helping), Wah'wala (Humility), and Woksape (Wisdom).

A. LAKOTA FLAG SONG (WAPAHA OLOWAN)

TUNKASILA YAPI, TAWAPAHA KIN HAN OIHANKE SNI HE NANJIN KTE LO

(The Presidents flag will stand forever)

IYOHLATA YA OYATE KIN HAN WICICAGIN KTA CA,

(under this flag the people will grow)

LE ECAMUN WELO

(so I do this)

B. TRIBAL ORDINANCE 66 (Section 4, 2 a and b, 3 a: 1, 2, 3, b: 1, 2, 3)

Section 4. Requirement for Instruction in Lakota Language, Culture and History.

(2) Kindergarten through 6th Grade. Bureau of Indian Affairs schools and tribal schools within the territory of the Cheyenne River Sioux Tribe shall provide a minimum of one class period per day of instruction in Lakota language and culture for Indian students in kindergarten through 6th grade, and

(a) Kindergarten through 3rd Grade. Bureau of Indian Affairs schools and tribal schools within the territory of the Cheyenne River Sioux Tribe shall emphasize basic conversational use of Lakota language and Lakota stories, music and dance for students in kindergarten through 3rd grade.

(b) Lakota History and Culture. A minimum of five class periods per week shall be devoted to instruction in Lakota culture or history; provided, however, that the required period of instruction for Lakota culture or history may overlap by one-half instruction in Lakota language.²

(3) 7th through 12th Grade. Bureau of Indian Affairs schools and tribal schools within the territory of the Cheyenne River Sioux Tribe shall provide the following courses to Indian Students in the following grades:

(a) *Lakota Language*. A minimum of one class per day shall be devoted to instruction in Lakota language instruction for all Indian students.

(1) 7th and 8th Grade. Lakota language instruction for Indian students in the 7th and 8th grade shall continue to emphasize conversational use of Lakota language.

(2) 9th and 10th Grade. Lakota language instruction for students in the 9th and 10th grade shall emphasize instruction in Lakota grammar and reading of Lakota or Dakota texts.

(3) 11th and 12th Grade. Lakota language instruction for students in the 11th and 12th grade shall emphasize instruction in writing in Lakota language and reading of Lakota or Dakota texts.

(b) Lakota History and Culture. A minimum of five class periods per week shall be devoted to instruction in Lakota culture or history; provided, however, that the required period of instruction for Lakota culture or history may overlap by one-half instruction in Lakota language.²

- (1) 7th and 8th Grade. Instruction in Lakota culture for Indian students in the 7th and 8th grade shall cover Dakota and Lakota history both prior to the first contact with the United States and history from that contact to the present day.
- (2) 9th and 10th Grade. Instruction in Lakota culture for Indian Students in the 7th and 8th grade shall emphasize the public events and the ceremonies that are central to Lakota culture.
- (3) 11th and 12th Grade. Instruction in Lakota history and culture for students in the 11th and 12th grade shall emphasize the significance of the Treaties between the United States and the Great Sioux Nation, the Interrelation between the United States and the Cheyenne River Sioux Tribe, and the structure and functions of the tribal government.

Section 5. Other Required Language Instruction.

Instruction in Lakota language shall fulfill any instruction requirements which might be required by the United States through the Bureau of Indian Affairs in a language other than English.

Section 6. Instruction for Non-Indian Students.

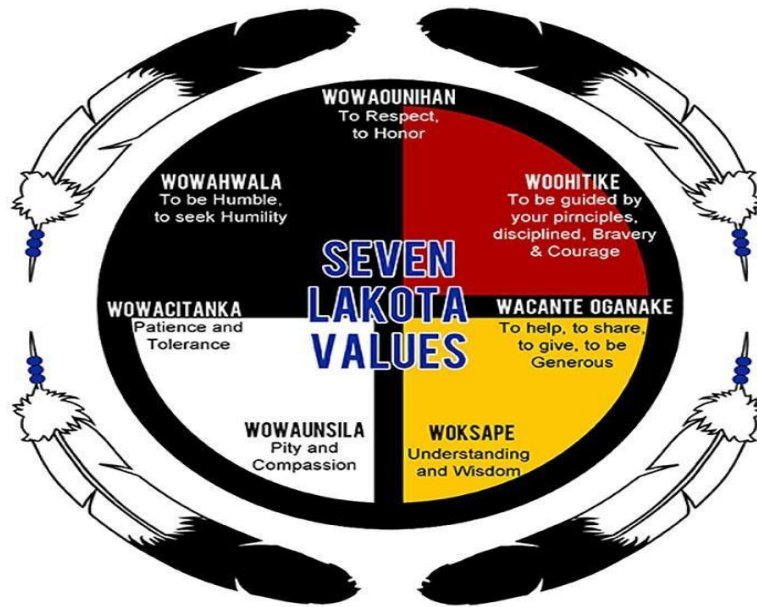
Non-Indian students in attendance at Bureau of Indian Affairs schools or tribal schools may participate in Lakota language and culture and history courses at their option.

Section 7. Effective Date.

The effective date of this Code shall be January 1, 1995, and this Code shall be implemented to the maximum extent practicable on that date.

LAKOTA LANGUAGE/CULTURE/HISTORY

Due to the TAKINI School system being located on the west end of the Cheyenne River Sioux Tribe, every effort will be made to include appropriate traditional and contemporary teachings of the Lakota language, culture, and history and follow the intent of CRST Ordinance 66. This ordinance mandates that any student enrolled in or is a descendant of; a federally recognized tribe will be enrolled in a Lakota language class every year of school. Further, all other students are encouraged to take Lakota language.



STUDENT RIGHTS, RESPONSIBILITIES, and EXPECTATIONS (Anti Bullying Act/Ordinance Available in the front office)

A. RIGHTS OF THE INDIVIDUAL STUDENT

Students of TAKINI School have and shall be accorded the following rights:

1. The right to a free and appropriate education.
2. The right to be free of unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
3. The right to their own decisions where applicable.
4. The right to freedom of religion and culture.
5. The right to freedom of speech and expression, including symbolic expression, such as display of buttons, posters, choice of dress, and length of hair, so long as the symbolic expression is not unreasonable and does not disrupt the educational process or endanger the health and safety of the student or others or does not promote gang affiliation/use of alcohol, tobacco, or illegal drugs (must conform with section SE-1-11 Tribal Ordinance on gangs).
6. The right to freedom of the press, except when material in student publications is libelous, slanderous, or obscene.
7. The right to peaceably assemble and to petition the redress of grievances.
8. The right to freedom from discrimination.
9. The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to penalties of suspension, expulsion and/or transfer.

B. TAKINI SCHOOL EXPECTATIONS

1. Observe safety rules and courtesy on the school grounds.
2. Help keep the school clean by depositing litter in the receptacle provided
3. On school grounds and in the classroom show courtesy and respect at all times to fellow students and faculty members.
4. Care for all school property; do not write on desks, walls, in books, etc.
5. All students are expected to enter and leave the building in a quiet and orderly manner.
6. All students are expected to enter and exit out of their designated door and are to use the sidewalks.
7. Be prepared to learn all you can.
8. Public displays of affection are not permitted on campus unless it is a greeting (hug).
9. Students are to show consideration for others at all times.
10. Students will address all staff members, visitors and each other with respect.
11. If conflicts, concerns, or issues arise, notify administrators of the situation immediately.

Land Line Telephone Use:

If you need to call your child at school, a staff member will take a message and get it to your child between classes or at the end of the day. Students will not have cell phones or any other electronic device on their person during the school day. Cell phones or electronic devices of any kind may not be heard, be visible, or used in anyway during the school day, this includes earbuds and wireless earbuds.

Nuisance Items:

Other electronic items not needed by your child (such as: toys, electronic items, lasers, cellphones, earbuds, headphones, or iPad) need to be kept at home. Keep in mind that the school is not responsible for the loss or theft of these items. Administration may confiscate these items and other personal property brought to school.

C. POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

A K-12 initiative that gives students a set of expected positive behaviors appropriate for learning and for positively interacting with each other and staff.

D. Bullying Behavior Intervention Program

Bullying Behavior Intervention Steps:

Step 1: Intervention, Warning, Redirection and Team Meeting

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

Step 2: Formal meeting with parents and administration

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

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

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

- Temporary removal from the classroom
- Reassignment to a different class schedule where appropriate to protect the target.
- Loss of privileges including extracurricular activities
- Classroom or administrative detention (lunch detention, before school detention or a combination of all)
- In-school suspension or placed on restriction from participation in school related activities during the school week
- Out-of-school suspension (1-9 days)
- Legal action in tribal court or referral for criminal prosecution where appropriate
- If a parent/guardian does not to meet with the Intervention Team or fails to make arrangements to meet to develop an Individual Behavior Plan, the student will be placed on Out-of-school suspension until the parent/guardian meets with the Intervention Team for up to nine (9) days. If the parent/guardian fails to meet or make arrangements to meet

with the School and the student remains under suspension for more than three (3) school days, the Principal shall refer the case to the Cheyenne River Sioux Tribal Law Enforcement; this will be at each three (3) day interval for up to nine (9) days.

Step 3: Student Hearing

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

Chain of Command/Due Process Steps

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

Parent Notification

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

Protecting Students and Staff Who Report

The administration and school staff will support students and coworkers making reports and protect them against any potential retaliation for making such a report. Retaliation against students for reporting bullying is prohibited. Students who retaliate against others will receive appropriate consequences as outlined in the

Student discipline policy. Students may report bullying anonymously. No disciplinary action will be taken solely on the basis of an anonymous report unless substantiated by further investigation. False accusations of bullying behavior against is not allowed and will result in consequences outlined in our student discipline policy. When interviewing the student accused of bullying behavior or other students, do not name the student who reported if possible. In some cases, however, the bullying behavior may be too severe to protect confidentiality. In these cases, assure the student that the adult will do everything they can do to protect them from retaliation.

Staff Education and Responsibilities

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

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

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

Family Education

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

Policy Dissemination

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

Additionally, a written or verbal statement will explain that this Policy applies to all acts of bullying that occur on school property, at school sponsored functions, or on any form of school transportation. The Superintendent or his/her designee shall develop an annual process for discussing with the students and school staff the School policy on bullying. All employees, students, and parents/legal guardians will sign a written statement indicating they have received, read, and understood the policy and agree to abide by the provisions of the policy. Failure to abide by this policy or neglecting to report acts of bullying will result in administrative action.

Takini School Anti-Bullying Behavior Policy Checklist

Completed by Staff for initial violation.

Student Name: _____ Date Initiated: _____

Initiated by:

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

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

Step 1: Intervention, Warning, Redirection and Team Meeting

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

Staff Member: _____ Date: _____

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

Staff member: _____ Date: _____

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

Staff member: _____ Date: _____

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

Staff member: _____ Date: _____

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

Staff member: _____ Date: _____

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

Date Mailed: _____

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

Staff member: _____ Dates of meetings: _____

Bully Behavior Prevention Plan

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

Student: _____ Date: _____

Presenting Problem:

Why I think it happened:

Possible solutions or ways to prevent future incidents:

My Plan:

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

Student Signature: _____

Witness: _____

Step 2: Formal meeting with Parents and Administration

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

Staff Member: _____ Date: _____

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

Staff member: _____ Date: _____

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

Staff member: _____ Date: _____

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

Staff member: _____ Date: _____

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

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

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

Counselor: _____ Dates: _____

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

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

Individual Behavior Plan

Completed after step 2 violation.

Student Name: _____ Date: _____

My bullying behaviors:

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

To prevent future incidents, I will:

People I can go to if I need assistance:

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

Student Signature: _____ Date: _____

Parent/Guardian: _____

Witness: _____

Step 3: Student Hearing

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

Staff Member: _____ Date: _____

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

Staff member: _____ Date: _____

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

Staff member: _____ Date: _____

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

Staff member: _____ Date: _____

A. PHYSICAL EDUCATION

TAKINI School provides an organized, supervised physical education program. All students who are enrolled in P.E. are required to participate unless they have a written excuse from a doctor. However, if your child has been sick or injured, please notify the physical education instructor and principal who will take the illness or injury into account when requesting the child to perform physical activities.

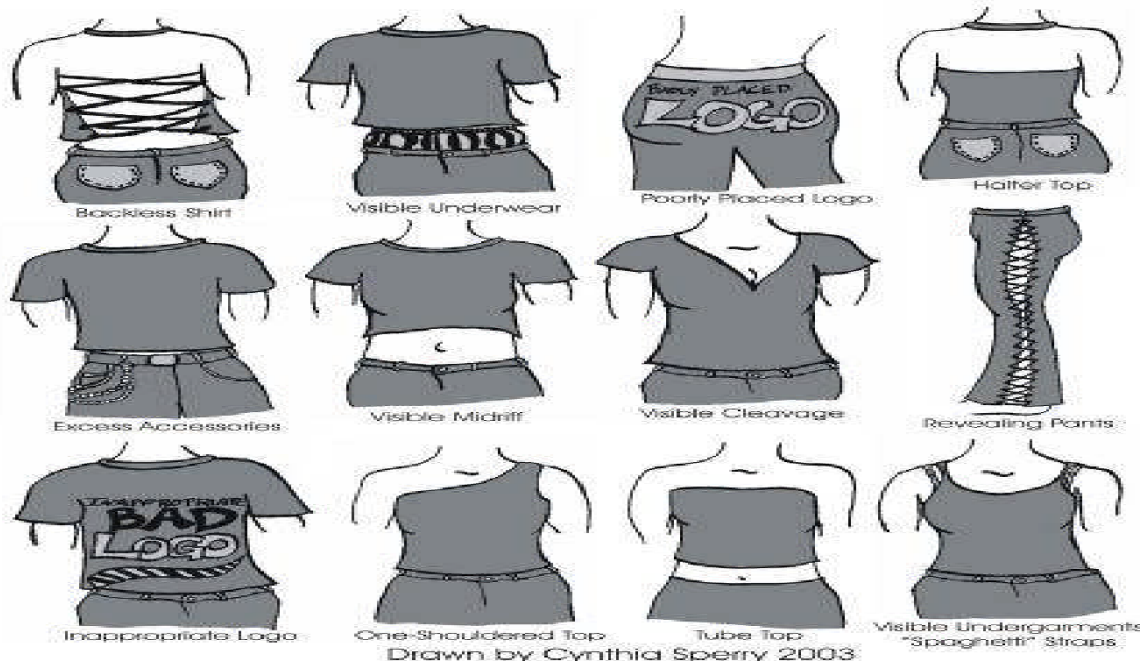
B. STUDENT APPEARANCE

While at school, we want you to have the best experience possible. The following student appearance policy has been developed to assure that no one will feel offended or uncomfortable during school.

1. Clothing: All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school and school activities.
2. Personal items, student drawings, and articles of clothing which display profanity, products, or slogans which promote tobacco, alcohol, drugs, violence, gang, **sex** or are in any other way distracting, disrespectful, or insubordinate are prohibited and is considered willful disobedience and may be subject to discipline.
3. Excessive accessories such as hanging chains and hanging suspenders are not allowed. This is for safety reasons. Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited and may be subject to discipline.
4. Tank tops with straps wider than one inch are permitted. Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, and tube tops are prohibited. Students who continue to wear items such as these are considered to be willfully disobedient and may be subject to disciplinary action.
5. Caps, hats, or other headgear must be removed upon entering the school building. They must be properly stored by the student upon entering the school during instructional hours. If not stored, they may be confiscated. Refusal to comply will constitute willful disobedience and may be subject to discipline.
6. When caps are worn at school events, they should be worn with the bill forward at all times.
7. Shoes must be worn at all times and must be appropriate for school.
8. Pants must fit properly. Excessively baggy or tight clothing, and clothing which advertises gang symbols or affiliation is prohibited. A pattern of dress in "gang colors" is not allowed nor will bandanas be visible at any time, i.e. hanging out of pockets or tied around arms or legs. Students who continue to wear items of such are considered willfully disobedient and may be subject to discipline. Refer to section on Gang related behaviors for more information.

If you choose to dress inappropriately, you will be asked to change, or be required to wear school-issued clothes. By planning appropriately, you will save yourself the inconvenience of having to change and you will be contributing to a pleasant school atmosphere. Please be advised that the student appearance policy will be enforced for all individuals attending school.

Please use the following pictures as a guide for what **NOT** to wear to school:



COMMUNICATIONS

A. COMMUNITY AND PARENT/GUARDIAN INVOLVEMENT

In an exemplary school, parents/guardians and other community members are valued as active and collaborative partners involved in decision-making. As a result of their participation, they are acutely aware of student performance. They are engaged in respectful relationships with other stakeholders and develop mutual trust with school staff. Community members and parents/guardians recognize that their input and involvement are essential to the success of the school. Parental involvement is a crucial element in the success of every student and each of our students deserves to be successful.

B. TELEPHONE USE AND MESSAGES

Students WILL NOT be allowed to make phone calls during school hours unless there is an emergency. Students will not be called out of class for in-coming calls unless there is an emergency. Please inform your child where to go after school before the child leaves in the morning. If plans have changed and your child is not aware of what to do after school, please contact the office by 2:00 p.m. each day to ensure time for messages to be delivered.

C. CELL PHONES AND OTHER DEVICES

We understand electronic devices are a part of most students' lives and the classroom when used for educational purposes. Students using cell phones/communication and electronic device for non-educational/non-teacher approved use in class will have consequences. Cell phones, music devices, headphones and other electronic devices will not be allowed in school unless part of a class activity or as a reward for work completion. Consequences will be the same as for cell phone use.

D. EARLY DISMISSAL

Notifications and announcements will be made over public media to alert parents/guardians. School Messenger may also be used for school announcements.

E. SCHOOL CLOSING

If for any reason there is a closing of the school, announcements will be made via School Messenger, Facebook and school messenger. The Superintendent will make the decision to close school. In the event of inclement weather and country bus transportation is cancelled, it is cancelled for *both* AM & PM transportation runs. Please refrain from calling the school as this will tie up the lines.

F. MAKE-UP DAY (S) POLICY

The Takini School District calendar meets the requirement of South Dakota Codified Law 12-26-2. School may be called off due to an emergency, bad weather, or an outbreak of a contagious disease.

Make-up day will be conducted by:

1. Going to school on day (scheduled as vacation days).
2. Going to school at the end of the week on Fridays.
3. Other acceptable methods, after discussion between School Board and Administrators.

G. PARENT/GUARDIAN SUPPORT OF STUDENT ACTIVITIES

Parent/Guardian attendance at student activities and athletics is greatly appreciated. However, parents/guardians and other community members are always expected to model sportsmanship. Yelling at or verbally abusing players, coaches, referees, or other fans is not acceptable. Fans showing disrespectful and inappropriate behavior will be given a yellow card as a warning by administration or designee. Fans continuing to show inappropriate behavior will be escorted from the activity and not given re-admittance. These fans will also be issued a Red Card. Anyone issued a Red Card will not be allowed to attend school activities for the remainder of that sports season.

H. TAKINI SCHOOL PARENT INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

- TAKINI School agrees to implement the following statutory requirements:
- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents/guardians of the Parent Involvement Policy through various methods and evidence of locations will be housed in the Superintendent's office. The policy will be made available to the local community and updated periodically to meet the changing needs of parents/guardians and the school.
- In carrying out the Title I, Part A, parental involvement requirements, the TAKINI School will provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children, including providing information and school reports required under section 1111 of the ESEA.
- The school will involve the parents/guardians of children served in Title I, Part A schools in decisions through invitation and encouragement to volunteer on the Parent Advisory Committee (PAC).
- The school will build its own and the parent's/guardian's capacity for strong parental involvement through monthly Parent Advisory Committee (PAC) meetings. The PAC will review data and provide input toward improving academic achievement.
- Inform parents/guardians of the curriculum, state academic and content standards at the fall open house and assist parents/guardians in building their capacity for academic achievement through

understanding content standards, requirements of Title I programs, monitoring of their child's progress and parents/guardians working with educators.

- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents/guardians may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition: Parental involvement means the participation of parents/guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
 - (A) that parents/guardians play an integral role in assisting their child's learning;
 - (B) that parents/guardians are encouraged to be actively involved in their child's education at school;
 - (C) that parents/guardians are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - (D) the carrying out of other activities, such as those described in section 1118 of the ESEA

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. [Section 1118, ESEA.] There is no required format for these descriptions. However, regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.

1. The TAKINI School will take the following actions to involve parents/guardians in the joint development of its school parental involvement plan under section 1118 of the ESEA:
 - The Parent/Guardian Advisory Committee (PAC) meets throughout the year, and the schools' Parent Involvement Coordinator and Curriculum Coordinator works with parents/guardians on a consistent basis. TAKINI School will recruit parent/guardian volunteers to attend these meetings and involve parents and guardians in the planning, review and implementation of school activities along with school program changes and improvements, review surveys, providing parents/guardians the opportunity to submit comments and ideas on the individual improvement plan of each school.
2. The TAKINI School will take the following actions to involve parents/guardians in the process of school review and improvement under section 1116 of the ESEA:
 - Parents/Guardians are notified of the annual meeting through the newspaper, posters, signs, school messenger and a letter home.
 - Parent/Guardian meetings are scheduled throughout the school year to give them the opportunity to make program recommendations for the school reform process.
3. The TAKINI School will hold an annual meeting to inform parents/guardians of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents/guardians to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents/guardians and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents/guardians as possible are able to attend. The school will invite and encourage all parents/guardians of children participating in Title I, Part A programs to this meeting to attend: Fall, Winter and Spring Parent/Guardian Forums (in accordance with all Federal Program requirements).

4. TAKINI School will provide parents/guardians of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet these ways by:
 - Informing parents/guardians of academic achievement using various assessment results given throughout the school year and proficiency levels for each assessment will be provided at that time.
 - Assuring curriculum is aligned with the State of South Dakota content standards.
 - Assisting parents/guardians in building their capacity for academic achievement through understanding assessment results and South Dakota student content standards.
 - Having teachers provide progress monitoring results to the parents/guardians for data-driven instruction that will assist in creating individualized learning for their child throughout the school day.
5. TAKINI School will, at the request of parents/guardians, provide opportunities for regular meetings for parents/guardians to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - Keeping communication open between the parents/guardians and the school, which in turn will give the parents/guardians an opportunity to submit personal views of the school's programming.
 - Receiving parent/guardian suggestions and share them with the appropriate administrative team to determine the feasibility of programming changes.
 - Implementing all agreed programming changes at the building level with School Board approval.
6. TAKINI School will provide each parent/guardian an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
 - Informing parents/guardians of academic achievement using various assessment results given throughout the school year and proficiency levels for each assessment will be provided at that time.
 - Assuring curriculum is aligned with the State of South Dakota content standards.
 - Assisting parents/guardians in building their capacity for academic achievement through understanding, assessment results and South Dakota student content standards.
 - Having teachers provide progress monitoring results to the parents/guardians for data-driven instruction that will assist in creating individualized learning for their child throughout the school day.
7. The TAKINI School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
 - Providing a notice to the parents/guardians in letter format from the building level principal of each classroom teacher who is not highly qualified by the first two weeks of the school year.
8. The TAKINI School will provide assistance to parents/guardians of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph –
 - the state's academic content standards,
 - the state's student academic achievement standards,
 - the state and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and

- how to work with educators through Family Nights, Parent Involvement Coordinator, Parent Involvement Newsletter, local workshops, Parent/Teacher Conferences, Parent Advisory Committee, Classroom Teacher Newsletter but not limited to these activities.
9. The TAKINI School will provide materials and training to help parents/guardians work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement by providing:
- Academic Family Nights
 - Classroom Teacher Newsletter
 - Parent/Teacher Conferences
 - Parent Advisory Committee
 - Technology Family Night
10. The TAKINI School will, with the assistance of its parents/guardians, educate its teachers, principals, outside agency contractors and other staff in how to reach out to, communicate with, and work with parents/guardians as equal partners in the value and utility of contributions of parents/guardians, and in how to implement and coordinate parent programs and build ties between parents/guardians and schools through:
- Fall In-service
 - Parent/guardian Involvement Committee
 - Evening workshops
 - Professional literature dissemination
 - Informing parents/guardians of additional resources and organizations available to parents/guardians and school staff, such as the Parent Information Resource Center (PIRC), www.sdpirc.org or phone number: 1-800-219-6247
 - Educating parents/guardians on the Elementary and Secondary Education Act published in the school information pamphlet given out at registration. The pamphlet will also provide parents/guardians an opportunity to respond and have input into the progress of the school.
11. The TAKINI School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents/guardians as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent/guardian resource centers, that encourage and support parents/guardians in more fully participating in the education of their children through:
- Coordination with Head Start to align programming into the academic setting
 - Visitation and Transition meetings from Head Start to Kindergarten, 2nd to 3rd grade, 6th to 7th grade, 8th to 9th grade, 12th to post-secondary activities (college, employment and living skills)
 - Pre-registration to Kindergarten; academic setting expectations/readiness
 - Jumpstart; summer school program for incoming Kindergarteners
 - Parent/guardian resource center in each building
12. TAKINI School will take the following actions to ensure that information related to the school and parent/guardian programs, meetings, and other activities is sent to parents/guardians of participating children in alternative formats:
- Encourage parents/guardians to visit directly with their children's teachers and/or principal regarding school concerns.
 - Translation of information to first language upon request.
 - Invite and encourage parents/guardians to volunteer their time and talents in the school by serving as chaperones, classroom helpers, and class guests.
 - Provide support for parental involvement activities as requested by parents/ guardians.

SCHOOL ADMISSION

New enrollment or in-district transfer students may enroll at the beginning of each quarter (first two weeks) for grades K-12 and at the beginning of each. Out of district transfer students will be enrolled upon relocation within the district boundaries. Students expelled or undergoing expulsion proceedings will be considered on an individual basis. Requirements for enrollment include a complete application and promotion to the grade they are entering.

Note: If your child has an IEP or has received services through a special education program, please notify the office immediately. If you are currently homeless, please notify the office staff immediately.

A. STUDENT ENROLLMENT

Students being enrolled at the TAKINI School must have all required documentation completed prior to entrance and classroom assignment during the school term and under the following conditions:

1. Students must present appropriate verification of current education level if previously enrolled in another educational system and parents or legal guardian shall sign a Request for Records form.
2. The parent(s)/guardian(s) enrolling a student must be present and complete all required forms prior to finalization of admission of the student.
3. Students may be eligible for school services if they are fit within the categories set forth in 25 C.F.R.31.1. However, special education services are also limited by applicable law, regulation and policy of the United States Government, and its departments, agencies, bureaus and services.
4. Prior to admittance, students and their parent(s)/guardian(s) must furnish the school with:
 - Enrollment Form
 - Immunizations
 - Tribal Enrollment Certificate or Certificate of Indian Blood Degree
 - Certified Birth Certificate
 - Request for Records
 - Legal Custody paperwork

B. PARENT OPTIONS AND INVOLVEMENT

Parents/guardians are to be fully informed of the enrollment options and educational opportunities which are available for their children. They have the right to have the school transport children to the school of origin. Schools must provide written explanation to parents/guardians regarding disputes over school selection and enrollment and referral to Liaison for dispute resolution. Finally, the parents and guardians must be provided with meaningful opportunities to participate in the education of their children.

C. AFTER SCHOOL PICK UP

For the safety of students all students must be picked up by their parent/guardian or designated person after school every day. Students will not be allowed to walk or be transported by an individual who is not on their check out list.

ATTENDANCE

(Tribal Attendance Code/Ordinance Available at Office)

A. COMPULSORY ATTENDANCE

Children who are five years old by the first day of September and younger than the age specified in Tribal and State codes (18 years) must regularly attend school. Non-tribal students may enroll at the discretion of the school administration. Tuition may be required for non-tribal members. Students will be allowed to transfer or enroll in Takini School only within the first two weeks of the semester. All school personnel shall cooperate in the enforcement of compulsory school attendance law. Attendance shall be in accordance with the State of South Dakota (or current) school accreditation standards and the Cheyenne River Sioux Tribe's mandatory school attendance policies and procedures.

CHEYENNE RIVER SIOUX TRIBE - CHAPTER X -

SCHOOL ATTENDANCE: 10.01 SCHOOL ATTENDANCE

All children older than five (5) years and younger than eighteen (18) years shall attend school regularly unless they have graduated from high school or received an equivalency degree. Unless subject to a valid suspension, expulsion, or other order prohibiting them from attending school, children shall be in violation of this section if they:

- (1) Miss three or more consecutive days of school without a valid excuse written and signed by their parent(s) or guardian(s); or
 - (2) Otherwise fail to attend school regularly; and
 - (3) That the school and a child's parent(s), guardian or custodian have held a meeting or the child's parent(s), guardian or custodian has refused to attend a meeting to discuss the child's habitual and unjustified absence from school: and
 - (4) That the school has provided an opportunity for counseling to determine whether a curriculum would resolve the child's problem and if the local school board or governing authority of a private school provides an alternative education program, that the child has been provided with an opportunity to enroll in the alternative education program: and
 - (5) That the school has conducted a review of the child's educational status which may include medical, psychological and/or educational testing of the child in accordance with the school regulations to determine whether social problems may be a cause of the child's absence from school and, if so, that the appropriate action has been taken; and
 - (6) That the school has sought assistance, from appropriate agencies and resources available to the local school board or private school or has referred the matter to a local social services agency for the purpose of utilizing and coordinating such agencies and resources.
- (A) At the discretion of the Tribal Prosecutor, children who are in violation of this section may be treated as juvenile offenders alleged to have violated a Class B misdemeanor. Alternately, such children may be treated as children in need of care for all purposes of this Code, provided that in such cases the procedures set forth in Chapter 9 of this Code shall be amended and/or clarified as follows:
- (1) The requirements of holding an Advisory Hearing, as set forth in Section 9.08, shall be abolished; and
 - (2) After the petition is filed, the Court shall set a date for an adjudicatory hearing, which shall not be more than thirty (30) days after the petition is filed, and direct the Court Clerk to issue the appropriate summons in accordance with Section 9.07 (A)(2) - (5); and
 - (3) Section 9.09(A) shall be abolished.
- (B) Indian parent(s) or guardian(s) of Indian children who are in violation of this section shall be guilty of a class B misdemeanor. Non-Indian and Indian parents or guardians of Indian children who are in violation of this section shall be subject to a civil fine not to exceed \$50.00 for each day their child fails to attend school.

B. MAXIMUM ABSENCES

- Students that miss 10 accumulated absences will be dropped. Accumulated means a total number of class periods missed equaling to missed day(s). For a seven (7) class period day if a student misses an accumulation of seven (7) class periods will be 1 day missed. Students who miss ten days of consecutive absences are automatically dropped (waivers available for medical purposes)

C. NOTIFICATION PROCEDURE FOR ABSENCES

Daily: Contact parents/guardians via – phone, email, in person; regarding daily absences if the school does not receive a phone call or note.

After the 3rd, 6th, and 8th accumulated absence: Notification in writing to parents/guardians of their child's absences. The Principal/Designee will make personal contact with the parents/guardians notifying him/her of the absences and explaining the possible consequences of continued absenteeism.

After the 10th unexcused accumulated absence: The tribal prosecutor and/or Bureau of Indian Affairs/State of South Dakota Social Services representatives will be informed if home visits and/or phone calls by the Attendance Clerk and/or office are disregarded. Parents/Guardians will be notified in writing if a petition is/or will be filed with the Tribal Prosecutor.

Consecutive Absences: Students who miss ten consecutive days (excused or unexcused) are automatically dropped (waivers are available for medical purposes). Juvenile authorities will be informed if home visits and/or phone calls by the Attendance Clerk and/or office are disregarded. Parents/Guardians will be notified in writing if affidavits are/or will be filed with the Tribal Prosecutor.

For additional information see: CRST Tribal Ordinance 10.05 School Attendance.

Building or School Grounds:

TAKINI School has a Closed Campus Policy. Once a student arrives on school grounds, he/she shall remain on campus until it is time for that student to return home, unless these conditions are met:

- A parent or guardian of a K-12 student must obtain permission from the appropriate principal or person to leave the school grounds.
- Students participating in a school activity may be checked out from the activity by a parent or guardian. The parent/guardian must obtain permission in writing from the Takini staff in charge of the off-campus activity.
- Students experiencing an emergency or high stress situation may leave the campus with supervision and parent authorization.

D. LEAVING SCHOOL

Students may only leave campus with permission from the designated person. All students off campus without an appropriate pass may be subject to disciplinary action. Students must be checked out in the office before they may leave their class. Only a parent/guardian and persons designated by parent/guardian (form filled out at registration) will be allowed to request to check out a student. Students may only leave campus with permission from their parents/guardian.

E. TRUANCY

Under the CRST Children's Code, passed on May 18, 2011, the school attendance law has changed and will affect all schools that are on the Cheyenne River Sioux Indian Reservation. The Section 16.05 – School Attendance has been changed to Chapter 10, 10.01 – School Attendance.

F. EXCUSED ABSENCES

1. Personal Illness/Medical Appointments: Any absences exceeding three days shall require a medical statement. There will be a maximum of three (3) excused absences permitted. Following absences will be unexcused absences.
2. Bereavement: Not to exceed three days.
3. Work: Must be approved in advance and directly related to family income.
4. Family Trips: Must be approved in advance and of an educational nature.
5. Other Excused Absences Include: (unique individual/community educational/cultural activities, including, but not limited to: State AAU, State Fair, State Snow Queen Contest, State 4-H Events, YMCA, SDHSAA Events if a family member qualifies) if pre-approved and all make up assignments or alternative assignments are complete within the allotted time frame.

Administrative Discretion or as determined by Administration on a case-by-case basis.

G. IRREGULAR ATTENDANCE

Students whose absences are having a negative impact on their education are subject to a Department of Social Service referral and a Suspected Child Abuse and Neglect (SCAN) reporting. These reports will be made for educational neglect purposes.

H. MAKE-UP WORK - STUDENT RESPONSIBILITY

Students will be expected to make up work for all absences. It shall be the student's responsibility to meet with the teacher(s) and obtain make up assignments. Classroom work will be made up within two school days of each period/day to receive full credit.

I. PARENT'S/GUARDIAN'S RESPONSIBILITY

The parents/guardians are responsible for the following:

- If possible, notify the school prior to their child's absence.
- Upon return of the child to school, submit a written note or telephone call stating the reason for the absence(s).
- Encourage your child to obtain and complete their make-up work.
- Winter Attire: When the weather is cold, students must wear appropriate winter clothing on buses, at school and at school activities. Appropriate winter attire could be deemed as but not limited to coats, hats, gloves, closed toed shoes, pants (not short pants), etc.
- Student information directory includes student names and addresses. If you want to opt out of giving out this information, or displaying this information publicly please submit a written request to the principal at registration. Examples: pictures in the newspaper or on social media, hallway displays, military recruitment requests, honor roll or awards.

J. STUDENT WITH HALLWAY PASSES

The TAKINI School will uses hallway passes at a minimum throughout the school day and will be for the following purposes:

- Sick student
- Bathroom
- Studying in another classroom

K. TARDINESS

In the event a student arrives late for school at any time during the day, the following procedure will be followed:

- Student will report to the office to sign in.
- Student will present an excuse for tardiness.
- A pass/tardy admit pass shall be issued by the office for class(es)/day(s) missed.


Reasons for Excused Tardiness

- ✓ Medical Appointment
- ✓ Court
- ✓ Counseling Appointment
- ✓ Bad Road Conditions
- ✓ Administrative Discretion
- A student shall be considered tardy if she/he comes to class after 8:00 a.m.
- A student shall be considered in attendance for half of a day if they complete a full school day.
- A student shall be considered to have perfect attendance if she/he has no tardiness and no absences.
- High School Students may lose credit for ten (10) Days of unexcused absences in a semester. Elementary students may be retained for twenty days (20 unexcused absences in a year.

EXCELLENT ATTENDANCE RECOGNITION

Acknowledgement of Excellent Attendance will occur throughout the school year.

DAILY SCHEDULE

TAKINI SKYHAWKS	Class	Time
	Breakfast	7:30-7:45
	Period 1	8:00-8:58
	Period 2	9:01-9:59
	Period 3	10:02-11:00
	Period 4	11:03-12:01
	Period 5	12:37-1:35
	Period 6	1:38-2:36
	Period 7	2:39-3:37

ACADEMICS

ELEMENTARY AND SECONDARY SCHOOLS ACT

The School Board of the TAKINI School supports the Elementary and Secondary Schools Act (formerly known as No Child Left Behind). As part of School Improvement Plans, students are expected to work toward proficiency in reading and math. We expect at least 94% attendance rate for all students (will include Every Student Succeeds Act language at a later time).

DAILY SCHEDULE

Students will be tardy according to the following times:

GRADE LEVEL	TARDY TIME
Elementary	8:00 am
Middle School	Start of first period and any thereafter
High School	Start of first period and any thereafter

GRADING SCALE

Information About Student Achievement:

In all subjects, students will be graded on the basis of A, B, C, D, or NC. Under certain conditions, a grade of P (Passing) may be given. There will be no conditional grades. An incomplete grade shall become an F if the work is not made up in a reasonable amount of time as determined by the teacher and the administration. The following grading scale is Board Policy. Each teacher will inform students of the standards for his/her courses (s).

The Grading Scale will be as follows to reflect with the NASIS System:

Elementary grades kindergarten through 3rd grade will use the following grading scale:

- E..... Excellent**
- S+.....Satisfactory Plus**
- S..... Satisfactory**
- S-.....Satisfactory Minus**
- P.....Progressing**
- NP.....Not Progressing**

Grades 4th through 12th grade will use the following grading scale:

- A.....90% - 100%**
- B.....80% - 89%**

- C.....70% - 79%
- D.....60% - 69%
- F.....(NC will change to F for final grade).....0% - 59%
- NC.....(failure to meet minimum requirements).....0% - 59%

K-8 GRADE CLASSIFICATIONS

All requirements are the same for each grade. The following are guidelines but not limited to passing a grade level.

1. Students must complete all requirements of their grade level and have passing grades to pass on to the next grade level.
2. Absences, grades, class participation, attitude and behavior all attribute to passing a grade level.
3. Parent/Guardian will be notified in a timely manner if a student is being considered for retention.

9-12 GRADE CLASSIFICATIONS

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

- Freshman.....Student must have completed 8th grade.
- Sophomore.....Student must have earned 6 credits.
- Junior.....Student must have earned 11 credits.
- Senior.....Student must have earned 22 credits.

Students at TAKINI School will be allowed to take 3.5 credits per semester or a total of 7 credits per year. Additional credits can be earned by a student through an accredited correspondence program, at the student’s expense.

Students are allowed to participate in school activities at the grade level tied to the year they are in high school. Fifth year students are not able to participate in state sanctioned extracurricular activities. Students will be reclassified whenever they make-up enough missing credits so that they meet the requirements above.

SOUTH DAKOTA STATE HIGH SCHOOL GRADUATION REQUIREMENTS

For more information on SDHS Graduation Requirements go to:

<http://doe.sd.gov/octe.gradrequirments.aspx>

To view or download the SDHS Graduation Requirements booklet got to:

<http://doe.sd.gov/octe/documents/GradRequirements.pdf>

English/Reading & Communication Art South Dakota requires total 4 units

Comp I (Freshman) State

Req.....(0.5 unit)

Comp II (Sophomore) State

Req.....(0.5 unit)

Comp III (Junior) State

Req.....(0.5 unit)

Capstone (Senior) State

Req.....(0.5 unit)

Am.

Lit.....

.....(0.5 unit)

World

Lit.....

.....(0.5 unit)

Speech.....

.....(0.5 unit)

Read to Achieve State

Req.....(0.5

unit)

Social Studies.....South Dakota requires total of 3 units

U.S. History State

Req.....(

1 unit)

U.S. Government State

Req.....(0.5 unit)

Geography State Req.(0.5

unit)

World History State

Req.....(1

unit)

Tribal Government Takini

Req.....(0.5 unit)

Mathematics-must include.....South Dakota requires total of 3 units

Algebra

1.....

.....(1 unit)

* Algebra II

.....

.....(1 unit)

* Geometry

.....

.....(1 unit)

Science - must include.....South Dakota requires total of 3 units

Biology.....

.....(1 unit)

Any Physical Science	(1
.....unit)	
*Chemistry or	
Physics.....	
.....(1 unit)	
CPR (must have Hands -on CPR before graduating from HS)	
Fine	
Arts.....	
.....total of 1 unit	
Physical	
Education.....total	
of 0.5 units	
Health.....	
.....total of 0.5 units	
Economics or Personal	
Finance.....total of 0.5 units	
Required Offerings: students must	
select.....total of 1 units	
 Include a combination of:	
Approved Career and Technical Education courses	
Capstone Experience of Service Learning	
World Language (Lakota Language can qualify)	
Electives: students must	
select.....total of 5.5 units	
 Total.....	
.....total of 22 units	

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

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

REQUIREMENT BEGINNING SEPTEMBER 1, 2013

The health requirement, beginning with students who care freshman in the Fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle s or high such level in lieu of a stand-alone course.

See frequently Asked Questions for details.

LOCAL DECISION

A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities. A maximum of ¼ credits may be granted for each activity in each school year.

GRADUATION-REQUIREMENT CHANGES

1. All students will be required to have a Personal Learning Plan.
2. A student may be excused from certain math and science requirements if it is deemed in the students' best interest.
3. Districts may choose to offer credit for Fine Arts extracurricular activities.
4. Effective Sept. 1, 2013, students will be required to take one-half credit of physical education and one-half credit of health. (NOTE: Schools will have the option of integrating in lieu of a stand-alone health course).
5. Effective Sept. 1, 2013, students will have the option of completing a capstone experience or participating in service learning, as part of a short menu of options.

**South Dakota is our accrediting agency only and the use of their requirements in no way infringes upon or diminishes the sovereignty and jurisdiction of the Cheyenne River Sioux Tribe.*

TAKINI HIGH SCHOOL GRADUATION REQUIREMENTS

The following graduation requirements have been established by the TAKINI School Board of Education and will meet or exceed the graduation requirement of the South Dakota State Board of Education.

In order to graduate from Takini High School, students must have:

- A 2.0 grade point average (GPA)
- Pass all their core classes
- Twenty-two (22) credit hours of SD State Requirements
- Also see attached

No student shall be compelled to participate in the graduation exercises. In order to participate, student shall wear a cap and gown, with exception of traditional dress. Seniors who did not complete the graduation requirements of a 2.0 GPA, passed all of their core classes, and completed the required 22 credit hours will not be allowed to participate in the graduation exercises.

CLASS LOAD REQUIREMENTS:

All students must be enrolled in a class each period of the school day.

CLASS CHANGES

The only person (s) authorized to make changes are the Counselor and/or the Administration.

SALUTATORIAN AND VALEDICTORIAN REQUIREMENTS:

To qualify for Salutatorian and Valedictorian, graduating seniors must have a GPA of 3.5 or higher. Both must have completed a minimum and maximum of 8 consecutive semesters of High School. If no graduating seniors qualify for these honors, we will have student speakers.

HONORS OR HIGH HONORS:

High School: There will be two areas of recognition in regard to scholarships for students graduating from Takini High School. Students earning a 3.75 grade point average or higher will graduate with High

Honor. Students earning a 3.5 to 3.74 grade point average will graduate with Honor. The grade point average will be a cumulative average for eight semesters beginning with grade nine.

HONOR AND MERIT ROLL:

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

High Honor	3.75 to 4.00
Honor	3.50 to 3.74
Merit	3.00 to 3.49

HIGH SCHOOL GRADING SCALE:

The Grading scale will be as follows to reflect with the NASIS system:

A.....	90% - 100%
B.....	80% - 89%
C.....	70% - 79%
D.....	60% - 69%
F - (NC will change to F for final grade)	0% - 59%
NC - Failure to meet Minimum Requirements	0% - 59%

HOMEBOUND INSTRUCTION:

ONLY the School Administrator can approve a student for homebound instruction.

In order to qualify for homebound instruction a student must be unable to attend school for considerable period of time DUE TO EXTREME MEDICAL CONDITION (S). The claim must be supported by a physician’s written statement.

If a student is found to qualify for homebound instruction, they and their parents sign a contract agreeing to complete their work in a timely manner.

This contract will also include the following provisions:

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

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

PERMANENT SCHOOL RECORD:

From the moment you enter the school building, you are building your permanent school record. THE RECORD YOU MAKE IS YOUR OWN; MAKE YOUR RECORD ONE OF WHICH YOU CAN BE VERY PROUD - A RECORD THAT WILL BE AN ADVANTAGE TO YOU.

TRANSCRIPT WITHHOLDING:

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

Student transcripts will be withheld upon graduation or transfer to another school system until the following items are either returned or the dollar value for replacement is given to the school: textbooks, athletic equipment, library items, musical instruments, and classroom equipment. The dollar value to replace or repair any damaged school property must be paid in full before any transcripts for graduating or transferring students can be sent to or given out to anyone. A student's attendance, suspension, and expulsion record will remain a part of student record until the student leaves TAKINI School permanently.

DAMAGE/LOSS OF SCHOOL PROPERTY

Any student who shall intentionally or accidentally destroy or damage school property, or who shall deface by cutting or writing on any fence, furniture, building, books, or other school property shall immediately compensate for said damage. Refusal to compensate shall result in immediate suspension and a parent/guardian conference. Further refusal may result in expulsion.

Textbooks, calculators, laptops, computers, and other school property are to be returned in the condition in which they were issued. Students are responsible to pay for any lost or seriously damaged school property. Failure to do so may result in holding of report card or transcript. A parent/guardian conference will be set up until restitution is made.

PROGRESS REPORTS:

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

TEACHER ASSISTANCE:

If you have an assignment, you don't understand or you are struggling with your work the teachers are glad to help you. Teachers are available to help before or after school hours or during lunch time. **YOU** as a student **MUST TAKE THE RESPONSIBILITY** of seeking help if you are having difficulty.

ASSESSMENTS (TESTING)

TAKINI School utilizes assessment (testing) as an important part of the instructional program. Students are assessed for three (3) Benchmark periods (Fall, Winter, Spring) to determine which concepts and skills they have mastered, and which ones need improvement. Students may be progress monitored to determine the amount of progress being made between benchmark periods. Students in grades 3-8 and 11 are required to take the state mandated test. Teachers have the option to use topic, unit, or chapter tests as evaluation tools. Students are not allowed to opt out of assessment (testing), due to utilization for instructional decisions.

STUDENT ACADEMIC PROGRESS REPORTS

Report cards will be distributed to the students and parents/guardians four times during the year. Report cards will be available for the parent/guardian by end of the week after the mid-term date and at the conclusion of each semester. The school will mail progress/deficiency reports periodically.

PARENT PORTAL

We strongly encourage parents/guardians to sign up for Parent Portal. This is a program where you can check the grades, attendance, activities of all your students online. You can sign-up with the Registrar at the TAKINI School, call 605-538-4399 for a tutorial.

HOMEWORK POLICY

The purpose of homework is to:

- Provide practice and reinforce skills presented by the teacher(s)
- Broaden areas of interest through enrichment
- Provide opportunities for parents/guardians to know what their child is studying
- Encourage interaction between parent/guardian and child

Teachers assign homework to complement classroom instruction. It should be planned and evaluated with respect to its purpose, appropriateness, and completion time. Homework is most effective when it is checked or graded by the teacher and returned to the student promptly with helpful comments. Each grade level assigns the appropriate weight for homework to a final grade for core subjects. Teachers discuss this during grade level open house at the beginning of the school year, and at conferences.

Our school community believes that establishing a homework routine is important for student success. Parents/guardians can help by providing a consistent homework time in an undisturbed study area, and by being available if the child needs help. As stated in our school community compact, parents/guardians should make sure the homework is done, signed off on by a parent/guardian, and returned to school daily. Being prepared for their subjects prepares them to be successful in life. Praising the child when homework is completed encourages pride in his or her accomplishments and motivates the child to continue good effort.

Students that may not have homework on any given day should uphold the routine of doing homework by reading independently, practicing math facts or vocabulary and reviewing content for upcoming quizzes and tests. Students who are absent should make up all necessary homework upon their return.

Time guidelines for homework or study time 4 days per week are as follows:

- Kindergarten...5-10 minutes
- First Grade...10-15 minutes
- Second Grade...15-20 minutes
- Third Grade...20-25 minutes
- Fourth Grade...25-30 minutes
- Fifth Grade...30-35 minutes
- Sixth Grade...35-40 minutes
- Grades 7-12...40-60 minutes

Good study habits in the completion of homework and study time practice will help our students, your children, develop the necessary skills to become lifelong learners.

LESS THAN PROFICIENT REPORTS

LESS THAN PROFICIENT SCORE IN READING, MATH, AND/OR SCIENCE ON A STANDARDIZED ASSESSMENT OR OTHER PROFICIENCY TEST

If a student scores below proficient on a standardized assessment or other proficiency test, Administration (in consultation with teachers and counselors) will make recommendations to assist the student in reaching proficiency. Assistance may be given through classroom interventions, tutoring, extended school year, Friday credit recovery or summer school.

SUMMER SCHOOL

The TAKINI School students are encouraged to participate in the summer school program that is hosted at the TAKINI during the months of June and July.

RETENTION POLICY

The TAKINI School will utilize the Measure of Academic Progress and progress monitoring tool determine if a student needs to be retained. The classroom teacher and Administration will utilize the following process to determine if a student requires retention:

- Submit student name to the Response to Intervention (RTI) Team to begin necessary academic or behavioral interventions; if the student is not responding to interventions, evidence by progress monitoring tool.
- Make Parent/Guardian contact by the end of the winter benchmark assessment period and notify parent/guardian of possible retention; keep parent/guardian informed throughout RTI process.
- Schedule a meeting with the Parent/Guardian, Classroom Teacher and Administration to obtain parent/guardians written consent to retain student.

RESPONSE TO INTERVENTION (RTI)

The RTI team is comprised of members of the TAKINI School. The classroom teachers at TAKINI School will initiate referrals for students to participate in specific interventions; academic or behavioral.

STUDENT RECORDS STORAGE AND RETENTION

SCL-108. CUMULATIVE STUDENT FOLDERS: 13-012

Takini Student Records are maintained by the school. Information may include: attendance record, academic progress report, IEPs, test results, immunizations, some discipline reports, and other pertinent records needed to monitor the progress of each student. Cumulative Student Records are secured in a locked fire safe cabinet, with authorized personnel access only.

RETENTION: Retain in office until after graduation and/or after 5 years of continuous absence from school, then destroy.

(Note: Upon graduation and/or after 5 years of continuous absence transfer any records that are permanent records to the "Student's Permanent Record" file.)

SCL-113. STUDENT'S PERMANENT RECORD: 13-012

Takini School maintains a student's permanent record which includes the official school transcript and pursuant to SDCL 13-27-3.2, any copy of any certified birth certificate provided pursuant to SDCL 13-27-3.1. Information on the transcript may include: student's name, address, identification number, date of birth, and gender; name of school; parent's name and phone number; enrollment history; transcript statistics; graduation date, diploma date and diploma received; courses taken; grades and credit received; academic achievement test scores and written permission to release scores pursuant to SDCL 13-3-56; and a record of participation in recognized school activities or sports. Student Permanent Records are maintained to document academic achievements and to provide a complete record of grades attained. Student Permanent Records are secured in a locked fire safe cabinet, with authorized personnel access only.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

CORRESPONDENCE/DUAL CREDIT/ONLINE COURSES

Alternative courses will be allowed through other extension institutions with approval by the Principal providing a student is enrolled at Takini School on a full-time basis. Depending on school resources parents/guardians may be responsible for the cost of the course(s).

Online courses are offered through South Dakota Virtual School for any student beyond the courses Takini School has to offer; <https://sdvs.k12.sd.us/>

EDUCATIONAL SERVICES

The TAKINI School offers a learning disabilities program and a gifted program for the students in need of those services. For more information on these programs please contact the Principal.

A. Special Education Services

The TAKINI School offers special education services to students who are identified as a student with a disability in accordance with the Individuals with Disabilities Improvement Act, 2004.

A student may be referred for a special education evaluation through the Response to Intervention (RTI) Team or via Parent/Guardian referral. A meeting prior to the evaluation will be conducted to determine what areas are identified for evaluation. All students who are referred to the special education program for evaluation will first have a parent/guardian contact to ensure the parent/guardian is knowledgeable of referral.

Parents/Guardians are encouraged to contact the TAKINI School if they think their child is need of services.

B. Special Education Funding: 25 CFR 39.106

To receive ISEP special education funding, a student must be under 22 years old and must not have received a high school diploma or its equivalent on the first day of eligible attendance. The following minimum age requirements also apply:

1. To be counted as a kindergarten student, a child must be at least 5 years old by December 31; and
2. To be counted as a first-grade student; a child must be at least 6 years old by December 31.

C. Extended School Year

Extended School Year is offered to students who are identified as a student with a disability within the Special Education program. Each student identified for services must show a regression after a period of time during the school year and documented evidence of such regression.

D. Gifted and Talented Services

The TAKINI Schools Gifted and Talented program requires that students are assessed or evaluated for identified areas of giftedness and re-evaluated every three (3) years. The services provided at TAKINI School will consist of the development of a Gifted Individual Education Plan with individual projects and group projects in each student's area of high interest and in student strength area. Teachers will be given a list of their students participating in the Gifted and Talented Program and their scheduled time to receive services.

Parents/Guardians are encouraged to contact the TAKINI School Principal if they think their child is need of services.

E. Title I

The TAKINI School operates a school wide program. This means that all students have access to Title I resources. The goal of the program is to provide supplemental assistance so that all students will achieve high standards. Title I funds are used for staff, professional development, equipment and supplies.

F. 21st Century

The 21st Century Grant funds the TAKINI Schools after school program. This grant is awarded to schools through a competitive grant opportunity.

G. After School Program (K-12)

The TAKINI after school program offers a variety of academic, enrichment and cultural/traditional activities. The after-school program offers services Monday – Thursday, 3:45 p.m. to 5:30 p.m.

H. Summer School

The TAKINI School encourages all K-12 students to participate in summer school during the months of June and July.

I. Credit Recovery

The TAKINI School offers credit recovery every other Friday unless adjusted based on student need. Credit recovery is for any student who did not pass a required course for graduation completion.

TAKINI School – Special Education Flow Chart

Recognition
 Student exhibits atypical needs as compared to peers.
 Concern about student performance

2. Pre-referral

Concerned teacher and/or parent/guardian refers to the TAT/RTI team. Student is provided a minimum of two (2) scientifically researched-based interventions implemented with fidelity by HQT, implemented.

Note: Recommended timeframe: Between 8-16 weeks.

3. Referral

Student is officially referred for evaluation for special education services through either the RTI (Response to Intervention) team or MTSS (Multi-Tiered System of Support) and/or parent. Written documentation of interventions attempted.

*Note: When considering Specific Learning Disability the past 2 years of attendance records must be attached to ensure that the student has had the opportunity to be instructed in the core subjects by HQT. **Parent Referral:** If the school receives a written parental referral for an evaluation the school must meet and decide to either pursue the evaluation and obtain consent or if the school decides not to evaluate must sent a Prior Written Notice (PWN) to the parent stating reasons for refusal. Parent has right to an Independent Educational Evaluation at school expense.*

4. Evaluation

The school completes an Assessment Plan based on the referral and obtains parental consent. The student is evaluated using a variety of assessment tools according to the suspected disability(s).

Note: From date that school receives consent 25 School days to complete all evaluations.

5. Eligibility

Prong 1: Evaluation team determines if the student is eligible according to South Dakota Eligibility Criteria

Prong 2: If eligible, educational performance must be affected, and

Prong 3: Student is in need of specially designed instruction in order to benefit from education

Note: If student doesn't qualify, he/she may be considered for a 504 Accommodation Plan or referred back to RTI Team/MTSS for additional interventions.

6. IEP Process (IEP and LRE)

A multi-disciplinary team of parents, both a general and special education teacher, an administrator, related service providers (if relevant) and student, if appropriate meet to develop an Individualized Education Program (IEP). This document guides the school on the program that will be provided to the student. The IEP Team must also determine the Least Restrictive Environment (LRE) and provide justification in the IEP for more restrictive placement, if not the general education classroom.

Note: Eligibility and IEP, if needed must be completed within 60 Calendar Days from date of receipt of consent.

7. IEP Implementation (FAPE)

The entire IEP team has the responsibility to ensure that the IEP is implemented.

Note: The IEP is only valid for 365 days, no extension may be granted.

8. IEP Review

The IEP Team must meet annually or sooner if needed, to develop the next annual IEP

9. Reevaluation

The comprehensive evaluation is valid for (3) years, or sooner if need arises. The reevaluation is required for determining continued eligibility for services. If the student no longer meets eligibility criteria, there will be an exit meeting and the student will be dismissed from services and his/her IEP will end.

Note: If student doesn't qualify, he/she may be considered for a 504 Accommodation Plan or referred back to RTI Team/MTSS for additional interventions.

Note: Parental Revocation of Consent-Parent revokes consent for the student to receive special education services. Student returns to general education status. If parent reconsiders later, student is treated as an Initial Evaluation.

CO-CURRICULAR ACTIVITIES

Co-Curricular activities are all school-sponsored events, programs and activities. All rules that apply to classroom behavior also apply to school sponsored events.

i. STUDENT ORGANIZATIONS

Students are free to organize within the school for political, social, service, athletic, and other proper and lawful purposes. No student shall be discriminated against because of membership in any such organization. Student organizations require staff advisors. Advisors must be current staff members and may be chosen by the organization. The principal must approve advisors. Any official student publication of the school or publication of any student organization shall enjoy freedom of expression and opinion within the guidelines of this Handbook.

ii. FIELD TRIPS

The TAKINI School is committed to offering academic, cultural, enrichment, fine arts, incentive and grade level field trips. While each field trip varies, these guidelines will be considered for student participation in a field trip:

1. Grade level academic field trips will be accompanied by a contract that students and parents/guardians sign before the field trip occurs, and the contract will detail requirements for attendance on those trips.
2. Other field trips will take into account:
 - a. Academic standing – students are in good standing academically and will have a contract for field trip attendance if there is significant missing work.
 - b. Attendance – 85% attendance, except in very special circumstances
 - c. Behavior – Major behavior incidents will be considered when determining eligibility for the field trip.

iii. FIELD TRIP EXPECTATIONS

All TAKINI School students will be expected to follow the SKYHAWKS expectations while participating on a field trip and any other expectation deemed appropriate by chaperones.

iv. PARENT/GUARDIAN/STUDENT/CLASS/COMMUNITY FUNDRAISING

BUREAU OF INDIAN EDUCATION OPERATED SCHOOLS SEC. 115

(a) (1) Notwithstanding any other provision of law or Federal regulation, including section 586(c) of title 40, United States Code, the Director of the BIE, or the Director's designee, is authorized to enter into agreements with public and private persons and entities that provide for such persons and entities to rent or lease the land or facilities of a Bureau-operated school for such periods of time as the school is Bureau operated, in exchange for a consideration (in the form of funds) that benefits the school, as determined by the head of the school.

(2) Funds received under paragraph (1) shall be retained by the school and used for school purposes otherwise authorized by law. Any funds received under paragraph (1) are hereby made available until expended for such purposes, notwithstanding section 3302 of title 31, United States Code.

(3) Nothing in this section shall be construed to allow for the diminishment of, or otherwise affect, the appropriation of funds to the budget accounts for the operation and maintenance of Bureau-operated schools. No funds shall be withheld from the distribution to the budget of any Bureau-operated school due to the receipt by the school of a benefit in accordance with this section.

v. SALES BY STUDENTS AND STAFF

Students shall not be permitted to conduct any form of sales activities (i.e. Girl Scout Cookies, church, etc.) on the school premises, during school hours. Sales may be held before school, during lunch and/or after school, other than those officially sponsored by the school, with the principal's permission. No outside sales, such as fundraisers for other organizations.

vi. STUDENT SUPPORT OF STUDENT ACTIVITIES

All students participating in a student activity must follow the expectations set for each activity. If inappropriate behavior is an issue, the parent/guardian will be notified and specific expectations will be shared for continued participation.

vii. PARENT/GUARDIAN SUPPORT OF STUDENT ACTIVITIES

The TAKINI School appreciates and encourages the participation of parents/guardians at all school activities. Please make sure when you enter the school you sign in and use the sign out sheet. During your visit to your child(rens) activity, parents and guardians are asked to quietly participate and ensure the privacy of all students. You may not discipline any student within the classroom, if you have a concern/issue, please address the building principal.

Research states, if the school/parent/guardian/student work together student achievement is enhanced! Please join us at all parent/guardian activities at the TAKINI School.

VALUABLE RESOURCES

A. PARENTS/GUARDIANS

The Every Student Succeeds Act (ESSA) serves as the latest reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA) which was last reauthorized in 2002 as the No Child Left Behind Act (NCLB). Since its inception, the intent of the law has been to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. If you are interested in more information, please send a written request to Takini School Administrators.

B. STUDENT INVOLVEMENT IN DECISION MAKING

The TAKINI School Board and Administrators believes students should be given a role in developing the procedures and rules and regulations which affect them and shall consider student opinions in these areas. Student participation in decision making is part of the educational process. Student Council elections will be held annually. All students enrolled in 7th through 12th grades will participate in the election process. Student Council officers will be comprised of a President, Vice President, Secretary, and Treasurer. A representative and alternative representative will be elected from each 7th through 12th grade class. Students are welcome at Cheyenne River Education Committee meetings and will be granted the same speaking privilege to the general public.

C. VISITORS

All visitors, including parents/guardians, are required to report to and sign in at the office, visitors will be issued a pass. Administration has the authority to deny a visitor at his or her discretion as visitors will only be allowed to see a staff member during their break or PREP time; non-instructional time or visit your student's classroom upon making the request. Visitors are not allowed to discipline students that are not their children. Students from other schools are not allowed to attend classes at Takini School unless an exchange program school has been arranged by school administrators or teachers.

D. CLASSROOM VISITOR GUIDELINES

Parents/Guardians are an important part of a child's education and learning. Parents/guardians are welcome to visit their child's classroom to observe instruction. Parents/Guardians, please follow these guidelines to and visit your child's classroom:

1. If you wish to visit your child's classroom, *please contact the principal one day in advance*. The principal will notify the teacher of the time and date of the arranged visit. The Principal has the authority to deny a visitor at his or her discretion as visitors will only be allowed to see a staff member during their break or Prep time; non-instructional time or visit your student's classroom upon making the request.
2. Visitors are not allowed to discipline any students on campus; including your own.
3. When you arrive at the school, please stop in the office to sign the visitor log and obtain a visitor's badge, and sign out when you leave.
4. While visiting the classroom, parents/guardians are asked to quietly observe. To ensure the privacy of all students, please do not take photographs or use video or audiotapes in the classroom. Please shut your cell phones off while in the classroom.
5. During your visit, the classroom teacher will continue to provide instruction to students. Any questions should be addressed to the teacher at a later time.
6. If you plan on visiting your child(ren's) classroom for 5 consecutive days, on the 6th day you must submit to a background check in accordance with the Bureau of Indian Educations policy – 62 BIAM 11.29 Voluntary Service.

We encourage and promote parents/guardians coming into the school for activities with their child. Research shows that if the school/parent/student works together students' achievement is enhanced.

Parents/guardians are welcome to visit their child's classroom to attend Parent/Guardian Activities. Parents/guardians please follow these guidelines to attend a Parent Activity/Guardian.

Partnership Information/Involvement in Decision Making:

TAKINI School encourages and acknowledges parents/guardian's input into all school policies and procedure handbooks. There will be scheduled parent/guardians meetings for input. We want families to bring concerns and constructive criticisms to school personnel. The School Boards Policy requires written formal complaints involving instruction or discipline; to follow this chain of command:

1. Principal
2. Superintendent
3. Board of Education

SCHOOL SUPPLIES

The school is not obligated to supply pencils and paper. The students must come prepared to school every day. Individual teachers will give students a more specific list of required materials.

Elementary

- Pencils
- Erasers
- Notebook Paper
- Pencil Case
- Other at teacher instruction

Middle School and High School

- Spiral notebooks for each class
- Notebook paper
- Writing tools including pencils
- Pen or pencil bag
- Eraser
- Ruler with both inch and centimeter measurements
- Calculator (optional)
- Other at teacher instruction

HEALTH, SAFETY, AND SECURITY

A. HEALTH/SCHOOL NURSE

The school nurse/Community Health Nurse (CHR)/designated staff member will be available during the day. Passes are required from your teacher to go to the office.

Head Lice: Regular checks for head lice will be made within the school. If a child is found with lice, they will be sent home until the problem is remedied. The office personnel will determine if the child is allowed back into the classroom; a maximum of two days will be excused for this procedure. If the student fails to return to school within two days, either the Community Health Nurse or TAKINI parent liaison will be notified for additional assistance. If additional days lapse beyond two days without the student returning to school, a report will be filed with Child Protection Services, Indian Child Welfare, Department of Environmental Health, and/or Department of Social Services. School attendance and child welfare are parental responsibilities and parents must be accountable.

Bed Bugs: If a bed bug is found on a student or in/on student's belongings, parent/guardian will be contacted immediately and student may be sent home.

Medication: Any parent/guardian wishing to have prescription medication for their child in school must provide the medicine with the doctor's instructions for administering the medicine to the school nurse/clerk and must sign a consent form for the administration of the medication.

*****Parents/Guardian must pick up students who become ill.**

PRESCRIPTION DRUGS ARE CONSIDERED CONTROLLED SUBSTANCES AND MUST BE TURNED INTO THE MAIN OFFICE UPON ARRIVAL TO SCHOOL IN THE MORNING. THE MEDICATION WILL BE DISPERSED BY THE NURSE/CLERK, OR TRAINED STAFF.

B. FOOD ALLERGIES

Parent/guardian has the responsibility to document all food allergies on student registration form and to notify the office each year with an update on any new or continuing allergies. A doctor's statement must be on file and be updated as needed. The proper staff will be notified of these allergies by the administration.

C. HEALTH EMERGENCIES

- Assess the Situation.
- Contact 911 immediately if it is life-threatening, serious, or potentially life-threatening or disabling and follow instructions (follow COOPLAN).
- For non-life-threatening emergencies, contact school nurse or hospital ER and follow instructions.
- Contact parent(s)/guardians(s) as soon as medical care is arranged.
- Contact school administrators and a Critical Incident Report will be filed.
- Follow-up as needed.

D. TAKINI SCHOOLSUICIDE IDEATION AND SUICIDE INTERVENTION APPROACH

1. Suicide ideation is always a serious matter and is treated as such. We act immediately upon any report. How we proceed depends upon the situation and the assessment. If a student presents with suicidal ideation, history of attempts, self-harm plans and/or admits to an attempt, they will be transported to the next level of care. Teachers or other Staff who receive information either directly or indirectly about a suicide ideation concern must contact the counselors/administrators **immediately**.
2. A school counselor, administrator or nurse meets with the student and assesses the situation. If the student does not have a plan but has been thinking about the possibility of suicide, parents/guardians are immediately notified. It is recommended to the parent/guardian they seek professional help for an assessment. The counselor can help arrange an appointment with a local mental health clinic or recommend out-of-town options. A TAKINI School incident report will be filed by the school counselor detailing the incident, all incident reports will be housed in the building principal's designated location.
3. If the assessment deems no need for a referral to a mental health professional, the school counselor addresses their findings with the administrator, student, and parent/guardian. A TAKINI School incident report will be filed by the school counselor detailing the incident, all incident reports will be housed in the building principal's designated location. A check in/check-out plan will be developed for the student if needed.
4. If the assessment requires a referral to a mental health professional, the school counselor immediately contacts the School Resource Officer, building administrator and the student's parent/guardian. The School Resource Officer will transport the student directly to the local Emergency Room.
5. If a student is transported to the next level of care, a critical incident report will be completed within 24 hours.

6. A documented reintegration plan will be developed by the administrator, parent/guardian, counselor and student. In the event there are previous plans in place the team will align all plans.
 - a. **National Suicide Prevention Lifeline Phone Number is 1-800-273-8255**
 - b. **Crisis Text Line is 741-741**

E. WELLNESS POLICY

TAKINI School support healthy lifestyles and good nutrition. This affects the meals our cafeteria chooses to serve and the beverages and food items that students can bring into school. Beverages brought into the TAKINI School must have fewer than 20 grams of sugar per serving or no artificial sugar added and must be checked and opened by TAKINI School Staff. The TAKINI School does not allow energy drinks or sweetened soda water.

F. ADMINISTRATIVE DISCRETION

Upon admission, all students shall be given a copy of the regulations governing the conduct of students and shall be notified of any amendments thereto. Students shall be afforded the rights to a fair procedure or due process. This includes the right to:

- Be informed of conduct which would result in disciplinary action against the student
- Be notified of any rule violation
- An explanation for the evidence supporting the charge
- An opportunity to present the students side of the story
- A penalty that is proportionate to the violation
- Administration reserves the right to make a decision on a case by case scenario

G. CLASSROOM MANAGEMENT POLICY

At TAKINI School the students and staff are ultimately responsible for school climate. All teachers are expected to post classroom expectations for students to follow during the class period. Teachers may refer students for disciplinary measures such as detention, temporary removal from classroom into In-School Suspension Hall (ISS), and/or special assignments as part of their classroom management policy.

Students are requested to monitor their own behavior and to take corrective action and/or seek support as necessary. Remember, even though each classroom has expectations, there are general over-all rules posted in this handbook that each student will follow.

H. POLICE/FBI QUESTIONING OF STUDENTS

If a student is a witness (and not the suspected offender) the police officer, or other law enforcement may question a child but unless the parent/guardian is a suspected perpetrator. The school shall first notify or attempt to obtain parent/guardian permission. If a student is the suspected offender, the police officer or law enforcement should wait for the parent/guardian to arrive and be there with their child and/or give permission for their child to be questioned. All law enforcement officials shall obtain advanced permission of school administration and allow the administration time to contact and consult with the school attorney.

I. INTERVIEWS AND SEARCHES

The School may notify parents (s) of any pending searches or interviews of students by school officials, to permit their involvement, unless such search is necessary to the immediate safety of staff and students or is based upon a reasonable suspicion that a student is in possession of a weapon or contraband, including but not limited to drugs and alcohol.

School administrators and teachers have the right to question students regarding their conduct and/or the conduct of others; except where the alleged action would constitute a criminal offence, the right against self-incrimination does not exist. Every effort shall be made to notify parent(s) or Legal Guardian(s) of any pending searches or questionings. If unable to reach a parent or legal guardian, the office will notify parents of the search in writing.

J. SEARCHES

Students have the right to privacy and security of their person against arbitrary invasion of their personal property by school officials. The school must maintain an atmosphere conducive to the pursuit of educational goals. The school reserves the right to search students when a school official, a teacher, or staff member has reasonable suspicion that the student has violated the law or school policy, and the school always has the right to search school property, including lockers and desks.

Lockers or any other property of TAKINI School may be opened, or other searches conducted, including canine searched by the respective Principal and one member of the professional staff, the student to whom the locker belongs should be present if possible.

K. BACKPACKS

7-12 Backpacks are allowed and are subject to searches. Backpacks are allowed in classrooms. Each teacher will make classroom rules to address the use of backpacks within the classroom.

L. MANDATORY REPORTING

Public Law 101-630, as amended (Codified in 25 USC 3203 § 1169), *Indian Child Protection and Family Violence Prevention Act*, requires that any person identified as a Mandated reporter who knows or has a reasonable suspicion that a child has been abused in Indian country, must report the information to the local protective services agency or local law enforcement agency. Further, if the Mandated reporter knows or has a reasonable suspicion that actions are being taken, or are going to be taken, that would reasonably be expected to result in the abuse of a child in Indian country he/she must report the information to the local child protective services agency or local law enforcement agency. Public Law 101-630 also specifically identifies positions designated as Mandated Reporters, outlines the penalties for Mandated reporters who fail to immediately report such abuse or actions described to proper authorities, and the penalties for supervisors, or those having authority over Mandated reporters, who prevent or inhibit a Mandated reporter from making the proper reports.

Public Law 101-647, (Codified in 42 USC § 13031), *Crime Control Act of 1990, Subchapter IV – Child Abuse Reporting*, requires that any person who, while in a professional capacity or activity on Federal land or in a federally operated (or contracted) facility learns of facts that give reason to suspect that a child has suffered an incident of child abuse, shall as soon as possible make a report of the suspected abuse to the agency designated to receive the report.

M. GUIDANCE AND COUNSELING

The Guidance and Counseling program at TAKINI School will pay special attention to the needs and challenges unique to each student. Emphasis will be directed towards individual, group counseling, and career awareness. The counseling program will handle such problems (i.e. parental, peer pressure, emotional, academic, substance abuse, etc.) as they arise through individual and group counseling. Self-concept, emotional development, and peer relationship-building activities are considered to be part of the on-going curriculum. Meetings with the counselor are considered to be confidential. Parents/Guardians may refer their child by calling the Assistant Principal and asking to speak with the counselor.

N. DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to penalties of expulsion. Due process is defined as the right to notice of the allegations or charges against the student and meaningful opportunity for the student and his/her parents to be heard by decision-making authorities.

a. DUE PROCESS

All students are guaranteed due process rights as set forth by SDCL 13-32-4 to ensure TAKINI School is in compliance with standards established by the State Boards of Education. Those standards are:

1. Adequate notice of charges will be made.
2. Reasonable opportunity to prepare for and meet the charges will be given.
3. An orderly hearing adapted to the nature and circumstances of the situation will be conducted.
4. A fair and impartial decision will be rendered.
5. Article 24:07 of the Administrative Rules of South Dakota will be used to outline procedures and the definition of due process.

b. SHORT TERM DISCIPLINARY ACTIONS (Building Principal can recommend and not exceed 10 days)

For all short-term disciplinary actions (one to ten days out of school suspension), students will have an informal administrative hearing with the building Principal. There is no appeal on an informal hearing. Students shall be afforded the rights of fair procedure or due process; this includes the right to:

Be informed of conduct which would result in disciplinary action against the student;

1. Notice of any rule infraction;
2. Explanation of the evidence supporting the infraction;
3. An opportunity to present the student's side of the story;
4. Appropriate consequence(s).

c. LONG TERM DISCIPLINARY ACTIONS (Superintendent/School Supervisor can recommend and not exceed 45 days and the Cooperative School Board can recommend 90 days or expulsion)

In making a recommendation for all long term disciplinary actions (out of school suspension for a period of eleven (11) days or more, or expulsion), parents/ guardians and students must be made aware that they have a right to a Formal Hearing with the Superintendent and School Board. If a hearing is requested the Superintendent will provide the parents/guardians and students of their full due process rights and hearing procedures. Students have the right to an advocate and/or legal representation for any long term disciplinary hearing. Long Term Suspension is an action resulting in recommendation for OSS for more than 10 but not more than 90 school days with a formal hearing. Expulsion is defined as termination of a student's membership in school and from participation in extra-curricular activities for not more than 12 consecutive months. (See weapons policy). TAKINI School Board shall serve as the Hearing Board for Expulsions and Long Term Suspensions (LTS). The student has the right to appeal the decision pursuant to 25 CFR Part 2. Any such appeal must be in writing, clearly identified as "NOTICE OF APPEAL", and contain your reasons for the appeal.

SDCL 13-32-4; additional procedures may be required when disciplining special education students.

d. DISCIPLINE OF STUDENTS WITH DISABILITIES/MANIFESTATION DETERMINATION

Discipline of students with disabilities will adhere to Individuals with Disabilities Education Improvement Act (H.R. 1350; referred to as "IDEIA" or Section 504 of the Rehabilitation Act) regulations and procedures (effective July 1, 2005). Students with disabilities will be disciplined in the same manner

as a non-disabled student. However, should a disciplinary infraction require more than a 10-day suspension or if a pattern of repeated infractions exceeds 10 days a Manifestation Determination meeting will be held to determine whether the behavior is a direct result of the disability. Consequences will be administered based on the committee's recommendation. Serious infractions involving drugs, weapons, or serious bodily injury can result in a disabled student being removed from the school for up to 45 days, without the case being required to go before a hearing officer. Education services will be provided to disabled students who have been suspended for more than 10 days.

O. STUDENT DISCIPLINE

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

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

Level I Offenses:

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

Level 1 Infractions:

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

*Tardiness

*Other: Any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or approved transportation.

First Offense and/or Subsequent Offenses: Level I

1st Offense

Verbal reprimand and redirection

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

2nd Offense

Parent contact

Detention 2-6 hours for each offense

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

3rd Offense (3 or more offenses)

Parent & student conference

Detention 4-8 hours

1-3 days of In School Suspension

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

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

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

Level II Offenses:

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

Level II Infractions:

*Cheating

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

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

- *Repeated dress code violation, including wearing hats, bandanas
- *False or misleading information to include forgery also includes failure to report or withholding information.
- *Gambling
- *Inappropriate Internet usage
- *Intimidation/Threats-A matter that may fall under the schools bullying behavior intervention program.
- *Parking lot violation
- *Prohibited: cap and/or water guns, tattoo guns or devices to apply tattoos to other people, cigarette lighters, matches, or any other flammable type devices.
- *Repeated Level I offenses (to include disorderly conduct).
- *Theft
- *Unauthorized absence from school or class
- *Unauthorized Assembly and/or Publications
- *Other: Any other intermediate act of misconduct or any more serious, harmful or disruptive example of any of the offenses described in Level I
- *Throwing rocks, snowballs, or objects
- *Rough contact games; (wrestling, piggyback riding, tackling, etc.)

Consequences for Level II Offenses

1st Offense

Verbal redirection conference with the Administration

2nd Offense

Parent/guardian contact

Detention (2 – 6 hours)

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

3rd Offense (3 or more offenses)

Parent/guardian meeting

Counselor referral

Behavior contract

Detention 6-8 hours

In School Suspension 1-3 days

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

Level III Offenses:

Level III infractions are major acts of misconduct or those of a serious nature. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others.

The misconduct must be reported promptly to the school administrator, who may remove the student from the school or activity immediately and may result in immediate suspension of the student from school.

Level III Infractions:

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

Consequences for Level III Offenses

1st Offense

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

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

Parent Contact

Counselor Referral

2nd Offense

In school suspension 1-3 days

Parent conference

Counselor Referral

Behavior Contract (Intervention program as required)

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

3rd Offense (3 or more offenses)

Out of School Suspension (5-10 days)

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

Parent conference

Counselor referral

Behavior contract

Level IV Offenses:

Level IV Infractions:

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

*Breaking and entering.

Consequence for Level IV Infractions

1st Offense

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

2nd Offense

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

3rd Offense

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

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

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

Violent Behavior

Verbal threats, intimidation (verbal and non-verbal), bullying behavior or any act representing that of a physical menace such as to put another in fear of imminent serious bodily harm by threatening gestures

toward students and/or staff and/or other persons, encouraging/initiating others to fight, physical contact with another person with intent to harm or injure another person physically or mentally; (fighting, grabbing, wrestling, pushing, shoving, etc.), threatening to strike another person with an object with intent to injure that person or other behaviors which may be determined by staff and/or administration as violent. Fighting, assault and/or assault and battery may result in a Law Enforcement Referral.

Level V Offenses:

Level V Infractions:

Infractions:

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

*Possession of drug paraphernalia.

*Fireworks/Firecrackers.

**False Fire Alarm:

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

Consequences for Level V Offenses:

1st Offense

Suspension up to 3-5 days

Parent meeting

Counseling referral

Behavior Contract

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

2nd Offense

Parent meeting

Counseling referral

Behavior Contract

Suspension pending further administrative action (recommendation for expulsion)

Level VI Offenses:

Level VI Infractions and consequences:

Infractions:

*Weapons

*Explosives

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

1st Offense

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

Situations greater defined

***Weapons:** Any student found in possession of/or transporting a weapon during school hours to and from school, on school property, or to any school function, activity, or event whether held on school

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

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

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

Intervention programs provided:

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

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

*Drug and alcohol education

*Gang awareness

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

SCHOOL BUILDINGS AND GROUNDS

The TAKINI School Board, in enforcement of the Elementary and Secondary Schools Education Act (ESEA), expects our schools to have a safe and supportive learning environment for all students and staff.

A. PREMISES

All school buildings and grounds including but not limited to the: academic buildings, gymnasiums, playgrounds, athletic facilities, parking lots, kitchen and dining facilities, rodeo grounds, pow-wow grounds and school owned or operated vehicles. Students who are participating in or attending any school activities (including out of town) will be considered in school premises for the purpose of this policy.

B. SECURITY

TAKINI School has a school-wide security system. The purpose of this system is to monitor the school environment to ensure the safety and well-being of students and staff. Only authorized school personnel monitor the camera system. It is used to evaluate school climate, monitor incidents and provides a means of identifying students who violate school rules. Vandalism to the security will result in long-term suspension or expulsion. Students who enroll at TAKINI School consent to the recording associated with the security camera system.

Cheyenne River Sioux Tribal Police Officers will also occasionally be on school grounds and in the school building to ensure a safe school climate and assist students and staff.

C. POLICY on RELEASE OF SECURITY/SURVEILLANCE TAPES

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

D. FIRE, SHELTER IN PLACE AND LOCKDOWN DRILLS

All drills will be conducted in accordance with our Emergency Operating Procedures

Fire, Shelter in Place and Lockdown Drills will be signaled by three short rings followed by a ten second pause followed by a PA system announcement as to type of emergency. During the drills intermittent strobe lights will also be signaling in the main building. Fire and Shelter in Place Drill will be conducted no less than once a month while Lockdown Drill will be conducted twice a year.

Fire drills require immediate exit of the building. Instructions are posted in each room. The students and staff are to leave the room in a rapid and orderly fashion. Students and staff are to go to the appointed area during fire drills. Staff are required to have class lists of student attendance with them at all times.

Shelters in Place Drills are exactly that, students and staff will stay in classrooms.

Lockdown Drill will be conducted in accordance with our Emergency Operating Procedures in accordance with local law enforcement.

E. MEDIA CENTER

The Library is open for your convenience from 7:48 am-4:17pm. The Library will be used only for research, reading, and quiet studying. Students coming to the library during a class period must have a pass slip. Those who do not abide by the Library rules will not be permitted to use the Library. Staff will be available to assist you in finding resource materials, reference books or any other necessary information. If you have overdue or damaged books, staff will work with you to replace those books either through work activities or purchase of replacement books.

F. LOST AND FOUND

Please ask any of the staff members in the office for any item you may have lost. If you find an item, please turn it in to your teacher or other staff member.

G. DAMAGE/LOSS OF SCHOOL PROPERTY

Textbooks, calculators, and other school property are to be returned in the condition in which they are issued. Students are responsible to pay for any lost or seriously damaged school property. Failure to do so may result in criminal or civil charges being filed.

H. PERSONAL ITEMS

Students are discouraged from bringing personal items to school unless approved by the teacher. Any items that resemble weapons or are related to violence will not be allowed. Our policy is if you do not need it in school, it should be left home. The TAKINI School will not be held responsible for any lost or stolen personal items. Live animals/pets will not be allowed in school unless part of a class activity. The animals will be in a cage or carrier and are not allowed in the cafeteria.

NOTE: This includes cell phones and electronic devices.

I. CAFETERIA

The lunchroom is a place where all students may enjoy a well-balanced breakfast and lunch. Hot meals will be available to all students in grades K-12. It is mandatory for students to go through the cafeteria line for both the breakfast and lunch meals. Students are expected to cooperate by:

- Leaving the table and floor around their place in a clean condition.
- Depositing all lunch litter in the wastebasket.
- Returning all trays and silverware to the dish washing area.
- Not taking any food items from the lunchroom to be eaten elsewhere.
- Not bringing soda pop or other soft drinks to the lunchroom during breakfast and lunch.
- Any violation of cafeteria expectations may result in helping to clean the cafeteria and/or other disciplinary actions according to Takini School discipline rules.
- No running or line cutting
- Students must remove their hats, caps, or hoods while in the dining area.
- Students are to clean up their table after eating.

All visitors/parents will be required to pay prior to eating meals at Takini School. Tickets can be purchased in the Business Office.

J. OUTDOOR ACTIVITIES (Recess/Lunch)

Students are required to observe rules of safety on the playground and to follow the instructions of the persons on playground duty. Tackle football and other rough games are prohibited. In order for students to maintain the privilege of using the playground they must adhere to rules which promote safety and appropriate social interaction. Playground rules will be posted in the classrooms and taught to the students.

1. Stay in the assigned area.
2. When called in, play stops immediately.
3. Respectful behavior towards others.
4. Use equipment appropriately – safely.
5. Wrestling or rough play is not permitted.
6. Throwing rocks and snowballs is not permitted.
7. A student needs to tell the staff member on duty of any incidence that occurred so it can be addressed immediately.

(If the temperature is lower than 0 degrees the students will not go outside)

TRANSPORTATION

A. SCHOOL BUSES

A large number of students are transported by TAKINI School buses. This is a service that should be appreciated by all. Show your appreciation by your good conduct and cooperation. The school will provide transportation if a student misses the bus and the school is at fault, otherwise parents/guardians are expected to provide transportation upon missing the bus. Notify the office immediately if there are any changes in riding the bus. Bus transportation is a privilege, not a right, and good conduct is expected. If a student(s) missing the bus, parent/guardian is responsible for transporting the student to school. The bus driver has the same authority over students riding the buses as a teacher has in a classroom. All misbehavior cases will be reported and documented on an incident report. Violations of bus rules may

result in the student being suspended from the bus. Bus driver has the authority to assign seating at his/her discretion.

I. TRANSPORTATION TO THE BUS PROCEDURES

All K-12 students are expected to walk out to the buses and load up on the appropriate bus at the appropriate time. Staff will walk their students to the bus and be present until the buses have departed. TAKINI School will accommodate temporary request for assistance with student loading. However, failure to appropriately get on and off bus could result in the loss of privilege.

Pick-up Sites:

The bus will wait no more than two (2) minutes after the horn sounds per house stop, unless the student(s) are approaching. The bus will wait no more than five (5) minutes at each of the three stop sites in Cherry Creek. The bus will wait no more than (15) minutes in Eagle Butte.

Bus Attendance:

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

Seasonal Bus Stop:

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

Gates of Obstructions:

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

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

J. BUS INFRACTIONS

The bus driver has authority over their bus students. In case of rule infraction on the bus, the bus driver will try to resolve the problem and report the incident to the building principal for appropriate disciplinary action. In the event of inclement weather and country bus transportation is cancelled, it is cancelled for *both* AM & PM transportation runs.

BUS RULES

1. Be respectful to the bus driver and all others.
2. Listen to the bus driver and follow the bus driver's directives.
3. Sit on the bus, do not stand.
4. Profanity or vulgar language will not be tolerated on the bus.
5. No Public Displays of Affection.
6. No opening of emergency doors, unless there is permission from the bus driver.
7. No littering.
8. No hanging out windows.
9. No smoking.
10. No vandalism (will result in immediate suspension form the bus and parent/guardian will be contacted).
10. No fighting or rough play.

11. During winter months all students must wear appropriate winter coats, etc. This list is not inclusive.

K. ACTIVITY BUSES

Activity buses are provided for students who remain after school for athletic practices, activities, group meetings, or tutoring. These are the only students authorized to ride the Activity Buses. It is the coach's responsibility to make parents aware of the time their child will arrive at home. Late buses may also run for after school and evening programs. Please see teachers or office staff for schedules. Students in regularly scheduled after-school activities will be placed on the Activity Bus Lists.

Teachers and/or staff will provide an activity, athletics or tutoring list to the office by 3:00 p.m. daily.

L. BICYCLES

Students may ride their bicycles to school. Students must park their bikes before school begins and leave them parked during school hours. It is also suggested that students lock their bikes when they are parked during the day. The school assumes no responsibility for protection of bikes.

M. SKATEBOARDS, ROLLER SKATES, ROLLER BLADES, HEELIES, SNOWBOARDS AND SCOOTERS

Skateboards, roller skates, roller blades, and scooters are not allowed on school property. **DO NOT BRING THESE ITEMS TO SCHOOL!** These items will be confiscated and kept until a parent or guardian picks them up. Heelies may not be used during the school day or during school-sponsored activities. Students wearing them on the way to school should pop the wheels out upon arrival and keep them out for the remainder of the school day. If they are used during the day, any staff member may ask for them, and parents or guardians may pick them up. If a student refuses to comply with the confiscation request it will be referred to the level of willful disobedience.

TAKINI SCHOOL POLICIES & REGULATIONS

A. Non-Discrimination Statement

TAKINI School is committed to a policy of Nondiscrimination/Harassment in relation to race, sex, religion, national background, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, undergird this statement.

In keeping with these statements, the following will be objectives of TAKINI School:

- 1) To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
- 2) To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
- 3) To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
- 4) To initiate a process of reviewing all policies and practices of this school in order to achieve to the greatest extent possible the objectives of this policy.
- 5) To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and Governmental, in such an effort.

The TAKINI School policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights (OCR) in the U.S. Department of Education, please contact OCR at 8930 Ward Parkway, Suite 2037; Kansas City, MO 64114, Telephone 816-268-0550 (voice), or (877) 521-2172 (telecommunication device for the deaf, or TDD), or 816-823-1404 (fax), or ocr.KansasCity@ed.gov (email).

NOTIFICATION

NON-DISCRIMINATION/EQUAL EDUCATION OPPORTUNITIES STATEMENT

The TAKINI School provides equal education opportunities for all its students, and does not discriminate against students, employees, or others in its policies, practices, programs and activities on the basis of race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, or status as a veteran.

The following people have been designated to handle inquiries or complaints regarding the TAKINI'S nondiscrimination policies:

PROGRAM	CONTACT PERSON	ADDRESS	PHONE NUMBER	EMAIL
TAKINI School Federal Programs: Title I, Title II, Title III, Title VI, Title IX, IMPACT Aid, Perkins, JOM	Corry Roberts Superintendent	HC 77 Box 537 HOWES, SD 57748	605-538-4399	corry.roberts@takinskyhawks.com
TAKINI School SPED Director	, Special Education Director	HC 77 Box 537 HOWES, SD 57748	605-538-4399	
TAKINI School 504 Coordinator	Corry Roberts, K-12 Principal	HC 77 Box 537 HOWES, SD 57748	605-538-4399	corry.roberts@takinskyhawks.com

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights (OCR) in the U.S. Department of Education, please contact OCR at 8930 Ward Parkway, Suite 2037; Kansas City, MO 64114, Telephone 816-268-0550 (voice), or (877) 521-2172 (telecommunication device for the deaf, or TDD), or 816-823-1404 (fax), or ocr.KansasCity@ed.gov (email).

The TAKINI School's anti-discrimination, anti-harassment, and anti-retaliation policies and grievance procedures may be obtained at each Administrative Office.

Students or parents/guardians have access to student school records. A student grievance procedure is set forth in the Parent/Student Handbook of the Policies, Procedures and Practices of the TAKINI Schools are located each Administrative office.

McKinney-Vento Act

A. Homelessness

The Student Residency Questionnaire will be given at registration or at placement meeting to determine residency status of each student, which greatly affects a student's learning.

B. HOMELESS POLICY

The TAKINI School policy regarding:

- 1) Enrollment: Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, degree of Indian blood, or other documentation.

- 2) School of Origin: Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- 3) Notice of Rights: Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- 4) Comparable Services: Provide children or youth experiencing homelessness with services comparable to services offered to other services in the school including the following:
 - Transportation services.
 - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - Programs in vocational and technical education.
 - Programs for gifted and talented students.
 - School nutrition programs.
- 5) Barriers to Enrollment: Review and revise any policies that may act as barriers to the enrollment of homeless children. Shall give consideration to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

I. School Enrollment Questions:

- 1) Where can students experiencing homelessness attend school?
- 2) The school in the attendance area where the child or youth is currently living.
- 3) Students must be enrolled immediately even without records or proof of residency.
- 4) If immunization records are missing the school must refer the parents/guardians to the local public health office.
- 5) If proof of residency is lacking, the parent or guardian may sign an affidavit stating the family is homeless.

II. Transportation

Transportation may be provided based on individual needs.

Complaint Procedure

I. Public Complaint Procedure

TAKINI Schools welcome constructive comments that help to improve the quality of our educational program or to equip the school to do their tasks more effectively.

The Board believes that official complaints relating to the school, its policies, personnel, programs or instructional materials are best handled and resolved as close to the origin as possible. Staff will receive complaints courteously and respond properly to individuals who formally bring complaints to the school.

To ensure efficient and thorough management of complaints, the Superintendent shall develop regulations consistent with this policy. The regulations may include, but are not limited to:

- 1) Procedures to channel complaints to the personnel best positioned to resolve the issue;
- 2) Procedures to formally accept, acknowledge and respond to complaints;
- 3) Procedures to elevate unresolved complaints to higher levels of authority within the school.

Complaints about staff will be given respectful attention. If the complaint warrants an investigation, due process rights will be maintained. If a complaint, excluding those concerning the TAKINI Board actions or Board operations, is made directly to the school board or to an individual school board member, the individual making the complaint will be advised to issue the complaint to the school using the TAKINI Schools complaint procedures.

After receiving the full attention and diligence of the staff, unresolved complaints may be appealed to the School Board, provided the appeal occurs within seven calendar days of the superintendent's final ruling. The superintendent shall present the appeal in accordance with relevant school policies. The Board will consider the appeal at the next regular board meeting and act on the matter according to its best judgment.

II. Student Complaint Procedure

Discrimination, harassment, program complaints, and all Federal programs shall be addressed in writing to the Superintendent who will investigate, render a decision, and provide notification of the decision to the complainant in a timely manner. A parent/guardian, student, employee, or school stakeholder who has a complaint regarding the use of Federal funds and is unable to resolve the issue, may address the complaint in writing to the Superintendent. Disputes addressing the enrollment, transportation (including inter-school disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents/guardians and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the school's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent/guardian or youth to appeal the decision. Students should be provided with all assignments for which they are eligible while disputes are resolved.

Steps:

- 1) The Superintendent will investigate the written complaint and render a decision, within two weeks, after receipt of the complaint.
- 2) The Superintendent will notify the complainant of the decision in writing.
- 3) The complainant will be allowed one week to react to the decision before it becomes final.
- 4) The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the Superintendent.
- 5) If the issue is not resolved with the Superintendent, the complaint will be forwarded to the appropriate Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the Board's decision including the rights of the parent, guardian, or youth to appeal the decision.
- 6) Unresolved complaints may be forwarded by the complainant to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure).

III. Sexual Harassment Policy

It is the school system's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; no employee or student of the school system may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy. Sexual harassment can arise between employees, by an employee to a student and student to student. All forms are subject to this policy.

a. Definition of Sexual Harassment:

Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct can have the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

b. Examples of Sexual Harassment:

- 1) Sexual advances;
- 2) Touching of a sexual nature;
- 3) Graffiti of a sexual nature,

- 4) Displaying or distributing sexually explicit drawings, pictures or written materials;
- 5) Sexual gestures;
- 6) Sexual or "dirty" jokes;
- 7) Pressure for sexual favors;
- 8) Touching oneself sexually or talking about one's sexual activity in front of others;
- 9) Spreading rumors about or rating other students as to sexual activity or performance.

Not all physical conduct would be considered sexual in nature. Some examples of non-sexual conduct are:

- 1) A high school athletic coach hugging a student who made a goal.
- 2) A kindergarten teacher's consoling hug for a child with a skinned knee.
- 3) One student's demonstration of a sports move requiring contact with another student.

Retaliation:

TAKINI Schools prohibits retaliation against any person because that person has asserted or has assisted another person to assert a discrimination or harassment complaint with the school system or with any state or federal agency, or because that person has testified or participated in any manner in an investigation, proceeding or hearing concerning a complaint of discrimination or harassment. Retaliation is a violation of federal and state law and may lead to disciplinary action against the offender.

IV. Confidentiality

- 1) It is the school's intent to keep the information brought forward in a complaint confidential and limited to those directly involved with the complaint. However, because an individual's right to confidentiality must be balanced with the district's obligations to cooperate with police investigations or legal proceedings, or to take appropriate disciplinary action, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances.
- 2) Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate law enforcement authorities and the anonymity of both the complainant and school officials involved in the investigation will be strictly protected as required by law.

V. 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:

- The right to inspect and review the student's education records within 45 days after the day the TAKINI School receives a request for access.
- Parents or eligible students should submit to the school administrator [or appropriate school official] 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.
- The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Parents or eligible students who wish to ask the TAKINI School to amend a record should write the administrator [or appropriate school official], 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.

- 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 of 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. For more information contact a school administrator or one of the following:

Regional Director
Department of Education
Office for Civil Rights
816-880-4202
TDD 816-891-0552

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
1-800-USA-LEARN (1-800-872-5327)(voice)
(RE: FERPA)

VI. Section 504

Notice Regarding Section 504: Programs For Students With Disabilities Under Section 504 Of The Rehabilitation Act Of 1973 And The Americans With Disabilities Act Of 1990.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who...

"has a mental or physical impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function".

The TAKINI School has the responsibility to provide accommodations and services to eligible individuals with disabilities. The school acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

VII. RESTRAINT AND SECLUSION

Any use of physical force with or by students or staff, including hitting, pushing, tripping, slapping, throwing objects at, kicking pinching, spanking or any other act of physical force is strictly prohibited at TAKINI School. Staff members may only use physical force that is reasonable and necessary to maintain supervisory control of “out of control students.”

The TAKINI School will utilize restraint and seclusion when appropriate. All TAKINI Staff members are Crisis Prevention Intervention (CPI) Certified.

**Policy on file in the Superintendent's office*

VIII. Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) requires that all 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 the hazard. We, at the TAKINI School are willing to comply with this statute because of our great concern for the well-being of your children.

LOCATION OF SCHOOL POLICIES

All policies for the TAKINI School are housed in the building principal's office for review.

ADMINISTRATIVE DISCRETION:

ADMINISTRATION HAS THE AUTHORITY TO USE DISCRETION IN THE ENFORCEMENT OF THIS POLICY EXCEPT WHERE THERE ARE FEDERAL MANDATES.

TAKINI SCHOOL PARENT/GUARDIAN-STUDENT COMPACT

The TAKINI School, parents/guardians, and students participating in activities, and services, agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school, parents/guardians, and students will build and develop a partnership that will help children achieve the State's high standards.

This school-parent/guardian-student compact is in effect during the 2020-2021 school year.

SCHOOL RESPONSIBILITIES

The TAKINI School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's student academic achievement standards.
 - The school will follow the South Dakota State Standards as a guide for what students should know and be able to do at each grade level.
 - Curriculum resources will be research-based to make sure student academic achievement is reliable.
 - The administrative staff will provide high-quality leadership.
 - Believe that all students can learn.
 - Respect each student and his/her uniqueness.
 - Teachers and other staff will be prepared and teach with rigor.
 - Be consistent and fair.
 - Provide a quality learning environment.
2. Hold parent-teacher conferences two times during the school year during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held:
 - One in the first semester
 - One in the second semester
3. Provide parents/guardians with frequent reports on their child's progress. Specifically, the school will provide reports as follows:
 - Keep parents/guardians informed on their child's progress through mid-term progress reports and quarterly report cards.
4. Provide parents/guardians reasonable access to staff. Specifically, staff will be available for consultation with parents/guardians as follows:
 - The parent/guardian can call a staff member to inquire about when they are available for a consultation. If staff members are in class they will return your call to set up the meeting time.
5. Provide parents/guardians opportunities to visit their child's classroom and observe classroom activities.
 - Parents/guardians will be invited to participate in school activities on an ongoing basis.
 - Parents/guardians are encouraged to visit your child's classroom; please contact the principal at least one-two days in advance. The principal will notify the teacher of the time and date of the arranged visit.
6. Inform parents/guardians and students of upcoming events in a timely manner.
 - Communicate by sending notes home, mailing information, or by school messenger.
7. Provide parents/guardians and students with a grade level framework so they know at the beginning of the year what they will be expected to learn throughout the school year.

PARENT/GUARDIAN RESPONSIBILITIES

We, as parents/guardians, will support our children's learning in the following ways:

1. Believe in your child.
2. Discuss with your child his/her goals on a regular basis.
3. Respect my child, yourself, and others responsible for your child's education.
4. Talk to your child about school.
5. Monitoring attendance.
 - Make sure my child is in school.
 - Send your child to school on time, prepared to learn.
 - Use Parent Portal as available.
6. Making sure that homework is completed.
 - Provide a consistent homework time in an undisturbed study area, and be available if the child needs help.
 - Make sure the homework is done, signed off by a parent/guardian and returned to school daily.
 - Praise the child when homework is completed.
 - Encourage your child to read or read with him/her daily at home.
7. Visit your child's classroom to observe.
8. Participate in school activities with your child.
9. Stay informed about your child's education and communicating with the school by promptly reading all notices from the school and responding appropriately.
10. Participating, as appropriate, in decisions related to your child's education.
11. Serving, to the extent possible, on policy advisory groups, such as being a parent/guardian representative on the school's School Improvement Team, and/or the Parent Advisory Committee.

STUDENT RESPONSIBILITIES

We, as a student, will be responsible for our own learning and will:

1. Set goals for myself:
Set short- and long-term goals for myself so that I am college and career ready at the end of high school.
2. Believe that I control my future.
3. Respect myself, others, and my school.
4. Come to school on a regular basis, on time, and be prepared to learn.
5. Talk to my parents/guardians about what I am doing in school.
6. Do my homework and return the assignments on time to school.
7. Encourage my classmates to be the best they can be.
8. Be responsible for my own behavior.

Student: _____

Date: _____

Parent/Guardian: _____

Date: _____

School: _____

Date: _____

ACCEPTABLE NETWORK AND INTERNET USE POLICY

Acceptable Network and Internet Use Policy TAKINI School 2020-2021

1. Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C., 254 (h) (5) requires school to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This School's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the School's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all School owned computers, servers, hardware or software, the School's local area network, wireless access points, the Internet, Internet 2, the School Intranet, email, chat room, other forms of direct electronic communications or other communications equipment provided by the School regardless of the physical location of the user. This AUP applies even when School provided equipment (laptops, tablets, etc.) is used on or off premises of School property.

II. Acceptable Use

The network may be used only as a tool to support and advance the functions of the School as well as its curriculum and educational programs. Access to the School's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner in accordance with the School's Internet Safety Policy and this AUP. Students may use the Network only in support of educational activities consistent with the educational objectives of the School. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the School. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted. All members of the staff who wish to use the Network must sign this AUP whenever requested by the School, to confirm that the staff person has read and understands their policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parent or guardian sign this AUP and submit it to the school.

III. Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette. These include but are limited to:

A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.

IV. Prohibited Use

The School reserves the absolute right to define prohibited use of Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network,

and determine the consequences of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any tribal or federal law or municipal ordinance, as such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- A. Criminal activities that can be punished under law;**
- B. Selling or purchasing illegal items or substances;**
- C. The unauthorized collection of email addresses (“harvesting”) of email addresses from the Global Address List and other School directories;**
- D. Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- E. Circumvention of the School’s Technology Protection Measure/filter to access blocked sites;**
- F. Disclosure of minor’s personal information without proper authorization;**
- G. Student’s disclosure of personal information such as the students’ name, address, phone number, password to social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.**

1. Causing harm to others or damage to their property, such as:
Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
2. Deleting, copying, modifying, or forgoing other users’ names, emails, files, or data; disguising one’s identity, impersonate other users, or sending anonymous email;
3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
4. Using any School computer to pursue “hacking” internal or external to the School, or attempting to access information protected by privacy laws; or
5. Accessing, transmitting or downloading large files, including “chain letters” or any type of “pyramid schemes”

J. Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:

1. Using another’s account password (s) or identifier (s);
2. Interfering with other users’ ability to access their account (s);
3. Disclosing your own or anyone’s password to others or allowing them to use your or another’s account;

K. Using the network or Internet for Commercial purposes:

1. Using the internet for personal financial gain;
2. Using the Internet for personal advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

V. Off-Premise Use of Network

Students under the age of 18 should only access School-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off to School premises if a parent or legal guardian supervises their usage at all times. The student’s parent or guardian is responsible for monitoring the minor’s off-premise use of the Network and ensuring such use complies with this AUP.

VI: Disclaimer

The School makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the School's network are to be borne by the user. The School also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network to the Internet, is understood to be the author's individual point of view and not that of the School, its affiliates, or employees.

VII. Enforcement

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy of the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device (s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

I have read, understand and agree to comply with this Acceptable Network and Internet Use Policy.

Student Name: _____

Date: _____

Student Signature: _____

Date: _____

Parent/Legal Guardian or Faculty Name: _____

Parent/Legal Guardian or Faculty Signature: _____

DANCE POLICY:

Takini School dances are provided for Takini students and their dates/guests only. Anyone who is not a student at Takini will require having prior approval by Administration. No student will be allowed to leave the dance and re-enter for any reason. No person will be allowed to purchase a ticket or enter the dance if any chaperones believe that a person has been drinking or abusing and other substance. Chaperones will be pre-arranged in accordance with the application to sponsor a dance. The following is a recommended list of chaperones for a dance.

3 Teachers/Staff

1 Administrator

The police department will be asked to patrol the parking lot and grounds at frequent intervals during the dance. The dance sponsor may be required to make a \$50.00 clean up deposit. If the gm, lobby, and/or parking lot are not cleaned within 24 hours of the close of the dance, the \$50 deposit will be forfeited to the student council who will assume the responsibility of the cleaning. Dances will run from 8:00 pm to 11:00 pm.

CHAPERONES:

Parents/community members may be used as student chaperones for field trips and/or overnight trips. Prior to being used as a chaperone, a parent/community member is required to have a completed background check and drug & alcohol test on file at the Takini School.

Student Alcohol and Drug testing

Policy Statement: The Takini School (Cheyenne River Reservation Tribal School) is conducting a mandatory alcohol and drug-testing program, for Student Athlete. Its purpose is threefold:

(1) to provide for the health and safety of all student Athletes.

(2) to undermine the effects of peer pressure by providing a legitimate reason for Student Athletes to refuse to use illegal drugs;

(3) to encourage Student Athletes who use alcohol and/or drugs to participate in appropriate treatment programs.

b. Consent: Each student wishing to participate in any interscholastic athletic program and the student's custodial parent or guardian shall consent in writing to alcohol and drug testing pursuant to the District's alcohol and drug testing program. Written consent shall be in the form attached to this regulation as Exhibit A. No student shall be allowed to participate in any interscholastic athletic program absent such consent.

c. Student Selection: At the option of the District, all Student Athletes may be tested for alcohol and drug use at the beginning of any athletic season. In addition, random testing may be conducted during the athletic season. Selection for random testing will be by lottery drawing from a "pool" of all Student Athletes participating in interscholastic athletic programs in the District at the time of the drawing. The Superintendent or his designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process. This includes, but is not necessarily limited to, assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular students for the testing. A student may also be referred for testing by the athletic department or a recommendation of a coach if there is a reasonable suspicion to suspect a violation.

D. Sample Collection: Samples shall be collected on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. Students shall provide two samples at the time of testing. If a student is unable to produce a sample at any particular time, the student will be allowed to return later that same day to provide the sample. All students providing samples will be given the option of doing so alone in an individual stall with the door closed.

E. Prescription Medication: Prior to the commencement of any season, all participating students must verify whether they are taking any prescription or other medication. This verification, and if applicable, a

copy of the prescription or a doctor's verification must be placed in a sealed envelope and provided to school personnel. That envelope will be forwarded up opened to the testing lab with the sample, with instruction for the lab to consider the students use of such medication to assure the accuracy of the result.

F. Scope of Tests: One of the two samples produced by the student will be forwarded to the testing lab for analysis. The testing lab will be instructed to test for alcohol or one or more illegal drugs. The Superintendent or designee shall decide from week to week which illegal prescribed substance shall be screened, but in no event shall that determination be made after selection of students for testing. Student Athlete samples will not be screened for the presence of any substance other than alcohol or an illegal drug or the existence of any physical conditions other than alcohol or drug use.

G. Limited Access to Results: The testing lab will be authorized to report results only to the Superintendent or to such person as the Superintendent may designate.

H. Alcohol Testing: In addition to the foregoing procedures, the District may test Student Athletes for alcohol use using any recognized and reliable means (e.g. breathalyzer testing) for detecting whether a student has used or is currently under the influence of alcohol.

I. Procedures in the event of a Positive Result: Whenever a Student Athlete's test result indicates the presence of alcohol or an illegal drug ("positive test"), the following will occur:

- a. The second sample will be submitted to the testing lab for testing.
- a. If the second sample tests negative, the student will be notified and no further action will be taken. If the second test is positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Superintendent, the student, the custodial parent or legal guardian, and the student's building principal.

J. First Positive Result: For the first positive result, the Student Athlete will be given the option of:

- a. Participation in the drug and alcohol education/assistance program and submission to weekly testing for six weeks, or;
- a. Suspension for participation in interscholastic athletics for the remainder of the current season.

K. Second Positive Result: for the second positive result in the same school year, the School Athlete will lose the privilege of participating in athletics for the remainder of the current season.

L. Third Positive Result: For the third positive result in any two consecutive calendar years, the Student Athlete will be suspended for participating in athletics and extracurricular activities for the remainder of the school year.

Non-Punitive Nature of Policy:

No Student Athlete shall be penalized academically for testing positive for alcohol or illegal drugs. The results of the test pursuant to this policy will not be documented in any student's academic records. Information regarding the results of tests will not be done disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the District will not solicit. In the event of service of any such subpoena or legal process, the student and student's custodial parent and legal guardian will be notified at least 72 hours before the District makes response.