



# TAKINI SCHOOL



## SCHOOL YEAR 2024-2025 PARENT/GUARDIAN/STUDENT HANDBOOK Kindergarten - 12th Grade

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CRST TED Committee Approved March 18, 2024

# **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.

## **STUDENT/PARENT/GUARDIAN LETTER**

Students, Parents; and Guardians

The members of the Takini School Board, Administration, and Faculty welcome you to Takini School year . 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 race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), 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 24 - 25 Takini School Staff Listing

Administrative Staff		Academic Staff	
Chief Administrator	Kit Veit	Kindergarten Teacher	Kathy Van Arsdale
K-12 Principal	Tiffany Moore	1st Grade Teacher	Philamer Avila
Registrar	Arllys Briggs	2nd Grade Teacher	Lady Lee Sala
Athletic Director	Jordan Knife	3rd Grade Teacher	Alelie Ganigan
HR/ NASIS Clerk	Kim White Wolf	4th Grade Teacher	Brian Olson
Business Office Staff		5th Grade Teacher	Maria Discutido
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
Transporation 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	Shilo Charging Cloud	K-12 Art Teacher	Jellie Toring
Day Security	Vacant	K-12 PE/Health Teacher	Eleazar Sagarino
Night Security	Sundance Sitting Crow	TAG / Para Professional	Mary Little Sky
Maintenance	Dexter White Wolf	K-12 Counselor	Gorgi PaulHamus
Maintenance	Cayde Dupris	Nurse/ Truancy	Tiauna Dupree Anderson
Day Custodian	Maurissa Hollow Horn	Parent Liaison	Deb Knight
Night Custodian	Kolton Belt	Special Education Staff	
Night Custodian	Tristan Last Horse	Special Education Teacher	Maria Kirkie
Food Service		SPED Para Professional	Jordan Knife
Food Service Supervisor	Mora Long	SPED Para Professional	Jessie Buffalo
Kitchen Helper	Montoya Makes Room For Them	SPED Para Professional	Derek Yellow Owl, Sr.
Kitchen Helper	Ashton Cloud Eagle	SPED Para Professional	Jordyn High Elk
		I.T. Department	
		I.T./Computer Tech	Chase Mendoza

## SECTION 1: LAKOTA VALUES, LANGUAGE AND CULTURE

### 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*)

IYOHATA 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 (Sections 4(2)(a) and (b), (2)(a) and (b);; 5; 6)

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 3<sup>rd</sup> grade.
- (b) 4th through 6th grade. Bureau of Indian Affairs Schools and tribal schools within the territory of the Cheyenne River Sioux Tribe shall emphasize conversational use of the Lakota language and Lakota stories, music, and dance for students in 4th through 6th grade.

(2) 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 Culture and History*. 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. (Footnote omitted.)

- (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.

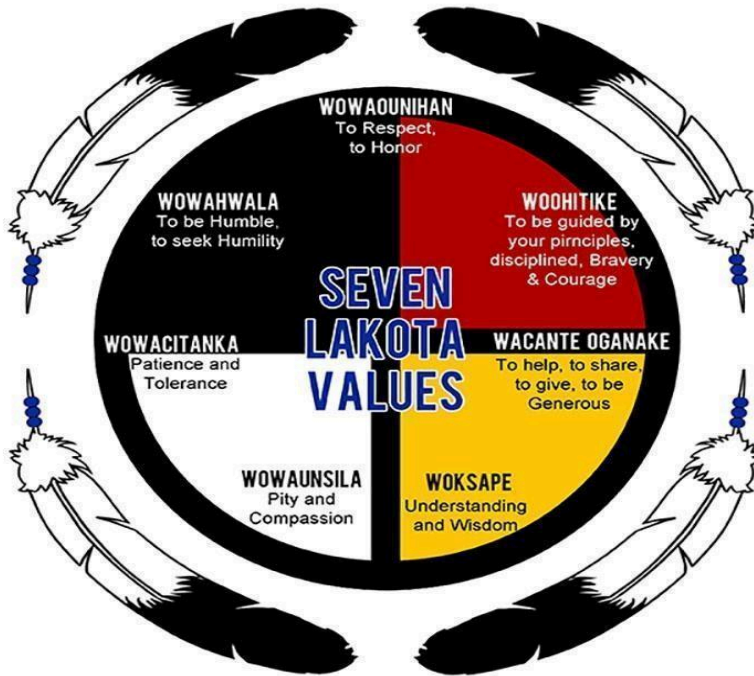
Instruction in Lakota language shall fulfill any instruction requirements which might be required by the United States through the Bureau of Indian Affairs in a language other than English.

#### 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.

### **C. 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 all Indian students will be enrolled in a Lakota language class every year of school. Further, all other students are encouraged to take Lakota language.



## SECTION 2: 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. Takini School will abide by and enforce any and all applicable laws and ordinances of the Cheyenne River Sioux Tribe.
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, including the right to freedom from discrimination on the basis of sex including gender identity or sexual orientation.
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.

#### **C. 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 any way during the school day; this includes earbuds and wireless earbuds.

#### **D. 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.

#### **E. 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.

#### **F. 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 the

Parent/Guardian (of the student being bullied and the student bullying) notification will be made by phone call, the incident report is completed, and a team meeting is held when necessary. The team meeting will consist of the bullying student meeting with the Intervention Team, which shall include the classroom teacher, the Principal, one of the bullying 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 and 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 bullying student must sign the form. A copy of the incident report and plan will be sent home. The bullying 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 of the bullying student 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 bullying student will be required to sign the anti-bullying behavior contract with a parent/guardian and administration signatures as witnesses. The bullying student 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:

The bullying student and parent/guardian will attend Bully Education (DVDs, 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 is requested. The Principal's request is forwarded to the Chief Administrator. 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 Chief Administrator. 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 the 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 twenty-four (24) hours of the incident being reported to School staff. The parents and/or guardians 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 are not allowed and will result in consequences outlined in our student discipline policy. When interviewing the student accused of bullying behavior or other students, 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 twenty-four (24) hours 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 regard 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)/legal guardian 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 Chief Administrator 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 twenty-four (24) hours to principal and/or his/her designee.

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

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

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 4. Parent/guardian 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/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 twenty-four (24) hours to principal or his/her 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, 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 (i.e., 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 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. I need to ask for help if I need it. 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 which interferes 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 twenty-four (24) hours to principal or his/her designee.

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 3. Parent/guardian 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/guardian of student who was subjected to bullying behavior notified by phone call or personal visit.

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

## **G. 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.

## **H. STUDENT APPEARANCE**

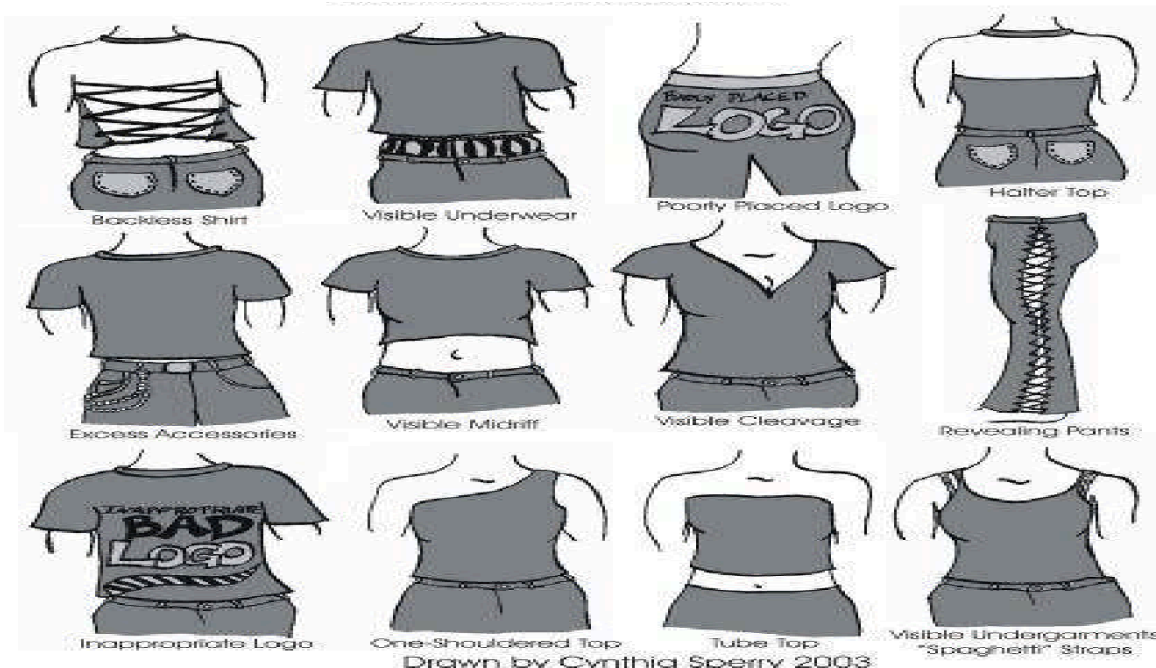
While at school, we want you to have the best experience possible. The following student appearance policy has been developed to ensure that no one will feel offended or uncomfortable during school.

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, gangs, or sex or are in any other way distracting, disrespectful, or insubordinate are prohibited, 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, e.g., hanging out of pockets or tied around arms or legs. Students who continue to wear such items 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:



### SECTION 3: COMMUNICATIONS AND PARENT/GUARDIAN INVOLVEMENT

#### 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 incoming calls unless there is an emergency. Please inform your child where to go after school before your 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 devices 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 and Facebook. The Chief Administrator will make the decision to close school. In the event of inclement weather and cancellation of country bus transportation, it is canceled 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 SDCL 13-26-2. School may be called off due to an emergency, bad weather, or an outbreak of a contagious disease.

Make-up days will be conducted by:

1. Going to school on days 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. Spectators at SDHSAA sponsored athletic and fine arts activities are subject to the racial harassment, violence and taunting policy set forth in the Takini School Policies & Regulations section below at IX.

#### **H. TAKINI SCHOOL PARENT INVOLVEMENT POLICY**

##### **PART I. GENERAL EXPECTATIONS**

1. TAKINI School agrees to implement the following statutory requirements:
  - a. Ensure that the required school-level parental involvement policies are consistent with 20 U.S.C. § 6318.
  - b. Schools will notify parents/guardians of the policy through various methods and evidence of locations will be housed in the Chief Administrator'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. 20 U.S.C. § 6318(b).

- c. 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. 20 U.S.C. § 6318(f).
  - d. 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). 20 U.S.C. § 6318(a)(2)(F) and (e)(12).
  - e. The school will build its own and the parents/guardians' capacity for strong parental involvement through monthly PAC meetings. The PAC will review data and provide input toward improving academic achievement.
  - f. 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. 20 U.S.C. § 6318(e)(1).
  - g. The school will provide other reasonable support for parental involvement activities as the parents/guardians may request. 20 U.S.C. § 6318(e)(14).
  - h. The school will jointly develop with parents/guardians a school-parent compact about the shared responsibility for improved student academic achievement. 20 U.S.C. § 6318(d). It will:
    - 1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
    - 2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum--
      - a) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
      - b) frequent reports to parents on their children's progress;
      - c) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
      - d) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- 20 U.S.C. § 6318(d)(2). *See* Takini School Parent/Guardian-Student Compact below.

## **PART II. IMPLEMENTATION**

1. The TAKINI School will take the following actions to involve parents/guardians in the joint development of its school parental involvement plan, consistent with 20 U.S.C. § 6318:
  - a. 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.
  - b. 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, consistent with 20 U.S.C. § 6318:
  - a. Parents/Guardians are notified of the annual meeting through the newspaper, posters, signs, school messenger and a letter home.
  - b. 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:
  - a. 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.
  - b. Assuring curriculum is aligned with the State of South Dakota content standards.
  - c. Assisting parents/guardians in building their capacity for academic achievement through understanding assessment results and South Dakota student content standards.
  - d. 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:
  - a. 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.
  - b. Receiving parent/guardian suggestions and share them with the appropriate administrative team to determine the feasibility of programming changes.
  - c. 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:
  - a. 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.
  - b. Assuring curriculum is aligned with the Bureau of Indian Education ("BIE") and State of South Dakota or current governing accreditation authority content standards.
  - c. Assisting parents/guardians in building their capacity for academic achievement through understanding, assessment results and South Dakota student content standards.
  - d. 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 provide parents/guardians timely notice when their child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet the applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
8. The TAKINI School will provide assistance to parents/guardians of children served by the school, as appropriate, in understanding:
  - the required academic content standards,
  - the required student academic achievement standards,
  - the required 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
- Educating parents/guardians on the Every Child Succeeds 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, , Home Instruction Programs for Preschool Youngsters, the Parents 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.

## **SECTION 4: 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 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 fit within the categories set forth in 25 C.F.R. § 31.3. 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 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.

## **SECTION 5: 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 TRIBAL LAW - CHAPTER X – Section 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**

- 1. Daily:** Contact parents/guardians via phone, email, or in person regarding daily absences if the school does not receive a phone call or note.
- 2. After the 3<sup>rd</sup>, 6<sup>th</sup> and 8<sup>th</sup> accumulated absence:** Notification in writing to parents/guardians of their child's absences. The Principal or his/her designee will make personal contact with the parents/guardians notifying them of the absences and explaining the possible consequences of continued absenteeism.
- 3. After the 10<sup>th</sup> 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.
- 4. 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 X, Section 10.05 School Attendance.*

#### **D. 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 principal 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.

#### **E. 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 parent(s)/guardian.

#### **F. 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.

#### **G. 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. Any 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.*

#### **H. 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.

#### **I. 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 (2) school days of each period/day to receive full credit.

#### **J. 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-toe 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.

#### **K. STUDENT WITH HALLWAY PASSES**

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

- Sick student
- Bathroom
- Studying in another classroom

#### **L. 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 he/she comes to class after 8:00 a.m.
- A student shall be considered in attendance for a full school day if they complete half of a day.
- A student shall be considered to have perfect attendance if he/she 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 (20) days of unexcused absences in a year.

#### **M. EXCELLENT ATTENDANCE RECOGNITION**

Acknowledgement of Excellent Attendance will occur throughout the school year.

#### **N. DAILY SCHEDULE**

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

Students will be tardy according to the following times:

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

## **SECTION 6: ACADEMICS**

### **A. ELEMENTARY AND SECONDARY SCHOOLS ACT**

The School Board of the TAKINI School supports the Every Student Succeeds Act (which replaced the No Child Left Behind Act). As part of the School Support and Improvement Plan, students are expected to work toward proficiency in reading and math. We expect at least a 94% attendance rate for all students.

### **B. GRADING SCALE**

#### **1. 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 course(s).

#### **2. 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%

### **C. K-8 GRADE CLASSIFICATIONS**

All requirements are the same for each grade. The following are guidelines 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. Attendance, grades, class participation, attitude and behavior all contribute to passing a grade level.

Parent/Guardian will be notified in writing in a timely manner if a student is being considered for retention.

### **D. 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.....	6 credits
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.

### **E. HIGH SCHOOL GRADUATION REQUIREMENTS**

Graduation requirements meet the Cheyenne River Sioux Tribe, BIE, and the current accrediting agency requirements of the State of South Dakota Department of Education. South Dakota is currently the Takini School 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. For more information on SDHS Graduation Requirements go to: <https://doe.sd.gov/gradrequirements/>

To view or download the SDHS Graduation Requirements booklet go to:  
<https://doe.sd.gov/gradrequirements/documents/GradHandbook-0124.pdf>

1. **Accreditation Agency High School Graduation Requirements**  
**Language Arts—4 units**

**Mathematics—3 units**  
**Science—3 units**  
**Social Studies—3 units**  
**Fine Arts—1 unit**  
**Personal Finance or Economics—.5 unit**  
**Physical Education—.5 unit**  
**Health or Health Integration—,5 unit**  
**Electives—1.5 units**  
**Approved CTE, Capstone Experience, or World Language—1 unit**  
**Lakota Language – 4 units**  
**Total: 22 units**

## **2. 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

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, pass all of their core classes, and complete the required 22 credit hours will not be allowed to participate in the graduation exercises.

### **F. CLASS LOAD REQUIREMENTS**

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

### **G. CLASS CHANGES**

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

### **H. 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.

### **I. 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.

#### **J. HONOR AND MERIT ROLL**

For High School: a student must be enrolled in four (4) 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.

<b>High Honor</b>	<b>3.75 to 4.00</b>
<b>Honor</b>	<b>3.50 to 3.74</b>
<b>Merit</b>	<b>3.00 to 3.49</b>

#### **K. HIGH SCHOOL GRADING SCALE**

The Grading scale will be as follows to align 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%

#### **L. HOMEBOUND INSTRUCTION**

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

In order to qualify for homebound instruction a student must be unable to attend school for a considerable period of time DUE TO EXTREME MEDICAL 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 (on a case-by-case basis)

#### **M. 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.

#### **N. 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.

#### **O. 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 to explain that the hold will remain in place until restitution is made.

#### **P. PROGRESS REPORTS**

Mid-term, quarterly, and annual reports will be sent home to the parent(s)/guardian of the student. Bi-weekly grade progress reports and weekly attendance reports will be sent out that the discretion of the principal or by the teacher with approval from the Principal.

#### **Q. TEACHER ASSISTANCE**

If you have an assignment you do not 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 lunchtime. **YOU** as a student **MUST TAKE THE RESPONSIBILITY** of seeking help if you are having difficulty.

#### **R. 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.

#### **S. 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 the end of the week after the mid-term date and at the conclusion of each semester. The school will mail progress/deficiency reports periodically.

#### **T. 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 and call 605-538-4399 for a tutorial.

#### **U. 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 four (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.

#### **V. 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.

#### **W. SUMMER SCHOOL**

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

#### **X. RETENTION POLICY**

The TAKINI School will utilize the Measure of Academic Progress and progress monitoring tool to 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 (hereinafter “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.

#### **Y. RESPONSE TO INTERVENTION (RTI)**

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

### **SECTION 7: STUDENT RECORDS STORAGE AND RETENTION**

#### **A. CUMULATIVE STUDENT FOLDERS**

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:** Cumulative student folders are retained in the office until after graduation and/or five (5) years of continuous absence from school, then destroyed, except for those records that must be transferred to the student’s permanent record.

## **B. STUDENT'S PERMANENT RECORD**

Takini School maintains a student's permanent record, which includes the official school transcript and any copy of any certified birth certificate. 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; 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:** Student permanent records are retained permanently and shall be stored in the School's electronic records system.

## **C. 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 Center for Virtual Education for any student beyond the courses Takini School has to offer: <https://sdcve.k12.sd.us/>

## **SECTION 8: EDUCATIONAL SERVICES**

The TAKINI School offers a special education and 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 Education Improvement Act of 2004.

A student may be referred for a special education evaluation through the 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 in need of services.

### **B. SPECIAL EDUCATION FUNDING: 25 C.F.R. § 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:

- (a) To be counted as a kindergarten student, a child must be at least 5 years old by December 31; and

(b) 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 areas of high interest and strength. 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. 21<sup>ST</sup> CENTURY**

The 21<sup>st</sup> 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.

### **J. TAKINI SCHOOL – SPECIAL EDUCATION FLOW CHART**

*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.

## **SECTION 9: 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.

### **A. 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.

#### **B. 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.

#### **C. 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.

#### **D. PARENT/GUARDIAN/STUDENT/CLASS/COMMUNITY FUNDRAISING**

Any fundraising for Takini School sponsored activities must be approved by the Chief Administrator, and funds raised must be managed as a student activity or student class account by the Takini School Business Office. No person is authorized to represent they are raising funds on behalf of Takini School or a Takini School activity or program without prior approval.

#### **SALES BY STUDENTS AND STAFF**

Students shall not be permitted to conduct any form of sales activities (e.g., 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 are allowed.

#### **E. 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 another 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:

1. Three (3) teachers/staff members
2. One (1) administrator
3. 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 gym, lobby, and/or parking lot are not cleaned within twenty-four (24) hours of the close of the dance, the \$50 deposit will be forfeited to the student council, which will assume the responsibility of cleaning. Dances will run from 8:00 pm to 11:00 pm.

#### **F. CHAPERONES**

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

#### **G. 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(s)/guardian will be notified and specific expectations will be shared for continued participation.

#### **H. 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(ren)'s 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 shows that if the school/parent/guardian/student work together student achievement is enhanced! Please join us at all parent/guardian activities at the TAKINI School.*

### **SECTION 10: VALUABLE RESOURCES – PARENT/GUARDIAN AND STUDENT INVOLVEMENT AND VISITING THE SCHOOL**

#### **A. PARENTS/GUARDIANS**

The Every Student Succeeds Act serves as the latest reauthorization of the Elementary and Secondary Education Act of 1965, and replaced the 2002 No Child Left Behind Act. 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. 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/guardian meetings for input. We want families to bring concerns and constructive criticisms to school personnel.

### **C. STUDENT INVOLVEMENT IN DECISION MAKING**

The TAKINI School Board and Administrators believe 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 as the general public.

### **D. VISITORS**

All visitors, including parents/guardians, are required to report to and sign in at the office, where 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 non-instructional time or visit your student's classroom upon making the request. Visitors are not allowed to discipline students. Students from other schools are not allowed to attend classes at Takini School unless an exchange program has been arranged by school administrators or teachers. The Chief Administrator has authority to deny entry into the School to any visitor when the current or prior conduct of the individual demonstrates any threat to the health or safety of any student or employee of Takini School by issuing written notice to the individual. Such decisions may be appealed to the School Board through the Grievance Process. No person who is currently required to register as a sex offender under any tribal, federal or state law is permitted to visit the School.

### **E. 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 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.
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 five (5) consecutive days, on the 6th day you must submit to a background check in accordance with the provisions for volunteers at 25 C.F.R. § 63.14.

#### **F. EXTRA CURRICULAR ACTIVITY PARENTAL INVOLVEMENT**

Spectators at SDHSAA sponsored athletic and fine arts activities are subject to the racial harassment, violence and taunting policy set forth in the Takini School Policies & Regulations section below at 15.A.

We encourage and promote parents/guardians coming into the school for activities with their child. Research shows that if the school/parent/student work 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/Guardian activity.

#### **G. 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

### **SECTION 11: HEALTH, SAFETY, AND SECURITY**

#### **A. HEALTH/SCHOOL NURSE**

The school nurse/Community Health Nurse/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 (2) days will be excused for this procedure. If the student fails to return to school within two (2) days,

either the Community Health Nurse or TAKINI parent liaison will be notified for additional assistance. If additional days lapse beyond two (2) 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 DISPENSED BY THE NURSE/CLERK OR TRAINED STAFF.**

## **B. FOOD ALLERGIES**

Parents/guardians have the responsibility to document all food allergies on student registration forms 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 COO plan).
- For non-life-threatening emergencies, contact school nurse or hospital ER and follow instructions.
- Contact parent(s)/guardians as soon as medical care is arranged.
- Contact school administrators.
- File a Critical Incident Report.
- Follow up as needed.

## **D. TAKINI SCHOOL SUICIDE 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, and 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, and 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 twenty-four (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 988.**
  - b. **Crisis Text Line is 741-741**

#### **E. WELLNESS POLICY**

TAKINI School supports 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. Takini School has adopted a Wellness Policy available to students, parents and guardians upon request to the School Office.

#### **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 student's 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 basis

#### **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), 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 overall rules posted in this handbook that each student will follow.

#### **H. LAW ENFORCEMENT QUESTIONING OF STUDENTS**

Any time a law enforcement officer requests school approval to question a child the school shall first notify or attempt to obtain parent/guardian permission, unless directed by law enforcement not to contact the parent/guardian. 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. Takini School will not interfere with the actions of law enforcement taken to address emergency situations and will rely upon a law enforcement officer's direction to the School regarding authority of law enforcement to question students.

#### **I. INTERVIEWS AND SEARCHES**

The School may notify parents(s)/guardians of any pending searches or interviews of students by school officials, to permit their involvement, unless such search is necessary to protect 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 offense, the right against self-incrimination does not exist. Every effort shall be made to notify parents/guardians of any pending searches or questionings. If unable to reach a parent/guardian, the office will notify the parent(s)/guardian of the search or interview 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 has an interest in ensuring the health and safety of its students that must be balanced against students' expectations of privacy. This Policy is intended to balance the students' expectations of privacy against the School's interests in the safety of its students and personnel.

The school reserves the right to search students, and student personal property including cellular and other electronic devices 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 searched by other means, including canine searches, by the respective Principal and one member of the professional staff. The student to whom the locker belongs should be present if possible.

The School Board has determined that there is a real risk to health and safety from weapons that warrants additional student screening procedures upon entry to the School. To address this threat, the School may conduct random searches of student backpacks and bags upon entry to the School grounds and after exiting and re-entering the School building. The School may also install a metal detector or use a wand at the entry doors to the School for the purpose of preventing the presence of weapons in the School and require all students to clear the metal detector or wand. Any student who does not clear the metal detector or wand will be required to search of their personal property and person prior to entry. Students and parents are notified with the adoption of this Policy that the School will conduct random searches upon entry to the building to mitigate the serious and real risk posed by the presence of weapons in the school.

The Chief Administrator shall distribute a copy of this Policy to all legal guardians or parents of students at the beginning of the School Year, and to all new students and their parent or legal guardian to the School. A copy of this Policy shall be posted at the Main entrance to the School.

#### **K. BACKPACKS**

Grades 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**

The Indian Child Protection and Family Violence Prevention Act, Pub. L. No. 101-630, 104 Stat. 4531 (codified as amended at 25 U.S.C. §§ 3201-3211)(1990), 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. The Act 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. Likewise, the Crime Control Act of 1990, Pub. L. No. 101-647, 104 Stat. 4789 (codified at 42 U.S.C. § 13031), 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 and group counseling and career awareness. The counseling program will handle such problems e.g., 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 Principal and asking to speak with the counselor.

## **N. STUDENT DUE PROCESS PROCEDURES ON GRIEVANCES AND COMPLAINTS.**

Every student and/or their parents/guardians are entitled to due process for decisions made by the School. Due process is defined as the right to notice of the decision made by the School and meaningful opportunity for the student and his/her parents/guardians to be heard by decision-making authorities.

### **1. Grievances Not Involving Student Discipline.**

All students and their parent/guardian have a right to due process and the right to grieve any decision made by the School. For student discipline matters, the procedures set forth in Section P will apply. For any other matter that is not a discipline matter, the process for filing a grievance is as follows: Student/Parent/Guardian complaints regarding any discipline other than expulsion or long-term suspension (ten (10) or more days) shall follow these steps:

- a. The Complainant shall file the written complaint with the Principal.
- b. The Principal shall respond in writing within five (5) school days.
- c. If unsatisfied with the Principal's response, the Complainant shall appeal to the Chief Administrator within five (5) days of the Principal's response. The Chief Administrator shall meet with the Complainant. The Chief Administrator shall respond in writing within five (5) school days of the meeting.
- d. If unsatisfied with the Chief Administrator's response, the Complainant shall file a written appeal to School Board with the Chief Administrator's Office within five (5) school days of the Chief Administrator's response.
- e. A hearing with the School Board will be scheduled, notice of which will be sent to the Complainant. The parent/guardian may consent to the School Board making a decision based on the written record or may proceed with a Hearing.
- f. The School Board may issue its decision orally at the hearing and in any event shall issue its written decision within five (5) school days.
- g. The decision of the School Board shall be final and not subject to further appeal.
  - i. All hearings before the School Board will be in executive session and not in public session.
  - ii. The School Board may appoint a Hearing Officer, which may be the school attorney, to conduct the proceedings and keep order.
  - iii. The student and/or parent/guardian will be provided with the opportunity to present their grievance. The Chief Administrator will provide the School Board with the basis for the decision and the written record prior to appeal during the hearing.

- iv. The parent/guardian and/or student shall have the right to be represented at their own expense by an attorney or other representative.
- v. The parent/guardian and/or student shall have a right to examine any documents presented at hearing and the right to request a copy of such documents in advance of the hearing, which will be provided within 48 hours of a request for such records; the right to ask questions of any persons testifying at hearing, and the right to call their own witnesses.
- vi. The School Board shall deliberate in executive session without the parent/guardian and/or student present and may make a decision on the record at hearing and shall issue a written decision within 5 school days of the hearing.
- vii. There is no appeal from the decision of the School Board.

## **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 Principal. This should be an announced departure by contacting the 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: 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

### **1. 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:

#### **a. 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.

#### **b. 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 (5) 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 (10) 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(s)/guardian and the student to secure parent/guardian support and/or awareness to the concerning violations therefore if the parent/guardian meets with the administration before the maximum three (3)-day suspension has ended the student could return before the maximum three (3)-day suspension.

## **2. 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:

### **a. 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 (e.g., wrestling, piggyback riding, tackling, etc.)

## **b. Consequences for Level II Offenses**

### **1st Offense**

Verbal redirection conference with the Administration

### **2<sup>nd</sup> Offense**

Parent/guardian contact

Detention 2 – 6 hours

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

### **3<sup>rd</sup> 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/guardian and the student to secure parent support and/or awareness to the concerning violations therefore if the parent/guardian meets with the administration before the maximum three (3)-day suspension has ended the student could return before the maximum three (3)-day suspension.

## **3. 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.

### **a. 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.

#### **b. Consequences for Level III Offenses**

##### **1<sup>st</sup> 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
- o Three (3) days out of school or when parent comes for a conference suspension could be removed
  - Parent/guardian Contact
  - Counselor Referral

##### **2<sup>nd</sup> Offense**

In-school suspension 1-3 days  
 Parent/guardian conference  
 Counselor Referral  
 Behavior Contract (Intervention program as required)  
 Out-of-School suspension (3-5 days) if verbal abuse is directed toward staff

##### **3<sup>rd</sup> Offense (3 or more offenses)**

Out of School Suspension (5-10 days)  
 \*\*\*Pyramid Process of In-School Suspension (Intervention program as recommended)  
 Parent/guardian conference  
 Counselor referral  
 Behavior contract

#### **4. Level IV Offenses:**

##### **a. 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 incite another person (Bandannas and colors that are gang related as determined by an administrator will not be allowed on campus).

\*Breaking and entering

**b. Consequence for Level IV Infractions**

**1st Offense**

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

**2nd Offense**

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

**3<sup>rd</sup> Offense**

Out-of-school suspension 3 days  
Referred for expulsion hearing  
Parent/guardian contact

**Note:** It must be understood that repeated infractions may require more direction for the student and/or parent/guardian. 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 a fifteen (15)-day process where the student is assigned. This process would be carried out as follows: Week One, five (5) days of ISS; Week Two, four (4) days of ISS; Week Three, three (3) days of ISS; Week Four, two (2) days of ISS; Week Five, One (1) 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.

## **5. 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.

## **6. Level V Offenses:**

### **a. Level V 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.**

### **b. Consequences for Level V Offenses:**

#### **1<sup>st</sup> Offense**

Suspension up to 3-5 days

Parent/guardian 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.

#### **2<sup>nd</sup> Offense**

Parent/guardian meeting

Counseling referral

Behavior Contract

Suspension pending further administrative action (recommendation for expulsion)

## **7. Level VI Offenses:**

### **a. Level VI Infractions:**

\*Weapons

\*Explosives

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

**b. Consequences for Level VI Infractions**

**1st Offense**

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

**8. Situations defined in greater detail**

**\*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, e.g., 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.

## **P. STUDENT DISCIPLINE GRIEVANCE PROCEDURES**

For all student discipline actions, 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;
- Notice of any rule infraction;
- Explanation of the evidence supporting the infraction;
- An opportunity to present the student's side of the story;
- Appropriate consequence(s).

### **1. SHORT TERM DISCIPLINARY ACTIONS (Building Principal can issue**

**Out-of-School Suspension not to exceed 10 school days).** For all short-term disciplinary actions (one (1) to ten (10) days out-of-school suspension), students will have an informal administrative hearing with the building Principal. There is no appeal on an informal hearing.

### **2. LONG TERM DISCIPLINARY ACTIONS (Out of School Suspension longer than 10 school days or Expulsion)**

The Chief Administrator may recommend out of school suspension longer than ten (10) school days or expulsion to the School Board and may suspend a student pending a decision on a recommendation for expulsion or long-term suspension by the School Board. Expulsion is defined as removal from enrollment in the School for any period of time over one school calendar year. The School Board may expel a student for any period of time from the remainder of the current School Year to a permanent expulsion from the School.

In all cases of recommendation for long-term suspension or expulsion, the Chief Administrator will issue a written notice to the student and parent/guardian that includes:

- a. The factual basis for the recommendation;
- b. The School Policies that apply;
- c. Notice of the right to a hearing before the School Board and the date, time and location of the hearing;
- d. Notice of the hearing rights, which include:
  - ii. All hearings before the School Board will be in executive session and not in public session.
  - iii. The School Board may appoint a Hearing Officer, which may be the school attorney, to conduct the proceedings and keep order.
  - iv. The student and/or parent/guardian will be provided with the opportunity to present their grievance. The Chief Administrator will provide the School Board with the basis for the decision and the written record prior to appeal during the hearing.

- v. The parent/guardian and/or student shall have the right to be represented at their own expense by an attorney or other representative.
- vi. The parent/guardian and/or student shall have a right to examine any documents presented at hearing and the right to request a copy of such documents in advance of the hearing, which will be provided within 48 hours of a request for such records; the right to ask questions of any persons testifying at hearing, and the right to call their own witnesses.
- vii. The School Board shall deliberate in executive session without the parent/guardian and/or student present and may make a decision on the record at hearing and shall issue a written decision within 5 school days of the hearing.
- viii. There is no appeal from the decision of the School Board.

### **3. DISCIPLINE OF STUDENTS WITH DISABILITIES/MANIFESTATION DETERMINATION**

Discipline of students with disabilities will adhere to Individuals with Disabilities Education Improvement Act regulations and procedures. Students with disabilities will be disciplined in the same manner as students who do not have a disability. However, should a disciplinary infraction require more than a ten (10)-day suspension or if a pattern of repeated infractions exceeds ten (10) days, a Manifestation Determination meeting will be held to determine whether the behavior is a direct result of the disability. If the determination is made that that the behavior was not a manifestation of the disability, the student shall be disciplined in accordance with School Policies on student discipline. If it is determined that the behavior was a manifestation of the disability, the IEP Team will recommend appropriate discipline and any changes to the IEP to assist the student. Serious infractions involving drugs, weapons, or serious bodily injury can result in a disabled student being removed from the school for up to forty-five (45) days without a change in placement. Education services will be provided to disabled students who have been suspended for more than ten (10) days.

## **SECTION 12: SCHOOL BUILDINGS AND GROUNDS**

The TAKINI School Board, in enforcement of the Every Student Succeeds Act, 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 School Board authorizes the use of video surveillance on Takini property to ensure the health, welfare, and safety of all staff, students, and visitors to Takini School and to safeguard Takini School, grounds, and equipment. The Chief Administrator or designee will approve appropriate locations for video surveillance.

The Chief Administrator will notify staff and students through staff and student handbooks or by other means that video surveillance may occur on Takini property. A notice will be posted at the main entrance of all Takini buildings indicating the use of video surveillance.

Takini may choose to make video recordings a part of a student's educational record. Takini School will comply with all applicable federal laws related to record maintenance and retention.

Permission for parental/guardian viewing of any student video recordings must be requested from the Chief Administrator or designee in writing.

Video recording will be without sound except on school buses and building front door buzzers where it will be posted that video recordings may include audio.

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.

The Chief Administrator is authorized to release a copy of video surveillance to Federal or Tribal law enforcement, in response to a subpoena of any court of competent jurisdiction, or to a medical professional in the case of emergency need to treat a student or employee that cannot await School Board approval, without School Board approval. Any other disclosure for good cause requires prior approval of the School Board.

### **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)*

### **SECTION 13: 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 misses the bus, the 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. The bus driver has the authority to assign seating at his/her discretion.

#### **B. 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.

**1. Pick-up Sites:**

The bus will wait no more than two (2) minutes after the horn sounds per house stop, unless the student(s) is 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.

**2. 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.

**3. Seasonal Bus Stop:**

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

**4. Gates of Obstructions:**

Bus drivers must stay in the vehicle and cannot open gates to residences' roads, which 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.

**C. 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 canceled, it is canceled for *both* AM & PM transportation runs.

**D. 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 from the bus and parent(s)/guardian will be contacted).

11. No fighting or rough play.
12. During winter months all students must wear appropriate winter coats, etc. This list is not inclusive.

#### **E. 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.***

#### **F. 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.

#### **G. 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.

### **SECTION 14: 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. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity offered by a recipient of federal financial assistance. Title IX's prohibition on discrimination on the basis of sex includes prohibition of discrimination based on sexual orientation or discrimination based on gender identity. Additionally, the Cheyenne River Sioux Tribe Education Code, Section 905, provides:

It is the policy of the Cheyenne River Sioux Tribe to give schools and other educational institutions the guidance and information needed to create a safe, supportive, and nondiscriminatory learning environment for all students on the Cheyenne River Reservation. LGBT students experience verbal and physical harassment or assault in school, are at higher risk for suicide, and may perform poorly academically when they are harassed or bullied. All local schools and alternative educational institutions shall therefore develop LGBT anti discrimination policies.

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, as well as the policies set forth in the CRST Education Code.
- 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.
- 6) To work to create a safe, supportive, and nondiscriminatory learning environment for all Takini students, including Two Spirit and LGBTQ+ students. Takini School students and staff will respect the right of every student to self identify as he/she/they. Takini School Administration will develop a bathroom facilities use plan for any Two Spirit and/or LGBTQ+ student that ensures bathroom facility access based on gender when requested by the student or their parent/guardian.

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](mailto: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 school'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 Chief Administrator	HC 77 Box 537 HOWES, SD 57748	605-538-4399	<a href="mailto:corry.roberts@takiniskyhawks.com">corry.roberts@takiniskyhawks.com</a>
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	<a href="mailto:@takiniskyhawks.com">@takiniskyhawks.com</a>

## B. MCKINNEY-VENTO ACT

### 1. 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.

### 2. Homeless Policy

The TAKINI School policy regarding:

- Enrollment: Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, e.g., academic records, medical records, proof of residency, degree of Indian blood, or other documentation.
- 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.
- Notice of Rights: Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- 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.

- e. 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.

### **3. School Enrollment Questions:**

- a. Students experiencing homelessness can attend school in the attendance area where the child or youth is currently living.
- b. Students must be enrolled immediately even without records or proof of residency.
- c. If immunization records are missing the school must refer the parents/guardians to the local public health office.
- d. If proof of residency is lacking, the parent or guardian may sign an affidavit stating the family is homeless.

### **4. Transportation**

Transportation may be provided based on individual needs.

### **C. FOSTER CARE PLAN**

Under the requirements of the federal Elementary and Secondary Education Act of 1965 (ESEA), as amended by Every Student Succeeds Act (ESSA), Section 1112(c)(5)(B) Title I educational stability provisions, each school district shall have a Foster Care Plan developed and disseminated to all stakeholders.

In Section 1111(c)(5), the school district must collaborate with the Child Welfare Agency and Tribal Child Welfare Agencies (CWA) to implement the Title I educational stability provisions. Therefore, each school district shall develop a clear, written Foster Care Plan. As such, the Foster Care Plan for Takini School shall be as follows:

#### **1. Foster Care Point of Contact and Responsibilities.**

The Takini School will designate at least one person to serve as the Foster Care Point of Contact (POC). The POC may also be the homeless student coordinator. This designation will be updated annually. If additional staff members are needed to meet the requirements, the Takini School will make assignments as deemed necessary. The POC will work in the best interest of the child to ensure that all educational requirements are being met.

The POC will work closely with the CWA to:

- Coordinate with the corresponding child welfare agency POC to implement Title I provisions;
  - Lead the development of a process for making the best interest determination;
  - Document the best interest determination;
  - Facilitate the transfer of records and immediate enrollment;
  - Facilitate data sharing with the child welfare agencies, consistent with FERPA and other privacy protocols;
  - Develop and coordinate local transportation procedures;
  - Manage best interest determinations and transportation cost disputes;
  - Ensure that children in foster care are enrolled in and regularly attending school;
- and



- Provide professional development and training to school staff on Title I provisions and educational needs of children in foster care, as needed.

## 2. Decision-Making Process.

A committee will meet to determine if the school of origin is not in the best interest of each foster care child and the appropriate placement of the child. The committee will be comprised of the site administrator or representative, the POC, and a member of the CWA. In emergency circumstances the CWA has the authority to make an immediate decision regarding the school placement, and then consult with the School Board and revisit the best interest determination of the child.

In the event of a disagreement regarding school placement for a child in foster care, the CWA will be considered the final decision maker in making the best interest determination. The CWA is uniquely positioned to assess vital non-educational factors such as safety, sibling placements, the child's permanency goal, and other components of the case plan. The CWA also has the authority, capacity, and responsibility to collaborate with and gain information from multiple parties including parents, children, schools and the court in making these decisions.

## 3. Documentation or Records that Should be Shared Between Parties.

Foster care parents, social workers or other legal guardians will be allowed to immediately enroll children in foster care in the school district without having the necessary paperwork (e.g., birth certificates, shot records, academic records, special education records, etc.). This is to help aid the student with a smooth transition into the district. The receiving school district will contact the school district of origin for the records and make adaptations as needed. After enrollment, the following guardianship or legal custody documents shall be provided for verification by the foster family or CWA:

- Power of attorney
- Affidavit
- Court Order

Takini School will share education records with the CWA that are allowed by the Family Educational Rights and Privacy Act (FERPA) and other state privacy laws. This allows educational agencies to disclose without parental consent educational records, including IDEA, of students in foster care to the CWA.

## 4. Collaborative Structure.

The POC will meet with the site administrator, school counselor, classroom teacher, and foster parent as needed to discuss the progress of the child in foster care and will document the results of meetings. All decisions will be made utilizing a collaborative team approach to determine what will be in the best interest of the child.

## 5. The best interest determination document regarding the child's school placement (school of origin or the receiving school).

Takini School shall utilize a designated form in making a "best interest" determination for each child in foster care. The final determination as to what is in the best interest of the child will be made by the CWA.

## 6. Transportation Procedures.

Children in foster care will be entitled to transportation services in the same manner as all other children in the school district. In addition to regular transportation routes, the

school district will collaborate with the CWA when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or district when it is in the best interest of the student. Under the supervision of the Chief Administrator, the POC will invite appropriate district officials, the CWA, and officials from other districts or agencies to promptly arrange cost-effective transportation for the student.

7. Responsibilities and costs related to student transportation.

Takini School will collaborate with the CWA to develop and implement clear, written procedures governing how transportation is provided to maintain children in foster care in their schools of origin. The school district will also work with the CWA to reach an agreement in regard to covering the transportation costs. The agreement will cover how the transportation will be provided, arranged, and funded for the duration of the child's time in foster care. Each agreement can/will vary greatly because the unique needs of each child should be considered in making the decision on transportation.

8. Clear, written policies that will remove barriers to immediate enrollment and record transfers for children in foster care.

The Takini School Board has modified existing board policy to eliminate any barriers to enrollment and/or transfer of educational records for children in foster care.

## **D. COMPLAINT PROCEDURE**

### **1. 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 its tasks more effectively.

The School 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.

Complaints about staff will be given respectful attention. If the complaint warrants an investigation, due process rights will be maintained. Within 5 school days of receiving a complaint about staff, the Chief Administrator will issue a written notice informing the complainant of the decision on the complaint and general actions taken on the complaint in writing. Complaints regarding staff made to the School Board directly will be referred back to the Chief Administrator for investigation and action and will not be acted upon directly.

Public complaints on matters not involving staff conduct shall be filed in writing with the Chief Administrator. The Chief Administrator will respond in writing within 5 school days. A member of the public may appeal the decision of the Chief Administrator by filing a written appeal stating the reasons for the appeal in writing within 5 school days of the date of the Chief Administrator's written decision. The Chief Administrator 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. The School Board will issue a written notice of decision. There shall be no appeal from the School Board's decision.

## **E. SEXUAL HARRASSMENT 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.

### **1. 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.

### **2. Examples of Sexual Harassment**

- a. Sexual advances;
- b. Touching of a sexual nature;
- c. Graffiti of a sexual nature,
- d. Displaying or distributing sexually explicit drawings, pictures or written materials;
- e. Sexual gestures;
- f. Sexual or "dirty" jokes;
- g. Pressure for sexual favors;
- h. Touching oneself sexually or talking about one's sexual activity in front of others;
- i. 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:

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

### **3. 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.

### **4. Confidentiality**

- a. 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.

- b. 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.

## **F. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (hereinafter "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/guardian or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Parents/guardians 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/guardian 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 (hereinafter "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/guardian 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:

<p>Regional Director Department of Education Office for Civil Rights 816-880-4202 TDD 816-891-0552</p>	<p>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)</p>
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#### **G. 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 accommodation 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.

#### **H. CORPORAL PUNISHMENT AND 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." Prone restraint will not be used under any circumstances.

The TAKINI School will not utilize prone restraint or seclusion at any time as a form of discipline. All TAKINI Staff members are Crisis Prevention Intervention Certified.

## **I. ASBESTOS**

The Asbestos Hazard Emergency Response Act requires that all school buildings be inspected or re-inspected for the presence of asbestos every three (3) 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.

## **SECTION 15: ATHLETICS AND CO-CURRICULAR ACTIVITIES POLICIES**

### **A. RACIAL HARASSMENT, VIOLENCE, AND TAUNTING IN SDHSAA SPONSORED ATHLETIC AND FINE ARTS ACTIVITIES—PARTICIPANTS AND SPECTATORS**

#### **1. General Statement of Policy.**

The South Dakota High School Activities Association believes that all individuals should be treated with respect and dignity. Students should be able to participate in SDHSAA sponsored activities in an environment that is free from racial slurs, racial harassment and racial discrimination. Furthermore, the SDHSAA disapproves of any form of taunting which is intended or designed to embarrass, ridicule or demean others under any circumstances including on the basis of race, religion, gender or national origin. It shall be a violation of this policy for a participant in or spectator of SDHSAA activities to engage in racial harassment, racial violence or taunting.

#### **2. Definitions**

- a. Racial Harassment:** Racial harassment consists of conduct relating to an individual's race when the conduct: 1. has the purpose or effect of creating an intimidating, hostile or offensive environment; or 2. has the purpose or effect of emotionally or unreasonably interfering with an individual's performance.
- b. Racial Violence:** Racial Violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race. Acts of racial violence shall be immediately referred to law enforcement.
- c. Taunting:** Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others. This includes profanity, negative chants, trash talk, name-calling, or personal attacks. These actions are unacceptable and shall be immediately addressed by school/tournament administration and/or contest officials with consequences up to and including removal from the facility (spectators) or unsportsmanlike conduct/flagrant misconduct (players/coaches).

#### **3. Violations regarding Racial Harassment**

- a. Spectator Violation-** Any spectator violating the Racial Harassment portion of this policy shall be immediately removed from the facility by contest

administration and/or contest officials. The spectator shall be subject to the conditions specified within the SDHSAA Student/Coach Spectator Ejection policy of the SDHSAA Athletic Handbook.

- b. Student-Athlete/Coach- Any student-athlete or Coach violating the Racial Harassment portion of this policy shall be immediately ejected from the contest by the contest officials via the rules of that activity under flagrant misconduct. Student-Athletes and Coaches shall be subject to the conditions specified within the Student/Coach/Spectator Ejections policy of the SDHSAA Athletic Handbook.
- c. A report of any ejection made of a spectator, student-athlete, or coach via Racial Harassment must be submitted to the SDHSASA office.
- d. Member schools with repeated violations of this policy will be requested to report to the SDHSAA Board of Directors with plans of how to eliminate incidences of these issues within their activity programs.
- e. Incidents that occur and are not handled according to policy should be referred to the SDHSAA for investigation.

## **B. PHILOSOPHY**

The School Board supports the concept that a wide variety of extracurricular and co-curricular activities should be made available to students. Included in such activities shall be interscholastic athletics. However, participation in such activities is a privilege and not a right. The interscholastic athletic program of this district shall be considered as an extracurricular part of the total school program. It is neither required nor part of the basic instructional program.

## **C. ELIGIBILITY**

- 1. Rules and guidelines for interscholastic athletics at Takini High School shall be governed by the South Dakota High School Activities Association (SDHSAA).
- 2. A current SDHSAA Handbook shall be made available to each Head Coach, Athletic Director and Principal. (Handbook updated each July.)
- 3. Each coach and administrator is responsible for administering these regulations.
- 4. Topics covered by SDHSAA Handbook include the following as well as other topics that each coach and administrator is responsible for being familiar with.
  - a. General Eligibility
  - b. Age and Attendance
  - c. Transfer Rule
  - d. Competitive Season (each sport)
  - e. Scrimmage
  - f. Outside Competition
  - g. Specialized Sports Camps

## **D. GENERAL ELIGIBILITY**

A student shall be eligible to represent his/her school in an interscholastic activity sanctioned by the SDHSAA if such student meets the following specific requirements:

1. The student is a bona fide undergraduate member of his/her school.
2. In the judgment of the principal of the student's school he/she is representative of the school's ideals in matters of citizenship, conduct, and sportsmanship.

#### **E. GENERAL ATHLETIC RULES**

The athlete is an ambassador and representative of the school and is expected to follow these guidelines:

1. To emphasize the proper ideals of sportsmanship and ethical conduct.
2. A student athlete who joins a sport is expected to finish the season. Failure to finish out a season will make the athlete ineligible to join another sport the following season. A trial period for each sport will be allowed to give the participant ample time to change his/her mind about continuing the sport. This trial period ends after the first game of the season. In some cases where an athlete may have the opportunity to join two sports or activity during one sport season the athlete will be allowed to declare preference to a primary sport or activity. If the activity is unable to keep the commitment of one of the two sports/activity he/she may quit the undeclared sport/activity. Athletes that are allowed the option to declare primary sport/activity must be advised completely by the two head coaches involved. If neither of the coaches explains clearly to the athlete and parents about the possible consequences for quitting a sport the athlete will not face adverse consequences for quitting the sport. Athletes are entitled to an administrative review hearing (due process) in the event the athlete is declared ineligible because of this rule. The athlete may appeal the administrative decision to the coaches' executive council. If the athlete wishes he/she has the right to appeal to the Chief Administrator and school board in the event of a negative ruling by the coaches' executive council.
3. To be eligible for participation in any practice the student must appeal to the Chief Administrator and school board in the event of a negative ruling by the coaches' executive council.
4. To be eligible for participation in any practice the student must be in attendance at school at least four (4) consecutive school days M-TH. To participate in a game, the student must have been in attendance in all class periods on that day. When the competition is on Friday or Saturday, the student must be in attendance in all class periods on Thursday. Dentist and Doctor appointments are an exception and are considered excused absences, when proof is provided to with the principal, athletic director, or coach. If circumstances arise where the absence is none of the above, then prior approval must be requested from the principal. The athletic director, in cooperation with the principal and the school counselor will determine and certify individual athletic eligibility.
5. To respect the integrity and judgment of sports officials.



6. To show cordial courtesy to opposing teams at home and when traveling.
7. To establish a happy and friendly relationship with teammates and opposing players.

#### **F. UNIFORMS**

Any athlete who loses or damages a uniform will be responsible for its replacement.

#### **G. ATHLETIC AWARDS POLICY**

This policy is designed to give an award that represents a meaningful achievement each time an athlete participates in a sport.

Certificates will be given at the end of the school year.

A chenille letter is given to an athlete one (1) time only when the athlete first earns a varsity letter. Only an athlete who has actually earned a varsity letter may purchase extra chenille letters.

#### **H. CRITERIA FOR LETTERING**

Athletic letters should be earned in the following manner all in varsity play:

- Complete the season
- Basketball: Play in one quarter per each varsity game
- Track: Earn 15 Team Points
- Volleyball: Participate in each scheduled Volleyball Match.

It is noted that coaches may consider “unusual circumstances” if the above requirements are not met.

If a student/athlete is found with a **second positive result** in School’s adopted drug/alcohol policy he/she will forfeit the Athletic Awards Letter for that particular sport for that given year.

#### **I. RULES FOR CONDUCT FOR ATHLETES**

Athletes are representatives of the school district, the community, the league, and their parents. As leaders in the school, athletes are expected to conduct themselves in a manner prescribed by the school district. This conduct shall continue throughout the year and not just for a particular sports season.

##### **1. Training Rules:**

A. Basic Training rules are necessary for the health and safety of athletes. The Head Coach shall establish basic training rules approved by the Athletic Director, which are necessary to the particular sport (e.g., diet, sleep, language, body conditioning, grooming, etc.). It shall be the responsibility of each coach to make sure that his/her team is aware of training rules given to each athlete and the Athletic Director.

B. The Head Coach shall have the prerogative to discipline athletes who break training rules. Violations of training rules for athletes will be subject to a penalty ranging from suspension and/or a recommendation for the athlete to be expelled from the athletic program.

##### **2. School League and SDHSAA Rules**

- a. School district policy, procedures, and building codes of conduct specify the standards of behavior which every student is expected to follow while in high school. Athletes are expected to maintain the same standards of behavior.
- b. SDHSAA rules governing the behavior of athletes and coaches are to be adhered to (refer to SDHSAA handbook)
- c. The list below is not exclusive and includes all other school rules.

### **3. Student Alcohol and Drug testing**

**a. Policy Statement:** The Takini School is conducting a mandatory alcohol and drug-testing program for Student Athletes. 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 Chief Administrator or his/her 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 of 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 unopened to the testing lab

with the sample, with instructions for the lab to consider the student's use of such medication to ensure 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 Chief Administrator 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 Chief Administrator or to such person as the Chief Administrator 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:

- i. The second sample will be submitted to the testing lab for testing.
- ii. 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 Chief Administrator, 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:

- i. Participation in the drug and alcohol education/assistance program and submission to weekly testing for six weeks, or;
- ii. 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.

**m. Non-Punitive Nature of Policy:**

No Student Athlete shall be penalized academically for testing positive for alcohol or illegal drugs.

The results of the tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of tests will not be 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.

#### **4. Sportsmanship**

- a. Athletes shall display good school sportsmanship at all times. Disciplinary action taken by the principal's office may be supplemented by additional action by the coach. Students suspended from the regular school days are also suspended from attending all practices and contests during the term of the suspension (home and away).
- b. The athlete shall display good sportsmanship at all times. Horseplay, bad language, failure to follow the instructions of the coach and/or officials may lead to suspension.

#### **5. School Attendance**

- a. An athlete absent from any class without just cause, as determined by the Principal shall be ineligible to participate in contests and practices that day. Repeated violations of this rule may lead to suspension or expulsion from the team.

#### **6. Basic Athletic Rules and Courtesy**

- a. Every athlete will be expected to present a neat, clean, and well-groomed appearance. The coach shall determine appropriate dress for an athletic activity.
- b. An athlete planning to be absent from practice or game must notify the Head Coach before practice/game. The Coach must be notified by parent/guardian by written note, telephone call or personal contact. The Head Coach will then determine if the reason is valid and act on that judgment.
- c. No public display of affection is allowed at games or on trips,
- d. Students must comply with all school discipline and attendance policies in order to remain in good standing, as an eligible team member (must be in attendance four consecutive class periods).
- e. The Head Coach will immediately discipline any student who intimidates an official, displays unsportsmanlike behavior.

#### **J. GUIDELINES**

1. Activity offerings shall be of sufficient variety and number to meet the wide range of interest of students.
2. Most activities, with the exception of athletics, shall be an outgrowth of curriculum activities.
3. Participation shall be voluntary.
4. Guidance shall be offered to encourage non-participants who need the activities and to curb the overly enthusiastic from over-participation at the expense of academic performance.
5. All activities shall be supervised. All clubs and groups shall have an advisor or coach approved by the Chief Administrator and school board.

6. In order to participate in co-curricular and extracurricular activities, a student must meet the requirements for Takini High School students. The eligibility of students for all activities will be based on the student's grades. There will be an eligibility list distributed weekly. All events must be scheduled with the principal at least nine weeks before the event takes place.
7. Students who represent the school in extracurricular activities will bear a greater responsibility in being role models for other students. Accordingly, the provisions of the Board policies will be applicable at any time 24 hours a day and at any place from August 1 to the last day of each school year or whenever students are participating in a school sponsored activity.
8. Sponsors have full authority on activity trips to handle situations, as they deem appropriate. Actions might include **removal from participation in the activity, sending students home if accompanied by a sponsor or parent, and calling parents and administrators.**
9. Nothing in these regulations will provide a sponsor or coach from setting higher standards for participation in a club or on a team. **General Guidelines:**
10. These guidelines apply to all students participating in athletics and/or extracurricular activities both at home and away.
11. Violation of Takini school policies (i.e. profanity, liquor, rowdiness on the bus, drugs, tobaccos, etc.) will result in disciplinary action relating to participation in the activity.
12. Failure to comply with directives from the coach/sponsor/administrator will result in disciplinary action relating to participation in the activity.
13. The following behaviors will also result in disciplinary action:
  - a. Shoplifting.
  - b. Inappropriate dress that is not representative of Takini School.
  - c. Disrespect toward opponents, officials, fans, faculty and staff.

**Note:** Due Process will be granted to any athlete as defined in the Student Handbook

#### **K. GUIDELINES FOR TRAVELING**

1. All athletes must ride transportation provided by the school district to and from the athletic contest. Students who do not ride the bus will not be allowed to compete.  
**The Only exceptions are:**
  - a. Injury to a participant that would require alternate transportation.
  - b. Prior arrangements made between the participant's parent/guardian and the administration/coach for the student to ride with the parent/guardian.
2. Permission must be in writing.
3. Participants may return with their parents/guardians if a request is made in person. They may not return with anyone else.
4. A student must be declared eligible in order to travel with the team.
5. Be ready, prepared with all gear packed.

6. All trash will be removed from the bus prior to the end of a trip. Failure to comply will result in the team members cleaning the bus immediately after incident is reports.
7. Dress: Students will be required to portray a positive image of the team and school in their dress when representing Takini High School as a student athlete.
8. Behavior: a Player's conduct on the road, should be cooperative and harmonious and not a wreaking havoc. A road trip is fun and exciting but should be taken seriously.
9. If someone reprimands a player for his/her behavior other than the coaching staff the Principal and the coaching staff shall handle the matter. Disciplinary action will be considered.
10. If a player is reprimanded for his/her behavior by an opposing teams' administration representative (principal, AD) the matter shall be handled by the Takini School administrative office. Suspension will be probable.
11. Players are allowed and encourages to bring extra food on the bus for pregame. The coaching staff from each sport reserves the right to limit the types of food brought on the bus. These items may vary between the coaches.
12. If an item is lost or forgotten at a game site, it is the player's responsibility to tell the coaching staff what is missing within 24 hours. The coaching staff is then responsible for making contact with the site and arranging for its return if possible. (Student is ultimately responsible)
13. The coach is in charge on all athletic bus trips. All activity trips shall be free of the following: profanity, liquor, drugs, use of tobacco (including chew), fighting and disrespect to others.

#### **L. SEASON SCHEDULES AND OFF-SEASON TRAINING PRACTICES**

The Athletic Director will coordinate the following information with the Head Coach for Students.

1. List opening and closing dates of all sports.
2. List locations of where to pick up summer camp information.
3. List suggested practices for athletes during the off-season.
4. Weight program
5. Exercise program (if no weights available)
6. Running program
7. Nutritional program

#### **M. STUDENT MANAGERS AND THEIR RESPONSIBILITIES**

Managers of varsity sports teams play an important, and sometimes overlooked part in the overall success of the season. Managers help make practices go smoothly and road trips complete with incident. The films of games and practices that the managers produce are important to the coaching staff and the athletes. It is an asset to every coach if a quality, hardworking, responsible individual take the role of manager of their team. The manager can't be a junior high student.

1. The manager is expected to participate at every practice and game, absences must be cleared by the head coach of the sport-number of absences will apply to athlete and manager alike. Absences allowed before termination will be the same number as applied to athlete.
2. The manager will be a competent statistician. The coaching staff will be responsible for the education of the manager.
3. The manager will be a competent video coordinator. Game and practice videos may be required. These videos may be the only source of scouting for a coach. These videos are extremely important. The coaching staff will be responsible for orientation and overall supervision of the student manager.
4. The manager will perform all pre-game and post-game chores assigned to the position. Towels, water, medical kit, and stat book could be an example of the things a manager handles for pre-game. Post-game chores may include being accountable for all of the pre-game equipment. Final inspection of locker rooms to make sure nothing is forgotten (home or on the road) is also as assigned responsibility. In actuality, the Head Coach will make final inspection of locker rooms.
5. The same disciplinary rules that apply to players will apply to the managers. In essence, the manager is considered a player and will be expected to work as hard at the job as a player does on the game.

#### **N. CHEERLEADERS AND DANCE TEAM**

Cheerleaders will abide by all rules of eligibility and behavior described in this handbook. The Cheerleading Sponsor will work closely with the Athletic Director and Principal to coordinate activities at home and away games. The Sponsor will discuss with the cheerleaders and the student body the need for showing good sportsmanship at all times.

#### **O. ACTIVITIES**

Any organized group within the school that prepares or practices for competition with any other organization will be considered an active team. These teams will follow all guidelines in this handbook. - All active participants in these organizations will consider themselves "student/athletes" as pertaining to the guidelines set forth.

#### **P. END OF SEASON**

Students are responsible for all uniforms loaned to them by Takini School. All athletic materials must be returned to the school before the athlete will be cleared by the Athletic Department. Takini High School reserves the right to change the player for lost uniforms or equipment.

### **SECTION 17: ADMINISTRATION OF POLICIES**

**A. LOCATION OF SCHOOL POLICIES**

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

**B. ADMINISTRATIVE DISCRETION**

**SCHOOL ADMINISTRATION HAS THE AUTHORITY TO USE DISCRETION IN THE INTERPRETATION AND APPLICATION OF THESE POLICIES EXCEPT WHERE THERE ARE FEDERAL MANDATES. ANY ISSUE ARISING WITHIN THE SCHOOL FOR WHICH THERE IS NO POLICY WILL BE ADDRESS BY THE CHIEF ADMINISTRATOR UNTIL THE ISSUE CAN BE PRESENTED TO THE SCHOOL BOARD TO ESTABLISH POLICIES.**



## **APPENDIX I: STUDENT ACKNOWLEDGEMENT FORM CO-CURRICULAR ACTIVITIES AND ATHLETICS**

### **STUDENT CONDUCT RELATING TO CO CURRICULAR & EXTRACURRICULAR ACTIVITIES.**

I have had explained to me the provisions of the Board policies and regulations regarding alcohol and drug use by students and inappropriate possession or use of weapons by students and the regulations relating to conduct by participants in extracurricular activities. I understand that:

1. Appropriate consequences including suspension or expulsion may be imposed for alcohol use, possession, or distribution during school, on school grounds or while under curricular, co-curricular or extracurricular supervision.
2. Participation in extracurricular clubs and athletics is a privilege and not a right. Appropriate consequences including removal from all activities may be imposed for the following conduct at any time 24 hours a day and at any place from August 1st through the last day of the school year or whenever students are participating in a school-sponsored activity.
  - a. Drug, tobacco and/or alcohol use, possession or distribution
  - b. Possession or use of weapons as described in the student handbook
  - c. Theft
  - d. Other violations of sportsmanship and citizenship

**\*See chart regarding suspensions from games.**

3. Participation in any activities during the school year will require adherence to the Board policies and regulations.

4. Although school administrators will not seek to pry into the private lives of students, they will be expected to investigate any credible information received. Conviction or non-conviction by civil authorities will have no bearing on any disciplinary action taken as a result of school investigation.

5. Nothing in the policies or regulations prohibits a sponsor or coach from setting higher standards for participation in a club or a team.

6. Students and parents have the right to appeal any disciplinary action by following the police in the Parent/Guardian/Student Handbook.

**I have read and understood the Takini High School Athletic Handbook.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**I have discussed the above information with my son/daughter.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

## **APPENDIX II: 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 2024-2025 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 (2) 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:
  - Once in the first semester.
  - Once 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 or 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 my child.
2. Discuss with my child his/her goals on a regular basis.
3. Respect my child, myself, and others responsible for my child's education.
4. Talk to my child about school.
5. Monitor attendance.
  - Make sure my child is in school.
  - Send my child to school on time, prepared to learn.
  - Use Parent Portal as available.
6. Make 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 my child to read or read with him/her daily at home.
7. Visit my child's classroom to observe.
8. Participate in school activities with my child.
9. Stay informed about my child's education and communicate with the school by promptly reading all notices from the school and responding appropriately.
10. Participate, as appropriate, in decisions related to my child's education.
11. Serve, 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**

I, as a student, will be responsible for my 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 prepared to learn.
5. Talk to my parent(s)/guardian(s) 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:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **APPENDIX III: ACCEPTABLE NETWORK AND INTERNET USE POLICY**

### **Acceptable Network and Internet Use Policy TAKINI School 2024-2025**

#### **1. Introduction**

The Children's Internet Protection Act (hereinafter "CIPA"), Pub. L. No. 106-554, 114 Stat. 2763 (codified as amended in scattered sections of 20 U.S.C. and 47 U.S.C.) 47 U.S.C. § 254(h)(5) requires schools 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.

#### **2. 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 was 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 its 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.

#### **3. Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette. These include but are limited to being polite and not sending or encouraging others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.

#### **4. 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 applicable federal law, 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;
- b. Criminal activities that can be punished under law;
- c. Selling or purchasing illegal items or substances;
- d. The unauthorized collection of email addresses ("harvesting") from the Global Address List and other School directories;
- e. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- f. Circumvention of the School's Technology Protection Measure/filter to access blocked sites;
- g. Disclosure of minor's personal information without proper authorization;
- h. Student's disclosure of personal information such as the students' name, address, phone number, password, or social security number to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.
- i. Causing harm to others or damage to their property, such as;
  - 1) 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 forging other users' names, emails, files, or data; disguising one's identity, impersonating 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:**  
Using another's account password(s) or identifier(s);
  - 1) Interfering with other users' ability to access their account(s);
  - 2) 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.

**5. Off-Premises Use of Network**

Students under the age of eighteen (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 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-premises use of the Network and ensuring such use complies with this AUP.

**6. 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.

**7. Enforcement**

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school. 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, or 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:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Legal Guardian or Faculty Name:** \_\_\_\_\_

**Parent/Legal Guardian or Faculty Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

