



**Lakota Tech High School
Oglala Lakota County School District 65-1**

9-12 Student Handbook

2023-2024 School Year

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BOARD APPROVED 7.10.2023

Oglala Lakota County School District (OLCSD) MISSION: To Strengthen the Lakota Identity and Values of Students and to Assure Their Overall Well-Being and Academic Success.

Lakota Tech High School Beliefs: Lakota Tech exists to fulfill the community's vision of providing students with opportunities that prepare them for life after high school through a culturally contextualized career and technical education. We believe our students at Lakota Tech are capable, passionate, with limitless potential to succeed. We choose to be at Lakota Tech to positively guide, nurture students, and to cultivate a unique environment for them to become successful adults.

School Board Members:

President: Bryan Brewer

2nd Vice-President: Debbie Blue Bird

Member: Saunie K. Wilson

Vice-President: Robert Two Crow

Member: Angie Eagle Bull

Oglala Lakota County School District Administration:

Superintendent: Connie Kaltenbach

Business Manager: Sophie Conroy

Human Resource Director: Annette "Anne" Eagle Bull

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Lakota Tech High School Administration:

Principal: Chanda Spotted Eagle

Dean of Students: Cindy Giago

Athletic Director: Francis Big Crow

Assistant Principal: Alberta Wright

School Counselor: Jay Jacobs

Activities Director: Leonard "Yamni" Jack

Dear Parents, Guardians, and Students,

Welcome to Lakota Tech High School. We are pleased to have you as a part of our school family. At Lakota Tech, we want to strengthen your Lakota identity and values, while assuring your overall well-being and academic success. Your options for coursework will combine both college preparation and real-world workforce skills developed into a customized educational program. We are committed to working with you and your parents or guardians to ensure that you can learn and grow in a safe and supportive environment.

As a high school student, you will undergo many changes during your years here. There will be new friends, new teachers, new knowledge, and a variety of opportunities for you. Get involved! This is YOUR school. Lakota Tech offers many exciting career, technical education, academic, and extra-curricular opportunities for you! We encourage you to take advantage of all Lakota Tech has to offer and to accept the many challenges you will face with interest and enthusiasm. During high school, expectations of responsibility and leadership will increase. We hope that with clear expectations, a strong instructional program, and the support of your family, teachers, and administration, you will make the most of your high school experience.

This handbook has been written to inform you, our students and our families about Lakota Tech's policies and procedures. It contains important information that will allow you to better understand how your school operates. We look forward to working with each of you and to 2023-2024 being our best year yet at Lakota Tech High School.

Respectfully,

A handwritten signature in black ink that reads "Chanda Spotted Eagle". The signature is written in a cursive style. A large, diagonal red watermark with the word "DRAFT" is overlaid across the entire page, including the signature.

Ms. Chanda Spotted Eagle
Principal
Lakota Tech High School

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I. Academic Information

1. REGISTRATION/WITHDRAWAL

All student registrations must be completed prior to acceptance in to Lakota Tech High School.

Documents required for registration include:

- An official document showing proof of birth date (i.e. birth certificate, CIB)
- Certificate of Indian Blood
- Immunization Record (proof of COVID Vaccination or signed exemption)
- Transcripts of Grades and withdrawal from previous school
- Court orders of placement, if applicable
- Student's Social Security number
- 506 Form (completed annually)
- Impact Aide Form (completed annually)

Arrangements to transfer out of LTHS are to be initiated by the parent/guardian. In order to transfer from LTHS, students will obtain a transfer form stating why they are leaving. The transfer form also requires the signature of the student, parent, teachers, IT staff and the librarian to ensure all books, equipment and other LTHS property has been returned. This form, along with any fees for lost items must be returned and paid to the Registrar prior to records being released to student's new school.

2. STUDENT SCHEDULE INFORMATION

All students in grades 9, 10, 11, and 12 are required to enroll in at least four (4) courses per semester. For a complete listing of coursework and requirements, per grade level, please see **Lakota Tech High School Course Listing Handbook**.

3. ENROLLMENT DATES

Enrollment will be taken ongoing throughout the year. The following dates are guidelines in order for students to academically succeed and receive the credit for classes they need for on-time graduation is:

- Fall 2023 semester enrollment is July 17th-August 11th, 2023, First day of school August 21, 2023

- Spring 2024 semester enrollment is December 11, 2023-January 12, 2024. First day of 2nd semester January 18, 2024.

High school classes run at quarter and semester. It is extremely difficult to be academically successful if you miss more than 5 days in a quarter and 10 in a semester. Therefore, it is extremely important to register and start at the designated enrollment dates to set your student up for success.

If classes sizes reach capacity or it is too far into the quarter/semester for students to be successful academically, students will be referred to OLCSD Virtual High School, or have to wait to enroll the following quarter/semester.

4. CLASS SIZE INFORMATION

In order to create highly effective learning opportunities for students and provide adequate supervision and safety practices, the recommended classroom sizes will be:

- 25 students for core instructional classes, not to exceed 30 students
- 20 students for CTE classes and Fitness & Conditioning, with the exception of:
 - No more than 15 students for construction courses

5. SCHOOL HOURS

Office Hours: Monday through Friday 7:00-4:30

Instructional Day: Monday-Thursday 8:00-3:40pm, Fridays 8:00-1:00pm

6. FOOD AND NUTRITION

Oglala Lakota County School District is part of the Community Eligibility Provision (CEP) program for the 2023-2024 school year. This is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

Breakfast: Breakfast is served in the commons area each day from 7:30-7:55am. Students who arrive late to school may not be served breakfast. (Breakfast is not served on late start mornings)

Lunch: Lunch is served in the commons area each day; Monday-Thursday 11:25-1:35 (dependent on lunch A, B, C), Friday 10:25-11:25, Late-Start 11:05-12:45.

7. GRADING SCALE/ GRADE POINT AVERAGE

Lakota Tech High School utilizes the A-F grading system. The numerical scores for grades are as follows:

Grade	Scores	GPA
A	90-100%	4.00
B+	86-89%	3.50
B	80-85%	3.00
C+	76-79%	2.50
C	70-75%	2.00
D+	66-69%	1.50
D	60-65%	1.00
F	59 or below	0.00
I (Incomplete)		0.00

WF (Withdrew Failing)		0.00
WP (Withdrew Passing)		0.00
P (Passing)		Passing-No credit earned

Semester grades are determined by averaging the two quarter grades and end of course exam or project.

Category	Percent	Examples
End of Course Exam/Project	10%	Final exam/projects
Formative Assessments(Quizzes)	15%	Quizzes, Mastery checks, presentations, exit slips, etc.
Summative Assessments(Tests)	20%	Unit Test, project, portfolio, presentation, report, etc.
Classwork	55%	Work assigned and completed
*Examples are not all inclusive		

Grades are available on the internet for student and parent's convenience via Infinite Campus.

8. GRADUATION REQUIREMENTS

In order to graduate from Lakota Tech High School a student is required to have completed 22 units of credit based on the requirements approved by the South Dakota Department of Education but may have up to 32 units of credit; this includes the students CTE credits.

Subject	Credit(s)
Language Arts	4
Mathematics	3
Science	3
Social Studies	3
Lakota Language	1
Fine Arts	1
Physical Education	.5
Health	.5
Personal Finance	.5
CTE	5.5
TOTAL	22 Units

Approved by the South Dakota Board of Education Standards in July 2018

9. ACADEMIC PROGRESS/ELIGIBILITY

Students will keep track of weekly progress in their student planner. This is shared with families each Friday. Teachers submit weekly grades, each Wednesday by 4:00pm in Infinite Campus for students and parents/guardians to access.

Weekly eligibility runs from Monday to Sunday. Students who are failing one or more classes will be ineligible for the entire week. Eligibility reports will be figured Friday morning by 8:30am. Administration will distribute the eligibility list by 3:30pm to the Athletic/Activities Director, teachers, and coaches. Eligibility will be communicated to parents via school reach. LTHS will send home mid-term and quarterly report cards in the mail.

- If grades are not posted, Administration will side with the student.

- Students will be required to attend after-school tutoring until their missing assignments are turned in.
- See the athletic/activities handbook for more information regarding practices, games, events, and activities.

10. CREDITS FOR CLASS STANDING

Students need to maintain the following academic progress to meet on-time graduation requirements:

Freshman 0-5 credits

Sophomore- 5-11 Credits

Junior- 11-16 Credits

Senior- 16-22+ Credits

In order to maintain a correct graduation rate, students will be rolled over in Infinite Campus each year to the next grade level, regardless of credits earned. However, this may not reflect their accurate and current class standing, based on credits earned for high school graduation requirements. (For example: A student who is a freshman and earns 4 credits, will be considered a sophomore the following year, but in actuality is still in a freshman class standing, and at risk of not graduating on-time).

11. LATE WORK & MAKE UP WORK

All student work that is assigned is due on the assignments due date.

1. Students who are in school, including ISS, but turn in work after the due date will receive a grade reduction of 10% each day late, not to exceed a reduction of 40%. See table below:

Number of days late	Original Score	Reduction Score
1	100%	90%
2	100%	80%
3	100%	70%
4	100%	60%
5 or more	100%	60%

2. Students who are absent (excused, unexcused, and exempt) will have the same number of days (and/or periods) that they were absent to make up missing assignments for full credit. Work that is turned in after this time will result in a grade as seen in above table.
 - a. If a student is present when a due date is presented to the class regarding any assignment the teacher may choose to uphold the due date even if the student misses days in between the date the assignment was given and the date the assignment is due.
3. No late work, with the exception of student work that qualifies under point (2), will be accepted after a grading period (quarter, semester).

12. STUDENT SCHEDULE CHANGES

Students who feel their schedule contains an error should complete a "Request for Course Change" form and schedule an appointment with a Success Coordinator. Schedule changes must be made within the **first week** of the course start date. Students must follow their currently drafted schedule and attend all classes listed until the schedule change is official. Request for course changes will need the signature of approval of the success coordinator and principal prior to the change. The course change will need verbal or written approval from the parent/guardian.

13. DROPPING A COURSE

Students must complete a “Class Drop Form” that must be signed by the student, a parent/guardian and administrator to drop a course. Students who drop a course must select a similar or more advanced course. Students who drop a course after the first 5 school days of a semester will receive a “W” for withdraw, which will appear on their transcript.

14. ADMINISTRATION SCHEDULE CHANGES

After registration, student schedules will be changed only to balance class sizes, repeat a failed course, meet graduation requirements, to meet college entrance requirements and to accommodate special circumstances at the discretion of the Principal or designee. Changes will be made only through a success coordinator or registrar, with administrator approval.

15. ACADEMIC PROGRESS

Students will keep track of weekly progress in their student planner. This is shared with families each Friday. Teachers submit weekly grades, by 8am Monday in Infinite Campus for students and parents/guardians to access. LTHS will send home mid-term and quarterly report cards in the mail.

16. DUAL ENROLLMENT

Students who attend Lakota Tech High School and are either Juniors or Seniors are afforded the opportunity to take college level courses via the local schools or colleges and dual credit classes offered through the South Dakota Board of Regents. Students may enroll in a course or courses in the fall or spring semester which are offered at an institution of higher education or post-secondary vocational-technical institution. The student will work with the student success coordinator to ensure they meet dual-enrollment requirements.

Students will be required to have a full schedule of courses while at Lakota Tech High School. Students who are enrolled in a college level course with an institution approved by LTHS/OLCSD, will be assigned a dual enrollment course in their schedule.

If an eligible student successfully completes a post-secondary course requirement the student will receive credit towards high school graduation as well as post-secondary credit. Lakota Tech High School will assign credit and place the course on the official student high school transcript after documented proof of successful completion of the course has been filed with the registrar. It is the student's responsibility to ensure the post-secondary institution sends all official transcripts or documentation of successful completion of the course(s). The grades will be recorded on the student's official high school transcript and will be calculated into the student's grade point average and class rank.

A 0.33 weight will be added for Dual Credit and other college-level courses. The grade for the class will be inserted into the district grading scale and the corresponding grade point average will be entered into the student's transcript. See GRADING SCALE.

17. AWARDS AND HONORS

- **Honor Roll**
 - **Gold Honor Roll:** To qualify for this honor, a student must secure a GPA of 3.5 or higher and must not fail any subject in the quarter/semester.
 - **Silver Honor Roll:** To qualify for this honor, a student must secure a GPA of 3.0 or higher in the quarter/semester.
- **Extra-Curricular Awards:** PLEASE SEE ATHLETIC/ACTIVITIES HANDBOOK

18. ACADEMIC LETTER

In order to qualify for a letter, a student must earn a minimum of a 3.33 GPA or above for two consecutive semesters. Each subsequent time a student qualifies, he/she may receive a pin to be placed on their letter.

19. NATIONAL HONOR SOCIETY

Any Junior or Senior who has a cumulative GPA above 3.5 is eligible to apply for membership in the National Honor Society. In addition to academic qualification, a faculty committee selects students based upon evidence of exceptional leadership, character, and at least six hours of community service within the current school year.

20. LAKOTA TECH HIGH SCHOOL VALEDICTORIAN/SALUTATORIAN SELECTION CRITERIA

The Valedictorian and Salutatorian are selected each year from the graduating class at Lakota Tech High School. The Valedictorian ranks first in scholarship and is considered the top student of his/her class; the Salutatorian is considered the second highest student in his/her class. Criteria are based on cumulative GPA. The students must have attended Lakota Tech High School for a minimum of 3 complete school-years and all of their senior year.

The Valedictorian and Salutatorian speeches must be approved by the Graduation Committee prior to Graduation Commencement.

21. ACADEMIC DISHONESTY

Students will be expected to follow classroom instructions relating to academic integrity. Academic integrity means that the student produces original work on all papers, projects, classwork, and other assignments. When the teacher believes that a student or students have chosen to cheat and/or plagiarize, the teacher will conference with the student(s) to discuss the circumstances. If it is determined the academic dishonesty has occurred;

- a) The teacher will contact the administration and the parent/guardian.
- b) The student(s) will receive a "0" on the specific assignment, e.g. homework, quiz, test, paper or project.
- c) If it is determined that a student(s) contributed towards the actions of Academic Dishonesty for the benefit of another student(s), they will be given disciplinary action per the school discipline plan.

22. SCHOOL RECORDS

All parent and guardians of students under the age of 18 and all students 18 years or older have the right pursuant to the Family Education Rights and Privacy Act (FERPA) of 1974 to examine the official records, file and data of the school district related to the student. Lakota Tech High School has on file student grades, attendance, standardized test scores, and discipline. Students, parents and/or guardians may see the contents of these records by making an appointment with the principal or counselor. Records cannot be transferred, in writing or orally, to any other place, college, university, vocational school or prospective employer, without the written consent of the student and the parent/guardian, with the exception of a transfer to another public school.

23. TEXTBOOK ISSUANCE AND COLLECTION

All textbooks are furnished by the school district. An inventory of the books is to be taken before issuing them and again when they are returned. When textbooks are issued, teachers will have each student fill

out a book card. They are retained by the teacher for end of course check-in. Students shall be reminded that filling out the book card is their commitment to return the book in the same condition in which it was received, or fines will be assessed. Lakota Tech High School Staff will determine the fines.

24. TECHNOLOGY USAGE

School technology is provided as a learning tool and should be used for educational purposes only. Students are fully responsible for their assigned technology, its general handling, care, cleaning, power cable, protective case, and fees. When using any school issues technology, both within and outside the school setting, students are expected to adhere to the usage regulations outlined in the Student Network Internet User Agreement and Parent Permission Form and abide by all local, state and federal laws.

25. GYM CLASS/USAGE

Appropriate clothing must be worn at all times. School dress code applies. All individuals/students who are utilizing the gym and are on the gym floor **MUST** wear gym shoes (NO OUTSIDE SHOES). If gym shoes are not available to an individual/student they must take their shoes off to be on the gym floor. This is to avoid damage to the floor.

- No horseplay or fighting.
- All handbook rules apply while utilizing the gym
- Students who refuse to follow the rules listed above will be subject to disciplinary action.

26. CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Cell phones, including earbuds/headphones are not allowed to be used or **SEEN** at anytime for any reason during the entirety of each class period, the hallway, homeroom, tutoring, and all facilitated activities and events. Cell phones can be used before 7:55 in the commons, during your lunch period, and after school. Cell phones are to be turned off and placed in your locker, not on your person, with the exception of breakfast and lunch time. See discipline matrix.

The school is not responsible for searching/investigating the loss of or theft of electronic personal items. It is the student's responsibility to ensure that personal items are secured at all times and not left unattended or for shared locker combinations. Cell phones that are used for academic dishonesty, recording, taking pictures, inappropriate transmission of materials, harassment, or bullying, will be confiscated and turned over to proper authorities. See discipline matrix.

27. HALL PASSES

All students must have a color-coded pass out of their classroom, along with an E-Hall pass that has been approved by the classroom teacher.

1. Hall passes cannot exceed 5 minutes, unless it is to see the nurse, administrator, or appointment with a counselor, social worker, or student success team.
2. Students without the hall passes, those who over-extend the duration of their hall pass, and those who leave class without permission will be marked for skipping class.
3. Students are not allowed to interrupt a class that they are not scheduled to be in at that time.

II. Academic Progress Interventions

1. TUTORING

Tutoring is offered each Monday through Thursday after school from 4-6pm. Students can contact teachers, counselors, or Success Coordinators to attend the tutor sessions. Tutoring may be assigned and required by teachers, administration, or Student Success Coordinators for missing assignments.

2. STUDENT ASSISTANCE TEAM (SAT) REFERRAL

The purpose of the Lakota Tech Student Assistance Team is to identify and help students who may be experiencing personal or school-related problems that appear to affect the student's ability to perform at school. Students, staff members or parents/guardians can make referrals to the SAT. Students can refer themselves. Referral forms are available in the Counselor's Office. The Student Assistance Team consists of: Principal/Vice-Principal, Dean of Students, Counselor, Success Coordinators, Career Planning Coordinator, Instructional Coach, and/or Teachers.

3. SCHOOL COUNSELOR

The counseling department consists of the school counselor and social worker. They shall work with the student to develop social, emotional and academic support to the student in order for them to be successful in their academic progress. If the school counselor or social worker is unable to provide proper intervention, the counselor or social worker shall refer student to an outside source.

1. When a student discloses significant abuse or neglect, these disclosures will be shared with the appropriate agencies as required by law and for the safety of the student.
2. When a student shares a suicidal thought or action, deemed by the school counselor, social worker, or administrator, the student will be required to be evaluated by a health care professional at IHS or other approved agency who will determine if the student is safe to return to school. The parent/guardian will be contacted and required to meet the school staff member at LTHS.

III. Behavioral Progress Intervention

1. RESTORATIVE PRACTICES

A restorative practice menu may be used as part of the discipline matrix. It will include but not limited to student conference, time out, counseling, referral for counseling, conflict resolution, community service, drug/alcohol assessment, prevention education, mediation, restitution, risk/threat assessment, student assistance team (SAT). These practices are dependent upon student agreement and will to participate.

2. DETENTION

A detention is a time consequence assigned by the office or teaching staff for failure to adhere to a school rule. The time consequence of a detention varies per the discipline matrix. Detention will be completed during lunch or after school, as designated by Dean/Administrator. Student transportation will be provided for the after-school detention. Students must complete assigned detention on the same day that detention is assigned. There shall be no cell phones or other electronic device use, other than chromebooks, during detention.

3. IN-SCHOOL SUSPENSION(ISS)

In-school suspension is a program used by the administration as an alternative to out-of-school suspension. ISS students are excluded from following their regular class schedule. Assignments from the classroom teachers are sent to the student or ISS classroom. Students are required to bring all materials needed for learning that day. In addition, students are not allowed to participate in extracurricular

athletics or activities during their period of in-school suspension. On the last day of ISS the student is eligible to continue participation in classes, athletics, and activities.

Students assigned to ISS should report to the office upon entering campus. The ISS teacher will take students to the ISS room, breakfast, and lunch. Students in ISS will be walked to the school bus at 3:35pm. Cell phones are to be turned into the Dean/administrator, or ISS teacher upon arrival and returned at the end of the day.

4. SHORT TERM SUSPENSION(STS)

Students who cannot abide by school regulations and policies of the Lakota Tech High School and who disrupt the educational atmosphere or interfere with the educational processes of the school may be suspended for a temporary period of time, not to exceed 10 days. During this time student will not be allowed on the school campus or at school sponsored activities or events. The student will be responsible to complete their school work during this time at home. The student is responsible for emailing their teacher and getting their work through email or Canvas.

5. STUDENT REMOVAL FROM CLASS

A teacher may remove a student from class after appropriate interventions have occurred and the behavior disrupts the educational process of other students. The teacher will inform office and Security, as well as provide the reason the student is being removed. The Security will escort the student to the Dean/administrator. The teacher will provide a detailed written report of the incident containing only facts through the behavioral referral form, by the end of the class period. The administrator will determine the length of time a student will remain out of the classroom and/or other consequences per the discipline matrix.

IV. Attendance

1. ATTENDANCE EXPECTATIONS

If students are to be successful in school, it's imperative that they have regular and consistent attendance. Students who have poor or sporadic attendance or regularly miss portions of classes because of tardiness do not receive the same learning opportunities as those who have few absences or tardies. Lakota Tech High School is responsible for enforcing the compulsory attendance laws that require attendance, provide for penalties if parents and guardians do not carry out their responsibilities and establish procedures for referral of truancy violations to the proper authorities.

Attendance will be taken within the first 5 minutes of class. Students entering after the classroom door is closed, will be counted as an unexcused tardy. After 5 minutes of being late for class, student's attendance cannot be changed by the teacher, only by Administration. Students will be required to get a tardy slip from the Secretary/Attendance Clerk, and they will make changes to attendance. Students must be in their scheduled classroom for the whole duration of the class with the exception of a pass to the restroom, nurse, or office.

Students with excessive absences, 20 for a Semester class and 10 for a quarter class, are subject to being dropped from that class. Students that are dropped from their core classes will be required to complete the class at a later date.

2. ABSENCE PROCEDURES

If you have legitimate reasons for your student missing school, send a note to the principal's office or call the school as early as possible so arrangements can be made. If no notice is given in regards to the student absence, a call will be made to the home via school reach.

An excused absence is defined as follows:

- Illness of the student, within a semester (2) days may be excused by phone; on day 3 day, a doctor's statement is required.
- Death of a member of the student's immediate family, obituary is required.
- Doctor or dental appointments that cannot be met on non-school time, a doctor's statement is required.
- Emergency road conditions that limit the safety of transporting students to school.
- Attendance at school-related activities when school authorities request such attendance.
- Other justifiable reasons authorized by the respective Principal or his/her designee.

Excused COVID and Quarantine Absences:

Students that have tested positive must provide documentation of a positive test result or documentation from the Tribal COVID Response Initiative or the State of South Dakota's Department of Health.

Unexcused Absences of the student shall be reported in the following manner:

- After three (3) days, the attendance clerk will notify the family via telephone of the unexcused absences. After five (5) days, a letter will be sent out via US postal service and the social worker or truancy officer will make a home visit in regards to unexcused absences. After seven (7) days, the attendance clerk will contact the family via telephone to arrange an in-person attendance contract meeting at Lakota Tech High School.
- After ten (10) days of total unexcused absences per quarter by the student, a letter will be sent by the Attendance Clerk or designee to the parent(s)/guardian(s) notifying them that their student will be dropped from enrollment at LTHS. The student and parent/guardian will be reported to the local tribal court & Child Protection Services.
- The parent/guardian may re-enroll the student the next semester, through an in-person conference with the attendance team and administration.

3. TARDY PROCEDURES

Parent/guardian need to call in and notify the attendance clerk that their student will be tardy and the reason why, for the attendance clerk to determine if it is an excused or unexcused tardy. All students must be in their classroom at 8:00am and the beginning of each consecutive class period, to be considered on-time.

Students entering the school after 8:00am, must report to the office for a tardy pass. Tardies for periods 2 through homeroom will only be excused with a written pass from the office or assigned designees. For every five (5) tardies a student will serve a lunch or after school detention. Five (5) tardies, equal one (1) day absence. See discipline matrix for absence procedures and consequences, as it may result in student being dropped from enrollment.

4. SKIPPING

Cutting class/skipping school is defined as any unauthorized absence from school or class. Students who skip or cut class will receive a discipline consequence, which may include Lunch Detention, ISS, etc. Once students arrive on campus for the day, they may not leave campus prior to 3:40 p.m. without following the early dismissal procedures. This rule also applies if a student leaves campus before the

official start of the school day. Skipping is considered an unexcused absence and the LTHS attendance policy will be followed. See discipline matrix for absence procedures and consequences, as it may result in student being dropped from enrollment.

5. TRUANCY

Truancy is any absence from school by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of absence, or the school deems the absence is unexcused. When absenteeism has become detrimental to the student's academic success and the school has been unable to engage the student/parent in an attempt to gain compulsory attendance, the principal or designee may initiate a truancy referral.

V. Student Expectations and Conduct

1. CODE OF CONDUCT

This Code of Conduct is designed to promote a healthy and safe school environment that encourages the academic, social, and emotional development of all students. A disciplined environment, with Lakota cultural values is essential to achieving these ends. This Code of Conduct is intended to enable the development of self-discipline in all students. Both positive interventions and negative consequences of behavior are recognized as necessary to encourage appropriate behavior, with Lakota values, and discourage inappropriate behaviors that would interfere with the goals and mission of the school.

Students are entitled to work in a school setting free of harassment, intimidation, bullying, and violence. As such, Lakota Tech High School will maintain a safe environment free of harassment, intimidation, bullying, and violence, in accordance with district policies.

Student Rights

- 1) Students shall have the right to participate in a school that is physically safe from internal and external threats.
- 2) Students shall have the right to learn in an environment free of harassment, intimidation, and bullying from peers or adults.
- 3) Students shall have the right to be respected by their teachers and their peers.
- 4) Students shall have the right to expand their experiences and opportunities through a challenging program of academic and extracurricular activities.
- 5) Students shall have the right to be educated in an environment that recognizes and supports their cognitive learning styles.
- 6) Students shall have the right to express their opinions in a responsible manner and to take part in their education as appropriate for their age and maturity.
- 7) Students shall have the right to know the rules and expectations for their behavior.

Student Responsibilities

- 1) Students shall be responsible for respecting school property, ensuring that safe conditions continue in the schools.
- 2) Students shall be responsible for their behavior and shall refrain from harassing, intimidating, or bullying others.
- 3) Students shall be responsible for demonstrating respect for themselves through their personal hygiene, dress, and behavior.

- 4) Students shall be responsible for demonstrating respect for others through their use of appropriate language, avoiding profanity; racial and ethnic slurs; or any otherwise denigration of others through other verbal and nonverbal language or communication.
- 5) Students shall be responsible for working to their potential in and outside of the classroom.
- 6) Students shall be responsible to accept the challenges of their classroom work and give their best efforts to complete assignments in a timely and meaningful manner.
- 7) Students shall have the responsibility to speak up for themselves and be their own advocate in the classroom.
- 8) Students shall have the responsibility to offer their opinions and participate in their education.

2. STUDENT DRESS CODE

Since school attire impacts the quality of learning and the attitudes of those involved in the education process, school attire should be appropriate to the educational process. Parents/guardians are asked to work with their students to ensure appropriate dress. Dress and grooming on school campus or at school sponsored events in the following manner is prohibited:

- Wearing clothing or accessories that include words, pictures, or symbols which are obscene, vulgar, pornographic (picture or words), abusive, discriminatory, or promote or advertise alcohol, chemicals, tobacco or any product that is illegal for use by minors.
- Wearing clothing or grooming in a manner that is sexually explicit/distracting or which conveys sexual innuendo, or may reasonably be construed as sexual including immodest clothing that reveals private areas of the body.
- Wearing headwear, coats or trench coats in the building during the school day without expressed consent of administration.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others: chains and spikes.
- Bare midriff, muscle shirts, spaghetti straps, pajamas, slippers, or extreme mini-skirts and shorts (must be longer than the tip of middle finger as arms are lowered to the student's side) are too informal for the school setting. Shoes are required by state law.
- Bandanas of any kind or color are prohibited as well as gang insignia.

To encourage student respect for the educational environment, students shall maintain a reasonable standard of cleanliness and good personal hygiene, as well as, maintaining an appearance and wearing apparel that is not disruptive to the educational process. Questionable apparel shall be brought to the attention of administration. An administrator may request a change in attire when a student's dress is not appropriate.

3. FIELD TRIPS

The policy of Lakota Tech High school is to recognize the value of school sponsored field trips as part of the educational program. Generally, field trips are sanctioned if they have a specific educational value and are designed to enhance curriculum. The expectation is that school staff will take all reasonable and prudent steps to ensure the safety and educational welfare of participating students. Students shall adhere to all rules and guidelines while on school sanctioned activities. Students are subject to disciplinary action for any violations of school infractions while on field trips. Each educational or incentive field trip will require an individual permission slip for each student, to be signed by the legal parent/guardian prior to the student attending the field trip.

4. SOCIAL FUNCTIONS

All school-related social activities shall have adequate adult supervision. Parents, community members, and/or staff chaperones will intercede in any inappropriate conduct and will report such conduct to

administration. Social Activities must receive advance permission from administration. All rules and regulations that apply for in school, on campus and as a part of a school sponsored event shall be followed and adhered to during social functions.

5. PUBLIC DISPLAYS OF AFFECTION

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves as young men and young women. The limit for affection shown on the LTHS campus is that of holding hands, hugging and other small displays of affection.

Lewd and/or inappropriate PDA such as excessive kissing, touching, etc. will not be tolerated and will result in a parent meeting, detention and possible suspension if inappropriate behavior continues after being warned, see Discipline Matrix, under insubordination.

6. E-CIGARETTES/VAPOR PEN/JUUL

The use of e-cigarettes or vapor pens by students in school or school-approved vehicles, or at any school-related event is strictly prohibited. Compliance with this policy is mandatory for all students. Any student who violates this policy will be dealt with according to the discipline matrix for the material found in the e-cigarette/vapor pen, i.e., nicotine, drugs, or any other substance used as an inhalant in accordance with due process up to and including expulsion from school. When required by State Law or Board Policy, the District will also notify law enforcement officials. These pens will not be returned to the student or family if confiscated.

7. STUDENTS TAKING PHOTOS OR RECORDING OTHER STUDENTS ON SCHOOL CAMPUS OR SCHOOL SPONSORED ACTIVITIES

Social Media postings in public settings such as general assemblies, sporting events, awards banquets and social activities, that reflect positively on the school or the participants involved in a large social setting is encouraged. Unfortunately, if the “intent” of student photos or recording is to harm or embarrass students, staff, teachers or other employees at Lakota Tech High School those committing these infractions shall be subject to the discipline matrix identified in this handbook.

Lakota Tech High School will NOT tolerate students recording or taking photos students at school who are subject of physical and verbal altercations with other students. In addition, students who upload these videos to the Internet, shall be subject to the upper-level consequences upon the discretion of the Administrator; as “posting” to social media shall be viewed as a form of cyber bullying, which is prohibited by the state.

8. WEAPONS AT SCHOOL

Any person, other than a law enforcement officer or school sentinel under §13-64-1, who intentionally carries, possesses, stores, keeps, leaves, places, or puts into the possession of another person, any dangerous weapon, firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended to be used primarily for imitative or noisemaking purposes, on or in any public elementary or secondary school premises, vehicle, or building, or on or in any premises, vehicle, or building used or leased for public elementary or secondary school functions, whether or not any person is endangered by any action under this section, is guilty of a Class 1 misdemeanor.

The provisions of this section do not apply to:

1. Use of a starting gun at an athletic event;

2. Any firearm or air gun at a:
 - a. Firing range;
 - b. Gun show;
 - c. Supervised school or session for training in the use of firearms; or
 - d. Ceremonial presence of unloaded weapons at color guard ceremonies;
3. Any nonpublic school;
4. Any church or other house of worship; or
5. Any nonpublic school located on the premises of a church or other house of worship.

Lakota Tech High School will not tolerate imitative or toy guns on school premises. Violation of the statute in any manner will result in a recommendation to the Superintendent for a long-term suspension or expulsion. Weapons include, but are not limited to firearms, pocketknives, tools with a knife blade, metallic knuckles, ammunitions, clubs, bats, sticks, chains, pipes, razors, or any other object used in a way that threatens to inflict bodily injury on another person. The possession or use of articles not generally considered weapons may be prohibited when in the principal's or designee's judgment, a reasonable apprehension of danger or intimidation exists to the student in possession, other students, staff, or school property by virtue of possession or use.

9. SEARCHES: LOCKERS, DESKS, VEHICLES, & OTHER STORAGE AREAS

When warranted, the administrator(s) may conduct inspections of student cars brought on campus, student book bags and other containers, pocketbooks/purses, school lockers, desks, and other school property, including school buses, shall be subject to inspection and search by school authorities at all times without further notice to students or parents. Cigarettes, alcohol, pornographic literature, illegal substances, drug-related paraphernalia, weapons, look-alike weapons, or other questionable material(s) that are not allowed in school, may not be stored in the lockers or vehicles. Responsible student(s) will be dealt with according to the parameters established in this handbook. Lockers should be kept neat and clean at all times.

Searches may be conducted using search dogs or hand-held metal detectors. The Lakota Tech High School reserves the right to use "walk-through" and "hand-held" metal detectors and search dogs at school or at any school function, including activities which occur outside normal school hours or off the school campus such as field trips or college site visits. These metal detectors will be used at the discretion of administrators. In the event that a specific student is reported or suspected of having weapons, drugs, or other materials in violation of school rules, school district policy or state law, his/her person may be searched. Full random searches will be conducted by school officials and/or law enforcement.

No staff member is allowed to check a locker without prior permission from an administrator. All lockers, desks, and other storage areas provided for student use remain the property of the Lakota Tech High School. At no time does the LTHS relinquish its exclusive control of lockers, desks or storage areas provided for the convenience of the students. These lockers, desks and storage areas are subject to inspection, access for maintenance, and search by LTHS officials for any reason, at any time, without notice, without student consent and without a search warrant. A student using the locker, desk, or storage area has no expectations of privacy in that locker, desk or storage area or the contents contained therein.

10. ENERGY DRINKS

Energy drinks, such as Red Bull, Monster, or Rockstar can have a detrimental effect on a student's development and are unsafe as there has been very little research on the potential side effects and interactions with other medications or supplements. As a result, Lakota Tech High School prohibits the possession and consumption of energy drinks on campus by students. Students found with energy drinks will have them confiscated and will be subject to administrative consequences.

11. DRUGS, TOBACCO AND ALCOHOL

Lakota Tech High School prohibits the drug-related use, possession, concealment, or distribution of tobacco, alcohol, drugs, drug-related paraphernalia or abuse of over-the-counter drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, prescription drug, anabolic steroid, over the counter drugs or dangerous controlled substance as defined by State statute, chemicals that release toxic vapors, or substance that could be considered a “look-alike” controlled substance.

Compliance with policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process up to and including expulsion from school. When required by State law or Board Policy, the District will also notify law enforcement officials. The use of illicit drugs and the unlawful possession of alcohol are wrong and harmful.

Lakota Tech High School is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the school and community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

NOTE: Tobacco for Ceremonial purposes is exempt from this policy.

12. MEDICATION PROCEDURES

For the safety of all students all prescription medications must be delivered and retrieved by an adult. Medication should not be transported on the school bus. All students requiring any medications must have a medication administration form filled out and signed by a parent or guardian. The guidelines are as follows:

- A. The form is valid for the current school year only.
- B. It is necessary to notify the school’s office immediately if a prescription is discontinued or modified.
- C. Any changes in medication dosage or time will require a new form.
- D. Each medication requires a separate form. Refill of the prescription shall be the responsibility of the parent or guardian.
- E. Medication must be brought to school in the original container.
- F. Prescription medication must be labeled by the pharmacy with the name of the medication, student’s name, and dosage.
- G. Medications will be kept in a locked, safe place managed by the school nurse or school personnel trained in medication administration.

Any student with asthma or the potential for anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medication while on school property or at a school related event or activity provided the following conditions are met. Authorizations are kept on file in the school office by the school nurse or principal. The requirements for self-administration are:

- A. The prescription asthma or anaphylaxis medication has been prescribed for the student as indicated by the prescription label on the medication.
- B. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.
- C. Written authorization for the student to self-administer prescription asthma or anaphylaxis medication is signed by the parent, guardian or student (if age 18 or older).
- D. Written statement for release of liability for the school district and employees is signed by the parent or guardian.
- E. Written statement from the physician or other licensed health care provider is signed by the physician that states:

1. The student has asthma, potential for anaphylaxis, or both and is capable of self-administering the prescription asthma or anaphylaxis medication.
 2. The name and purpose of the medication.
 3. The prescribed dosage for the medication.
 4. The times and circumstances under which the medication may be administered.
 5. The period for which the medication is prescribed.
- F. Upon using the prescribed medication, the student shall notify a teacher, school nurse or the office of the usage. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action by the school. The disciplinary action may not limit or restrict the student's immediate access to the medication.
- G. The physician or licensed health care provider's statement must be kept on file in the office of the school nurse in the school the student attends. The physician or licensed health care provider's order must be renewed annually.

It is recommended that a student who self carries authorized emergency medications have a second inhaler or anaphylaxis medication in the nurses' office for emergencies. It is recommended that a student who self carries authorized emergency medications have a second inhaler or anaphylaxis medication in the nurses' office for emergencies.

13. OVER-THE-COUNTER/NON-PRESCRIPTION MEDICATION

All over-the-counter medication must be kept in the nurse's office. Consent for Medication Administration Form must be completed and kept on file in the nurses' office. The student may only possess the number of doses necessary for school hours, the school event, or activity for one day. Over-the-counter medication examples may include acetaminophen, ibuprofen, and antacids. Each over-the-counter medication must be in the original container. Consents must be completed for each medication and a new consent must be signed as the OTC's change.

14. MISUSE OF MEDICATION

Students are prohibited from transferring, delivering, or receiving any medication to or from another student. All violations will result in the confiscation of the medication and students will be subject to discipline in accordance with the Lakota Tech High School's discipline policy. Students who use medication for the purpose other than for its intent and will no longer be allowed to carry and self-administer over-the-counter medications.

15. BULLYING

Acts of bullying is expressly prohibited on school premises, property, at school related activities or on school transportation. Bullying consists of repeated physical, verbal, non-verbal, written, electronic or any conduct directed toward a student (s) by a student, group of students, or any adult working in the proximity to students that is so pervasive, severe and objectively offensive that it creates an intimidating, hostile or offensive academic environment.

When such behavior affects the educational environment of Lakota Tech High School and the rights and welfare of its students, Lakota Tech fully intends to prevent/intervene in the bullying behavior by taking action to investigate, respond to, remediate, and discipline those acts of bullying which have not been successfully prevented.

- Any staff member or adult entrusted with the care of students at Lakota Tech High School that observes or suspects bullying toward another individual is required to report the issue to administration.

- Any student that observes or suspects bullying behaviors is required to report the issue to the principal and/or the principal's designee responsible for receiving complaints alleging violation of the bullying policy.

16. CYBER BULLYING

Like bullying, cyber bullying is the repeated transmission of hurtful or intimidating information over the internet or other forms of electronic communication on computers, tablets, cell phones or other devices, and will not be tolerated. This includes but is not limited to harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and/or hurtful emails, text messages, pictures or images, website posting, blogs or any form of social media. Cyber bullying will not be tolerated and all rules and infractions surrounding bullying apply.

17. GANG ACTIVITY

Gang activity is strictly prohibited at Lakota Tech High School. The wearing of gang-related clothing on school premises or during school-sponsored activities threatens the health and safety of the students and impairs the school environment. Students may not wear, possess, use, distribute, or display apparel or other items which represent or evidences membership or affiliation with any gang or promotes gang-related activity. Examples of such apparel or other items include but are not limited to:

- Clothing, Color, Jewelry, Emblems, Badges, Symbols, Colored Bandanas, Sashes, Masks, Or Any Other Item Evidencing Gang Affiliation or Membership or Gang-Related Activities

Specific items of clothing that may be considered gang-related or affiliated include but are not limited to red or blue cloth belts, shoelaces, hair nets, shower caps, jackets, doo rags, t-shirts, pant cuffs, related sports apparel, jerseys, hats or any additional clothing items that contain colors, symbols or initials that are considered gang affiliated, and any other item of apparel or accessory that evidences gang affiliation or membership.

In addition, students are prohibited from wearing colored contacts, jewelry, earrings or other piercings that contain gang-related colors or insignia. Gang activity that is threatening is also prohibited. This includes graffiti, vandalism, extortion, intimidation, robbery, theft, drug sales and use, or any form of physical violence. Examples of intimidating activities include graffiti on personal property, tattoos, street slang, nicknames, hand signs, possession of a weapon, alcohol and drug use, or any form of gang-related dress.

18. DUE PROCESS

Lakota Tech High School students shall be afforded the right of fair procedure or due process. This includes the right to:

- 1) Be informed of conduct, which would result in disciplinary action against the student;
- 2) Notice of any rule violation;
- 3) Explanation of the evidence supporting the charge;
- 4) An opportunity to present the student's side of the story;
- 5) A penalty that is proportionate to the violation.

19. BUS TRANSPORTATION

Lakota Tech High School students are expected to adhere to all the student rules and regulations both to and from school and school sponsored events. Any behavior that interferes and prohibits the driver from doing their job or prevents other students from receiving safe transportation will not be tolerated. The school is responsible for the safety and well-being of all students from the time they board the bus until

they are dropped off after school. The following school bus rules apply:

1. All school rules apply during bus riding and at bus stops
2. Students are to remain well out of the roadway while waiting for the bus
3. Students are not to crowd or push while getting on and off the bus
4. Students are to remain seated in their bus seats during transportation
5. Students should not yell or scream while riding the bus
6. Students are not to sit in the driver's seat or touch any of the bus keys, controls, etc.
7. Students must keep clear of the bus isles at all times
8. No part of the body should be extended outside the bus
9. No object should be thrown within the bus or out of it
10. No food or drink is allowed on the regular bus run
11. Vandalism of school vehicles will not be tolerated
12. Students must ride their assigned bus to and from school and must get on and off the bus at their assigned bus stop
13. Parents/guardians must notify the school if a student is to ride a different bus or get off at any stop other than their designated stop
14. Buses are not obligated to wait for students who are not on time at their bus stop, nor is the school obligated to send out another ride for them. It is recommended to be at your bus stop 10 minutes prior to bus pick up time.
15. Possession and/or use of cigarettes, chewing tobacco, or other illegal substances are strictly forbidden on school buses
16. Students who violate school bus policies will be reported to the school's administration by the bus driver
17. School administrators will determine the appropriate disciplinary action for misbehaving students and the penalty could vary from detention or suspension of the privilege to ride the bus, etc.

20. PRIVATE VEHICLES ON CAMPUS POLICY

Students may drive a personal vehicle to school as long as they have permission from their parent/guardians and provide the registrar with the parental permission slip, along with other below required documentation. The conditions for driving a personal vehicle to school are:

- 1) The student must possess a valid operator's license or a Restricted Minor permit and provide a copy to the registrar
- 2) The student must be an insured driver and provide a copy of the insurance policy, along with the vehicles license plate number to the registrar
- 3) The vehicle must remain parked, locked, with parking permit displayed on rear view mirror, and unoccupied during school hours, including lunch break
- 4) The student must drive in a safe and prudent manner. Reckless driving results in the loss of this driving privilege.
- 5) LTHS and OLCSD will not be responsible for any accidents, theft, or injury that may occur while on school property
- 6) LTHS and OLCSD reserves the right to search any vehicle on OLCSD property and the student driving the vehicle to school will be held responsible for anything found in the vehicle, irrespective of whether the student acknowledges putting it in the vehicle or not.

VI. Services Available to Students

1. COUNSELING

Our counseling staff seeks to support students' social, emotional and academic well-being. Counselors are available between 8:00 a.m. and 3:30 p.m. or other times by appointment. Except in an emergency, students should not attempt to see a counselor during academic classes, unless outlined within their IEP. The school counseling program at LTHS is a part of the total school support system.

2. PEER MENTORS

Peer Mentors are available to support students throughout the day, in the case of needing advice or simply someone to talk to. Mentors will be moving through the school to assist in supporting students' behavior and life choices. Except in an emergency, students should not attempt to see a counselor during academic classes, unless outlined within their IEP.

3. CAREER PLANNING ADVISORS

To support students' long-term planning in regards to their career and college plans, career planning advisors are available by appointment to discuss the creation of life plans or discuss career path options. Except in an emergency, students should not attempt to see a counselor during academic classes, unless outlined within their IEP.

4. LIBRARY

Lakota Tech High School library is open from 7:30am to 4:00pm daily. To use the library during class time, students must present a pass. Students may use the Library before and after school as needed. They may read, do homework, work on a research project or use a computer.

During class time, they must have a pass from their teacher. We are open during alternating lunch periods. Whenever classes are present, there may be limited seating and fewer computers available.

Library books are checked out for 2 weeks at a time, but can be renewed unless another student has requested the book. You may check out 1-2 novels at a time.

Library books are checked out for 2 weeks at a time, but can be renewed unless another student has requested the book. You may check out 1-2 novels at a time.

Students are responsible for all textbooks, library books and calculators they check out. Fines will be assessed for damage beyond normal wear. Lost, stolen or damaged items should be reported immediately. When you receive your books please check the books for any damage.

All books should be returned on time. There are waiting lists for many popular novels and research topics. To accommodate all classes each semester, textbooks must be returned when the class is finished. Please be courteous and know your due dates.

No food, drinks, gum, or candy are allowed in the Library.

ALL SCHOOL RULES APPLY IN THE LIBRARY.

VII. School Information

1. VISITORS

Students are not allowed to bring visitors to school. Parents/Guardians should check in at the office and may be required to present a picture ID.

2. PERMISSION TO LEAVE SCHOOL OR A SCHOOL SPONSORED EVENT

Unless a school sponsored event is scheduled out of the building, students may not leave the school building before the end of the school day without first checking with the office. Students who are ill must check with School Nurse. Students who leave during the school day for an appointment or other necessary commitments, should bring a note or have a parent/guardian call the office prior to the appointment. When parent/guardian permission has been received, a pass to leave will be issued. Upon returning, students need to check back into school at the office.

Lakota Tech High School is a closed campus. Students are not permitted to leave the building from 8:00-3:40pm, this includes lunch. Only authorized persons are permitted to check a student out and must be done in person, at the front office. If a student is checked out during the day, they will be counted unexcused absence, from each class period until the appropriate documentation is turned into the office (see attendance procedures). If a student is sick, they must be seen by the nurse or designee to be excused. Parent/guardian will need to provide transportation.

Parent's/guardians must sign out students from school sponsored athletics or activities. Students under the age of 18 must be checked out by parent or guardian on record. Students who are over 18 must be checked out by the person who enrolled them at LTHS.

3. CAFETERIA/COMMONS AREA GUIDELINES

Lakota Tech High School cafeteria and commons area is considered an extension of the classroom and behaviors in these areas shall follow the guidelines as such. Student behavior that becomes an issue shall be subject to the discipline matrix.

4. AFTER SCHOOL POLICY

All students are expected to exit the building and school grounds at the end of day. Students who are in a supervised activity such as an extracurricular activity, detention/SAS, sports, meeting with a teacher, etc. are expected to exit the campus when the extracurricular activity ends.

5. LATE START or CANCELLATION OF SCHOOL

If severe weather conditions require the delay or cancellation of school, the local radio, television stations, and school Facebook page to broadcast the pertinent information. Cancellation of school also means cancellation of all school activities. If school starts late due to weather, any activities scheduled before school are cancelled.

6. POSTERS

All items posted or displayed in the school must be approved by the administrator prior to displaying.

7. DAILY ANNOUNCEMENTS

Daily announcements inform students and teachers of school events. All such announcements or messages must be cleared by an administrator prior to broadcast.

8. EMERGENCY DRILLS

In compliance with state and federal law, Lakota Tech High School will host drills in case of emergencies. Students are expected to actively participate in the drill and follow the instructions of the Lakota Tech High School staff supporting the process.

9. LOCKERS

School lockers are school property, on loan to the student for the school year. As owners of the lockers, the administration reserves the right to access the lockers for inspection and/or maintenance purposes. Lockers may be searched without notification to students or parents if deemed necessary by the school administration.

1. Students need to maintain the security of their locker combination and not share it with others.
2. Students may not share lockers.
3. Students will be responsible for whatever is in their assigned locker, regardless of whether they claim to have placed a given item within the locker or not. Students experiencing problems with their lockers are encouraged to bring them to the attention of the Dean of students.

10. PERSONAL PROPERTY

Students assume sole responsibility for loss or damage to any personal property, such as garments, electronic equipment, or musical instruments. Lakota Tech High School and Oglala Lakota County School District are not responsible for any lost, stolen, or missing items. Large sums of money or jewelry of either real or “keepsake” value should not be brought to school.

***Authorized school personnel may search personal property with reasonable suspicion. Students should not expect an assumption of privacy. School district officials have authorization with “reasonable suspicion” in order to search lockers.

11. STUDENT STORE

School supplies, spirit items, and some food items are available for sale in the school store. Store hours are before and after school.

12. STUDENT FUNDRAISING

The school will permit fundraising by students in school, on school property, or at any school-sponsored event only when the profit there from is to be used for school purposes on an activity connected with the school. Fundraising by approved school organization may be permitted in school by the principal. Students or teachers wishing to hold a fundraiser are expected to inquire in advance at the school office to obtain guidelines for conducting fundraising activities.

VIII. Activity/Athletic Information

1. ATHLETIC ELIGIBILITY REQUIREMENTS

The South Dakota High School Activities Association have established requirements for all students. These requirements are available in each high school activities office.

Parents and students who open enroll or obtain a personal transfer should check with the activities director to determine eligibility status prior to open enrollment or personal transfer.

Student managers, for both Activity and Athletic, will be selected from the 9-12 student body and must meet ALL eligibility requirements.

2. GRADE ELIGIBILITY FOR CO-CURRICULAR AND INTERSCHOLASTIC PROGRAMS

Lakota Tech High School shall provide a variety of co-curricular and interscholastic programs, the purpose of which may be both educational and recreational. It is recognized that well organized and implemented co-curricular programs can have a positive influence on the morale of the student body and serves as an important vehicle for good school and community relations. Programs should be conducted with the best interest of the participants as the primary consideration at all times. Programs shall encourage equal participation by as many students as possible.

Student participation may be limited by individual abilities and/or interests, the nature of activity and/or team concepts, but not by any criteria explicitly prohibited by federal and state discriminatory statutes. Only qualified personnel shall be provided for instruction, coaching and supervision of co-curricular activities.

Conditions:

The co-curricular program is an integral part of the school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum. Activity participation should not detract from academic achievement.

Grades 9 through 12 must have a current grade average of C or better unless the student's eligibility requirements are modified through an Individual Education Plan or 504 Plan. Additionally, students must earn 2 credits that go towards graduation for the previous semester to be eligible.

Students in grade 9-12 will also meet the eligibility requirements established by the South Dakota High School Activities Association (SDHSAA) as well as the Lakota Tech High School Eligibility requirements.

PLEASE SEE ATHLETIC/ACTIVITIES HANDBOOK

3. CONDUCT AT EVENTS

At any co-curricular athletics or activity event, students, parent/guardian, and spectators must conduct themselves with behavior consistent with good sportsmanship both on and off campus. Students are encouraged to attend and support school sponsored activities (contest, performances, games, dances, etc.) and are required to follow school and the SDHSAA conduct rules. The following rules apply and proper conduct must be observed.

The following is a partial list of unacceptable behavior:

- Verbally or physically attacking or singling out any participant (coach, player, cheerleader, referee, actor, musician, judge, etc.), spectator, or school official.
- Using profanity.
- Vulgar or derogatory cheers.
- Supervisors may immediately remove any student that is misbehaving.

Infractions will be dealt with according to the discipline matrix.

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

4. ATHLETIC PASSES

Current Lakota Tech Students and Oglala Lakota County School staff may attend district games for free provided that they present their student or staff identification. Annual Athletic passes for individuals and/or family passes can be purchased from the Athletic Director or at any athletic event hosted by Lakota Tech High School. This does not include district, regional, or state tournaments. Lakota Tech High School is not responsible for lost or stolen passes. Annual pass costs are as follows:

- ANNUAL INDIVIDUAL PASS: \$20.00
- FAMILY PASS: \$40.00

5. ATHLETIC ACTIVITY ADMISSION

- Children ages 0-4 years of age: FREE
- Students: \$3
- Adults: \$5
- Seniors 55 years and older: \$4

6. CLUBS AND ORGANIZATIONS

Involvement in activities, clubs and organizations provides an enriched high school experience. A list of Clubs and Organizations can be attained at the front desk.

X. Annual Notifications

1. PARENTAL RIGHTS

Parents have the legal right, via the Family Educational Rights and Privacy Act (FERPA, 1974), to inspect their child's educational records at the school, to have them explained if necessary, to request updates and corrections, and to have their child's education records sent to another school in a timely manner if they wish to have their child to transfer schools. The Every Student Succeeds Act (ESSA 2015) guarantees parent-teacher conferences, reasonable access to staff, opportunities to volunteer and participate and observe their child's classroom, the right to ask for qualifications of a child's teachers, and many other prerogatives. Parents can also appeal to their school district's school board, which has regular meetings where the public can present their questions and complaints.

2. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Oglala Lakota County School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Oglala Lakota County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Oglala Lakota County District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

To be in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) the Oglala Lakota County School Board hereby makes the following annual public notification of its intent to disclose to the press, media and others authorized by school officials personally identifiable data designated as Directory Information. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing and submitted to the student's principal by September 15 or within two weeks after enrolling. See above for the definition of Directory Information.

The FERPA information, which is herewith, provided to parents and eligible students includes a statement that the parent or eligible student has a right to do the following:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are accurate, not misleading, or otherwise in violation of the student's education records;
- Consent to disclose of personally identifiable information contained in the student's education record, except that which FERPA and the regulations in the school's comprehensive plan authorize disclosure without consent;
- File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the FERPA and the district's comprehensive plan;
- Obtain a copy of the district's policy and where copies of the district's policy are located.

3. EVERY STUDENT SUCCEED ACT (ESSA)-Parents Right to Know

Law requires that every school district annually notify parents who have students attending Title I schools that they have the right to request and the district will provide the parents upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the student's teacher:
 - Has met state qualification and licensing for the grade level and subject area in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
- Whether the student is provided services by paraprofessionals and if so, their qualifications.
- Additional Information: a school shall provide the following information to each individual parent of a child who is a student in the school, in respect to their student:
 - on the level of achievement assessments; and
 - notice that the student has been assigned or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

4. NOTICE OF NON-DISCRIMINATION

Lakota Tech High School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of, race, color, sex, gender identity, religion,

national origin, sexual orientation, disability, pregnancy or pregnancy related condition, or homeless status in accordance with Chapter 622 of the Acts of 1971 (MGL c.76, §5) and MGL c. 151B.

To file a complaint alleging discrimination or harassment by Lakota Tech High School on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, pregnancy or pregnancy related condition, or homeless status or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or applicable state laws and their respective implementing regulations, please contact:

Oglala Lakota County Schools
Administration Office
206 School St.
P.O. Box 109
Batesland, SD 57716
Ph: (605) 455-6700
Ph: (605) 288-1921
Fax: (605) 288-1814

A grievant may file a complaint with OCR, generally,

- Within 180 calendar days of alleged discrimination or harassment, or
- Within 60 calendar days of receiving notice of Lakota Tech High School's final disposition on a complaint filed through Oglala Lakota County Schools, or
- Within 60 calendar days of receiving a final decision by the South Dakota Department of Elementary and Secondary Education, Bureau of Special Education Appeals, or
- Instead of filing a complaint with Oglala Lakota County Schools.

5. POLICY ON PREVENTING HARASSMENT & DISCRIMINATION/SEXUAL HARASSMENT

The Lakota Tech High School shall maintain a learning and working environment free from discrimination and harassment. In both the education and employment environments of the Oglala Lakota County Schools, various laws prohibit discrimination and harassment. In an education context, law prohibits discrimination and harassment on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition, or homeless status. In an employment context, law also prohibits discrimination and harassment on the basis of age. All such harassment and discrimination are unlawful and will not be tolerated in the Lakota Tech High School. In September, principals are responsible for reviewing and ensuring that all staff are notified in writing annually of the building procedures for filing a report relative to incidents of discrimination and/or harassment.

6. DEFINING DISCRIMINATION AND HARASSMENT

Discrimination:

Discrimination occurs when school district's actions, procedures, policy or personnel treat an individual adversely in an educational or employment context solely on the basis of the individual's race, color, religion, national origin or ancestry, citizenship, sex, age, gender identity, disability, sexual orientation, marital status, military status, homelessness, or any other class protected by federal, state or local law. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

Sexual Harassment:

Sexual harassment is unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment includes advances, requests or conduct by a student to a student, an adult to a student, an adult to an adult or student to adult. Sexual harassment can include advances, requests or conduct directed from male to female, female to male, male to male, or female to female. Sexual harassment can occur by conduct transmitted by telephone, computer, or other electronic means.

Examples of actions that may constitute sexual harassment include, but are not limited to, the following unwelcome actions:

- Whistling, catcalling or making offensive noises;
- Staring or making obscene gestures;
- Making suggestive remarks, telling jokes of a sexual nature, or using derogatory sexual terms;
- Displaying offensive photographs, illustrations, or sex related objects;
- Blocking a person's movements;
- Touching, brushing, pinching or patting;
- Pulling or lifting of clothing;
- Pressuring a person for dates, sex or information about personal relationships or sexual experiences; or
- Leaving pictures of a homosexual or sexual nature on a locker or making derogatory comments of a homosexual nature;
- Transmitting harassing remarks or pictures on the internet, through a cell phone, or by other electronic means.

7. OTHER FORMS OF ILLEGAL HARASSMENT INCLUDING HATE CRIMES

Harassment on the basis of race, color, religion, national origin or ancestry, citizenship, sex, age, gender identity, disability, sexual orientation, marital status, military status, homelessness, or any other class protected by federal, state or local law includes any unwanted physical or verbal action toward another that has the purpose or effect of creating an intimidating, hostile or offensive learning or working environment.

Harassment of this form includes advances, requests by a student to a student, an adult to a student, an adult to an adult, student to adult, male to female, female to male, male to male and female to female. Harassment can occur by face-to-face interaction or via transmission by telephone, computer, or other electronic means.

Examples of actions that may constitute harassment include, but are not limited to, the following:

- Using racial slurs;
- Displaying intimidating symbols or words such as swastikas;
- Making generalizations;
- Using stereotypes;
- Telling racial or ethnic jokes;
- Leaving pictures of a sexual nature;

- Transmitting harassing remarks or pictures on the internet, through a cell phone, or by other electronic means.

8. HARASSMENT IN THE FORM OF BULLYING

Although not unlawful discrimination, actions in the form of bullying or victimizing (hate crimes) by any members of the Lakota Tech High School community will be considered harassment under the “Lakota Tech High School Committee Policy on Harassment and Discrimination Prevention.” A student is being bullied or victimized when the student is exposed to negative actions from students, Lakota Tech High Schools' employees, or other third parties that have the purpose or effect of substantially interfering with the student's school performance or creates an intimidating, hostile, or offensive learning environment for the student.

Examples may include but are not limited to:

- Physical threatening (bullying);
- Making derogatory comments of a homosexual nature;
- Making derogatory comments about peoples' size, weight, height, disability; or
- Making derogatory comments about peoples' perceived intelligence or ability.

Where Can Harassment Originate?

Harassment can come from:

- Students;
- Administrators, teachers, coaches or other employees of the Lakota Tech High School; or
- Third parties such as vendors or contractors doing business with the Lakota Tech High School; or
- Visitors or volunteers present within the schools with the permission of the Lakota Tech High Schools.

9. STATEMENTS MADE WITHIN THE CONTEXT OF THE ACADEMIC CURRICULUM

Teachers should use professional discretion when considering whether to include potentially offensive material in the curriculum and then inform students when this is the case and assure them that it is part of the learning environment and not meant to be discriminatory or harassing.

What to do if you feel you have been Discriminated Against or Harassed

Students: Any student who believes they have been subjected to discrimination or harassment should notify any teacher, guidance counselor, nurse, school or district administrator, or any office administrator. To effectively resolve complaints of discrimination or harassment, people are encouraged to file complaints soon after an incident occurs. A student may elicit the help of a parent/guardian or other adult to accompany and assist them throughout the complaint procedure. Parents/Guardians will be notified within 48 hours.

What to do if you are aware that Someone has been Discriminated Against or Harassed

Students: Any student who has knowledge or belief of conduct that occurred that might be discrimination or harassment should contact any teacher, guidance counselor, nurse, school or district administrator, or any central office administrator.

Consequences for Harassment and Discrimination

Students: Any student found to have engaged in discrimination or harassment will be subject to school-imposed discipline and/or legal action. Consequences imposed on any student found to have engaged in discrimination or harassment may include, but are not limited to, parent/guardian conference, written or verbal statement of apology, suspension, expulsion and mandatory counseling sessions with a counselor or mandatory in-house counseling sessions with a district administrator. Parents/Guardians will be notified within 48 hours.

10. DIRECTORY INFORMATION

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. The Oglala Lakota County School District has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic Mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Academic work intended for display

If you do not want directory information released, you must tell the principal in writing that you do not want Directory Information released by September 15th or within two weeks after enrolling. Your request will be in effect for the entire school year after being received by the District. You are not allowed to pick and choose among the categories of directory information. Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students.

11. COMPLAINT PROCEDURE

The Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

- Any student or his or her parent or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which the student, parent, or guardian considers unjust or unfair.

Any student who feels that he/she has been discriminated against, believes that his/her rights have been violated, or has any other grievances concerning school affairs and/or administrative/teacher decisions may report these grievances in the following manner:

- Students must file a written report of the grievance to the Athletic/Activities Director.
- Grievances must be reported in writing within 3 school days following the incident.
- The student may stop the process of the grievance at any time by advising the Athletic/Activities Director in writing.
- If the matter remains unresolved, the student or his/her parent/guardian may bring it to the attention of the Principal in writing, within 5 days from the decision of the Athletic/Activities Director.
- If the matter remains unresolved at the Principal level, the matter in writing may be brought to the Superintendent for consideration, within 5 days from the decision of the Principal.
- Complaints that remain unresolved following the action of the Superintendent may be referred in writing to the OLCSD School Board for review. The Board's decision will be final unless an appeal hearing is requested.

All students and employees are guaranteed due process rights as set forth by SDCL 1332-4. Lakota Tech High School is in compliance with the standards established by the State Board of Education.

12. INDIVIDUALS WITH DISABILITIES EDUCATION ACT

In order to fulfill the district's commitment to serve the needs of all children in the district, the Oglala Lakota County School District 65-1 is interested in the location and identification of all disabled children who reside within the district. Any person who knows of children between the ages of 0 and 21 years that have, or are suspected of having a disability, and are not receiving special services through the school district are urged to contact the Special Education Director. Referrals will be confidential and parent permission for evaluation is required for further testing. It is important to intervene at an early age for disabilities.

In compliance with Oglala Lakota County School District 65-1 Special Education Comprehensive Plan, the following annual notification or rights are given. Copies of this policy can be found in the special education director's office. Parents or eligible students have the right to do the following:

- a) Inspect and review the student's education records.
- b) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- c) Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the act and the regulations in this section authorize disclosure without consent.
- d) File with the U.S. Department of Education a complaint concerning alleged failures by the agency or institution to comply with the Act and this section.
- e) Obtain a copy of the district's policy.

13. DISABILITIES REQUIRING CLASSROOM ACCOMODATIONS

The following is a description of the rights granted under Section 504 to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have a right to:

- Have your child take part in, and receive benefits from public education without discrimination because of his/her disability;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluation, or placement of your child;
- Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow the student an equal opportunity to participate in school and school related activities;
- Have your child educated in facilities and receive services comparable to those provided to students without disabilities;
- Have evaluation, educational, and placement decisions made based upon a variety of informational resources, and by persons who know the student, the evaluation data, and the placement options;
- Have your child receive special education and related services if he/she is found eligible;
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would have incurred if the student was placed in a program operated by the district;
- Have your child be given an equal opportunity to participate in nonacademic and extra-curricular activities offered by the district;
- Examine all relevant record relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school district to reasonable requests for explanation and interpretations of your student's record;
- Request amendment of your student's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the policy rights of your student. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to hearing;
- File a 504 grievance if you have a disagreement with the school;
- Request mediation or impartial due process hearing related to the decision or actions regarding your student's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;

To file a complaint of discrimination with the Office of Civil Rights (OCR) in the U.S. Department of Education, please contact OCR at Lyndon Haines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone 800-421-3481 (voice), or 800-877-8339 (telecommunication device for the deaf, or TDD), or 202-453-6122 (fax), or OCR@ed.gov (email).

14. TITLE PROGRAMS PARTICIPATION

The Oglala Lakota County School District believes that parent participation enhances the child's chance for success. Therefore, we encourage and support parental involvement in the Title I Compensatory Education Program. Guidelines to achieve parental participation include:

- An annual meeting will be held where all parents of eligible children are invited. The purpose of such a public meeting is to discuss with parents the programs and activities carried out with Title I funds and to inform parents of their rights to consult in the design and implementation of the Title I project.

- A parent advisory council will be organized each year for the purpose of gaining parent input and maintaining on-going communication among parents, teachers, and administrators. Parent suggestions in the planning, development, and operation of the program will be sought.
- Conferences will be held during the school year with individual parents and teachers to discuss placement and/or student progress. Consultation between parents and the school will focus on cooperation to achieve student and program objectives.
- Parent information concerning the Title I program, materials, and suggestions for parents to help promote the education of their children at home will be provided during the school year.
- Parents are encouraged to provide recommendations in regard to specific concerns to building principals.
- Parents Right to Know: The federal education law put in place by the Elementary & Secondary Education Act (ESEA) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a timely response.

APPROVED

IX. High School Discipline Matrix

LTHS Discipline Matrix 2023-2024

Due Process: Students shall be afforded due process rights. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of the rule violation; (3) explanation of the evidence supporting the infraction; (4) an opportunity to present the student's side of the story; (5) a restorative practice or consequence that is proportionate to the infraction.

Consequence Definitions

Detention: Discipline which requires students to serve time after school, or during lunch.

In School Suspension (ISS): Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and the student will receive credit for completed class work.

Short Term Suspension: (STS) Temporary denial to a student by the principal, superintendent, or School Board of participation in a class or classes for no more than ten school days. The duration of the suspension may be reduced if student agrees to participate in an appropriate counseling program.

Long-term suspension: (LTS) Temporary denial to a student by the Superintendent or School Board of participation in school for more than ten days, but not to exceed ninety days.

Expulsion: Denial of a student's membership in school by the school board for a period of time.

Where appropriate the following additional restorative practices and/or consequences may be added to any violation:

Choices counseling/conflict resolution: Programs designed to teach students to deal with conflict in a constructive manner.

Community service: May be served at the school outside of the school day by assisting school staff in carrying out their duties.

Counselor referral: Student is referred to their school counselor or an independent counselor.

Drug/Alcohol evaluation and counseling: Student must complete a drug/alcohol assessment to determine appropriate course of treatment. Once the assessment is completed student must participate in recommended counseling sessions.

Mediation: Where an administrator or counselor mediates with student to student, student to staff, etc. to find a solution, create boundaries, and a way to move forward in a positive way.

Police referral: When appropriate students will be referred to the police for violations that are also violations of tribe, state, or federal laws.

Restitution: When appropriate students will reimburse the school or others for financial damages.

Restrictions: Removal of student privileges.

Risk /Threat assessment: Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.

Student Assistance Team (SAT): A team of staff members who work together to help students become and remain successful in school.

Student Conference: Students are talked to about their infraction, what in their life led to this decision and given some alternative choices to handling themselves in the future.

Student Agreement: A written plan or agreement to address discipline concerns.

Time Out: A time where students can stop to think, debrief with an administrator or counselor, and then get back into their instructional setting.

Prevention/Education: A video or session where prevention education is provided for the student.

The progression of consequences resets according to the following schedule:

Class 1-5: Per Year
 Class 6 & 7: After 1 calendar year of zero infractions in the same class

When discipline is imposed, parents/guardians will be contacted by phone or in person to make them aware of the situation and, where appropriate, to discuss appropriate steps to resolve the situation or to address a future situation.

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Academic Infractions	2	Academic Dishonesty: Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc... Students will be expected to follow classroom instructions relating to academic integrity.	Student conference and/or Detention, No credit for involved assignment	Detention (1-3 days) Student conference, No credit for involved assignment	ISS (3-5 days), Student Agreement, Counselor referral, No credit for involved assignment	STS(1-3 day), No credit for involved assignment
	2	Neglecting Obligations: Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.				
Attendance Related Infractions	1	Tardy: Late to class or school.	Student Conference Parent Contact/Mtg.	Student Conference Parent Contact/Mtg. Make up Time via Detention	Student Conference Parent Contact/Mtg. Make up Time via Detention	Student Conference Parent Contact/Mtg. Make up Time via Detention
	2	Closed Campus: Leaving school without the permission of administration.		ISS or detention (1-3 days) Student conference Parent Contact/Mtg. See OLCSD Policies	ISS or detention (1-3 days) Student conference Parent Contact/Mtg. See OLCSD Policies	ISS or detention (1-3 days) Student conference Parent Contact/Mtg. See OLCSD Policies
	2	Skiping: Unapproved absence from a class period within the school day, including leaving class without permission.	Student conference and/or Detention			

Bullying/ Harassment Hazing	4	Bullying: Physical, verbal, written or electronic conduct directed toward a student that is 1) Unwanted, 2) Repeated, and 3) Involves an imbalance of power. These actions are so pervasive, severe and objectively offensive that they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. See Policy 10.22	Choices counseling/conflict resolution Student Conference Parent Meeting Student Agreement,	Choices counseling/conflict resolution Student Conference Parent Meeting Student Agreement, Refer to Law	Choices counseling/conflict resolution Student Conference Parent Meeting Student Agreement, Refer to Law	STS (10 days) Refer to Law Refer to Superintendent for further disciplinary action(LTS)
	4	Harassment: Harassment is a form of discrimination. Physical or verbal conduct related to a person's race, religion, national origin, age, gender (including pregnancy), disability, sexual orientation, military status, genetic information or other category protected by law. The District specifically prohibits any form of harassment that is sexual in nature. Includes, but is not limited to, verbal harassment or abuse, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with a student's education, use of services, or participation in activities.	ISS (1-3 days)	ISS (3-5 days) or STS (1-3 days)	STS (3-5 days)	
	4	Hazing: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See Policy Section 10.23				

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Disrespect and Disobedience	3	Disrespectful Behavior: Communication or actions that demonstrate a lack of respect or courtesy toward an individual.	Student Conference Parent	Student Conference Parent	ISS 5 days or OSS 1-3 Days	STS 3-5 Days
	3	Offensive Language/Gesture: Use of disgusting, hurtful, obscene, or foul language, communication, or action.	Contact/Mtg. Counseling Mediation	Contact/Mtg. Counseling Mediation		
	3	Insubordination: Student conduct deemed as repeated unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information)	Detention 1-5 hours ISS 1-3 Days	ISS 1-3 Days		
	4	Offensive Language Directed at a Staff Member: Offensive language or gesture as defined above directed at another person	Student Conference Parent Meeting Mediation ISS (3-5 days)	Student Conference Parent Meeting Mediation ISS (3-5 days)	STS (3-5 days)	STS (5-10 days)

Disruption	3	School Disruption: Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.	Student conference Parent Meeting Counselor Referral ISS 1-3 days or STS 1-3 days	Student conference Parent Meeting Counselor Referral ISS 1-3 days or STS 1-5 days	Student conference Parent Meeting Counselor Referral STS 1-5 days	STS 5 days
Dress Code	2	Inappropriate Dress: Violation of the school's dress code including but not limited to wearing clothing with profanity, suggestive themes such as alcohol, drugs, sex, death, or violence.	Student conference Change clothes	Student and Parent conference Detention (1-3 days) Change clothes	ISS (1 day) Student Agreement, Counselor referral Change clothes	See insubordination 2 nd violation Change clothes
Electronic Devices	1	Cell Phones/Electronic Devices: Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property between the first bell or last bell of the school day, or on buses contracted by the District, unless otherwise authorized by school officials and/or using an electronic device for a non-educational purpose.	Student Conference Device confiscated until end of school day	Detention Device confiscated until picked up by parent or guardian	Detention Device confiscated until picked up by parent or guardian	Detention Student may no longer bring device into school Move to 2 nd violation insubordination
	3	Technology Misuse: Unauthorized use of electronic devices/technology. Use of District technology is a privilege and not a right and acceptable use. If the misuse constitutes another violation, consequences consistent with the other violation may also be given.	ISS (1 day) Restrictions	ISS (3-5 days) Restrictions	STS (1-2 days) Restrictions	STS (2-3 days) Restrictions
Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Gang Activity	3	Gang Activity- Low Level: Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, whistling, handshakes, drawings, or writings, to convey membership or affiliation with a gang.	Warning Counseling Student Conference Parent Meeting	Counseling Student Conference Parent Meeting ISS (1-3 days)	ISS (3-5 days) Restrictions Referral to SRO	STS (1-3 days) Referral to SRO
	5	Gang Activity – High Level: Participation or association with a group in which the student's conduct presents a threat to himself/herself or others, is not in the best interest of the school, or causes a substantial disruption in the school environment.	STS 1-10 days Counselor referral Referral to SRO	Counselor referral LTS or Expulsion Referral to SRO	Counselor referral LTS or Expulsion Referral to SRO	Counselor referral LTS or Expulsion Referral to SRO
Illegal Activities	5	Weapons-No Malicious Intent: Possession of an item considered to be a weapon when student brought the item to school by accident, without knowing it was a weapon, and/or without the intent to harm others.	STS (5 days) Referral to SRO	STS (10 days) Referral to SRO	LTS or Expulsion Police referral	LTS or Expulsion Police referral

	6	Bomb Threat: A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.	STS 10 days pending referral to superintendent and school board for LTS or Expulsion Police referral	LTS or Expulsion Police referral	LTS or Expulsion Police referral	LTS or Expulsion Police referral
	6	Fires/ Misuse of Fire Alarms/Extinguishers: Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause.				
	6	Weapons: Possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look-alike weapons, or any object that could place a person in reasonable fear of physical harm. Includes, but not limited to knives, razor blades, mace, and pepper spray.				
	6	Engaging in Illegal Activities: Any other law breaking event which poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interests of the school.				
	7	Firearms: Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm including an air gun.	Expulsion (12 months) Police referral			

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Infraction	Class	Infraction Definition	Minimum Consequences
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			1st Violation	2nd Violation	3rd Violation	4th (or more)
Property Infractions	4	Destruction of Property: Causing or attempting to cause damage to private or school property, or the repeated damage involving private or school property. This includes the alteration of student or school computer programs or systems.	ISS (3-5 days) Restitution and/or Community Service	STS (1-3 days) Restitution and/or Community Service	STS (3-5 days) Restitution and/or Community Service	STS (5-10 days) Restitution and/or Community Service
	4	Theft: Taking something that does not belong to you. Stealing, or attempting to steal, private or school property.				
	4	Trespassing: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose including visiting another school while on an out-of-school suspension.				
Tobacco, Alcohol, and Drugs	4	Tobacco: Using, possessing, selling, or dispensing of tobacco products, and related items such as, but not limited to, lighters, matches, vapor pens, e-cigarettes, and e- liquids and oils.	ISS (1-3 days) Items confiscated Prevention Education	ISS (3-5 days) Items confiscated Prevention Education	STS (1-3 days) Items confiscated	STS (4-10 days) Items confiscated
	5	Mood Altering Chemicals, Substances, and Paraphernalia: Using, possessing, or being under the influence of any mood altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens/e-cigarettes. This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than for its intended use. <i>See Policy 10.24</i> Under the Influence: Any detectable amount of a mood altering substance, such as steroids, marijuana, inhalants, alcohol, or other drugs.	Parent Meeting STS (10 days) Police referral Referral for assessment(Can reduce STS to 3 days with proof of assessment)	Parent Meeting STS (10 days) Police referral	STS (10 days) pending referral for LTS or Expulsion Police referral	STS (10 days) pending referral for LTS or Expulsion Police referral
	6	Distribution: Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance.	STS (10 days) pending referral for LTS or Expulsion Police referral			
Sexual Misconduct	3	Pornographic Materials: Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like.	ISS (1 day)	ISS (1-3 days)	ISS (3-5 days)	STS (1-3 days)
	4	Sexual Activity: Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts.	ISS (3-5 days)	STS (1-3 days)	STS (3-5 days)	STS (4-10 days)
	6	Sexual Violence: Physical sexual acts against a person's will, or where a person is incapable of giving consent.	STS (10 days) pending referral for LTS or Expulsion Police referral			
Infraction	Class	Infraction Definition	Minimum Consequences			

			1st Violation	2nd Violation	3rd Violation	4th (or more)
Verbal and Physical Altercations	2	Verbal Dispute: A confrontation between two or more students without physical aggression or injury.	Detention Mediation Counseling Referral	ISS (1-3 days) Mediation Counseling Referral	ISS (3-5 days) Mediation Counseling Referral	ISS (3-5 days) Mediation Counseling Referral
	3	Verbal Altercation: A hostile confrontation between two or more students involving the use of profanity and causing a substantial disruption.	ISS (1-3 days) Restrictions	ISS (3-5 days) Restrictions	STS (1-3 days) Restrictions	STS (3-5 days) Referral
	3	Physical Aggression: Aggressive behavior with the potential to cause physical harm towards others.				
	4	Intimidation/Threat-Student: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to another student's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward another student.	ISS (3-5 days)	STS (1-3 days)	STS (3-5 days)	STS (4-10 days)
	4	Unsafe Act: Threats or acts involving or causing danger or risk to self or others.	ISS (3-5 days)	STS (1-3 days)	STS (3-5 days)	STS (4-10 days)
	4	Physical Injury-Student: Causing physical injury to another student. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.	STS (1-3 days) Referral Counselor	STS (3-5 days) Referral Counselor	STS (4-10 days) Referral Counselor	STS (10 days pending referral for LTS)
	4	Fight involvement: A physical conflict involving two or more students. Not the one who initiated it, not the aggressor. Also, those who encourage, video tape, share video via social media, etc.)	ISS (3-5 days)	STS (1-3 days)	STS (3-5 days)	STS (5-10 days) Referral for LTS
	4	Fighting: A physical conflict involving two or more students (Initiated the fight, mutual participant, or Aggressor)	STS 5 Days Police Referral	STS 10 Days Police Referral	STS 10 Days Police Referral	STS(10 days pending referral for LTS) Police Referral
	5	Intimidation/Threat-Staff: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a staff member's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward a staff member.	STS (5-10 days) Police referral	STS (10 Days) pending referral for LTS or Expulsion Police referral		

	5	Physical Injury-Staff: Causing physical injury to a staff member. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.				
	6	Endangering the Lives of Others or Causing Serious Bodily Injury: Actions causing serious bodily harm or actions that significantly jeopardizes an individual(s)' safety or well-being.	STS(10 days) pending referral for LTS or Expulsion Police Referral			
Vehicle Infractions	2	Parking Lot Violations-School Rules: Failure to comply with school parking lot rules and regulations. Students are expected to park in parking lots and spaces as assigned by administration.	Student conference Restrictions	Detention Restrictions Student contract	ISS (1 day) Restrictions	Loss of parking privileges/Vehicle may be towed
	3	Parking Lot Violations-Laws: Failure to comply with Tribal and State traffic laws in school parking lots and on District property.	Student conference Detention Restrictions	ISS (1 day) Restrictions	Loss of parking privileges/Vehicle may be towed	

Additional Infractions:

Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.

Transportation behavior: While on district-provided transportation (including, but not limited to a bus), students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequence will be consistent with the violation committed, which may include suspension of riding privileges.

Infractions off school grounds: Activities that occur outside of the school environment but substantially disturb the school environment are subject to the consequences listed in this matrix.

Other campuses: Any violation committed by a student on another campus shall be punished in the same manner as if the violation had been committed at the student's assigned school.

Athletic/Activity (Participation) Rules: Students are not allowed to attend a practice, game, event for any co-curricular, extracurricular, or club activity until their consequences are completed and served (See LTHS Extra-Curricular and Athletic Handbook).

The principal/administration reserves the right to address any situation outside the matrix.

Unique Situations: Discipline situations arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful; and disruptive or potentially harmful are included.



**Lakota Tech High School
Oglala Lakota County School District 65-1**

**9-12 Student Handbook
SY 2023-2024**

Please Sign Below and Return to Lakota Tech High School

I have received, read, and understand the contents of the Oglala Lakota County 65-1 Lakota Tech High School Student Handbook and Discipline Matrix.

Print Parent/Guardian Name

Signature of Parent/Guardian.

Date

Print Student Name

Signature of Student

Date

APPROVED