

Oglala Lakota County School District 65-1
PreK-8 Student Handbook
2022-2023



Oglala Lakota County School District 65-1
Approved 6-20-2022

Oglala Lakota County School District 65-1

Mission Statement

To strengthen the Lakota identity and values of students and to assure their overall well-being and academic success.

APPROVED

Oglala Lakota County School District 65-1

NON-DISCRIMINATION STATEMENT

The Oglala Lakota County School District does not discriminate on the basis of disability, race, color, national origin, sex or age in access to employment in, or in the provision of, any of Oglala Lakota County School District's programs, benefits, or activities. The following person has been designated to handle inquiries regarding this policy: Superintendent, P.O. Box 109, Batesland, South Dakota 57716, **(605) 288-1921**.

Grievance procedures for 504/ADA/Title IX are available in each school office by request to the principal.

AGREEMENT

By the act of registering at Oglala Lakota County School District 65-1, the student and his/her parents/guardians agree to pursue the educational objectives and practices as stated in this handbook and to respectfully observe the disciplinary code of the school. These norms and policies remain in effect for the academic year.

NOTE

Throughout the handbook, you will see South Dakota Codified Laws (SDCL) referenced by numbers. Not all of the codes are printed in their entirety in the handbook but can be found online at: http://legis.sd.gov/statutes/Codified_Laws/QuickFind.aspx

You can also just type into any search engine: *South Dakota Codified Laws* and you will be directed to the website.

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Oglala Lakota County School District 65-1

MISSION STATEMENT

To strengthen the Lakota identity and values of students and to assure their overall well-being and academic success.

VISION STATEMENTS

- ❖ All OLCSD stakeholders support the students' Lakota identity and values to assure their overall well-being and academic success by embracing the Lakota cultural practices and beliefs.
- ❖ All children, staff, and community are filled with confidence and respect for self and others based on Lakota values.
- ❖ Collaborative planning and teaming among staff, parents, community and students exists throughout the district.
- ❖ Students perceive school as a nurturing environment with a student-centered curriculum.
- ❖ Students are highly motivated, actively learning, and are consistently attending school.
- ❖ Students, family, school personnel, and community have mutual respect and regard for all.
- ❖ The schools are safe, clean, drug and alcohol-free environments.

BELIEF STATEMENTS

Our district believes that strengthening the Lakota identity of students will support their learning.

- ❖ All students deserve a safe, nurturing environment.
- ❖ All students must take responsibility for their actions and demonstrate ethical values.
- ❖ All students have the right to a positive cultural identity.
- ❖ All students have a right to an education that will prepare them for a rapidly changing, technological world.
- ❖ Students, staff, families, and the community need to be partners in learning.

Our district believes that when teachers support the Lakota identity of students, the students will be more receptive to the teaching.

- ❖ All teachers are entitled to a safe teaching environment.
- ❖ Teachers must be supported by students, families, staff, and the community.
- ❖ Teachers must collaborate with colleagues, students, parents, and the community.
- ❖ Teachers must nurture students by recognizing students' individual learning styles.
- ❖ Parents are an essential part of education as a child's primary teacher.

Our district believes when the school and district support the Lakota identity of students the mission and vision will come to life.

- ❖ Schools shall reflect the cultural beliefs and values of the community.
- ❖ Schools must be student-centered, creative, and provide learning at all levels.
- ❖ Schools must provide an inviting, positive environment for students, staff, families, and the community for all to be active partners in learning.
- ❖ Schools must provide safe environments.
- ❖ Decisions shall be based on the school mission, vision, philosophy, and student outcomes.

STUDENT OUTCOMES

FAMILY

Students will:

- ❖ Model, develop, and maintain a positive self-concept.
- ❖ Practice and encourage open, honest communication.
- ❖ Evoke trust, empathy, and sensitivity for others.
- ❖ Achieve a balanced life with values and purpose.

LEARNERS

- ❖ Students will be life-long learners who:
- ❖ Amplify the skills needed to access our technological world to further personal learning.
- ❖ Attain personal goals through self-directed motivation.
- ❖ Analyze, monitor and evaluate knowledge and information throughout life.

CULTURE

Culturally enlightened students who:

- ❖ Exhibit Lakota values in all aspects of life.
- ❖ Contribute to the well-being of the Lakota people.
- ❖ Honor and uphold Lakota spirituality, beliefs, and morals.
- ❖ Develop a tolerance and appreciation for other cultures.

PRODUCERS

Proactive student producers who:

- ❖ Create/use innovative techniques to impact the economy of the community.
- ❖ Model decision-making processes based upon cultural values.
- ❖ Integrate interpersonal skills to facilitate community involvement.

COMMUNITY

Culturally enlightened citizens who:

- ❖ Demonstrate community culture and spirituality with respect, knowledge and understanding.
- ❖ Evaluate, promote and participate in community and national government and decision-making in the global world.
- ❖ Describe pride in community.
- ❖ Work to preserve and enhance the environment.
- ❖ Contribute to the well-being of self, family, and all Lakota people.

ADMINISTERING MEDICATIONS TO STUDENTS

Students will not be permitted to take medication while at school unless such medicine is administered by the school nurse under specific written request of the parent or guardian and, in the case of prescription drugs, with written instructions by the student's physician. Such request must include a full release from the responsibilities pertaining to the administration and consequences of such medications and be presented to the principal by the student's parent or guardian.

WHENEVER POSSIBLE, MEDICATION SHOULD BE GIVEN AT HOME. EVERY EFFORT SHOULD BE MADE TO AVOID DISPENSING MEDICINE DURING SCHOOL HOURS.

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the nurse. All medications will be kept in and dispensed through the nurse's office.

AGE REQUIREMENT FOR ENTRANCE INTO PRESCHOOL

To enter preschool, a child must be three years old before August 1st. A birth certificate will be required upon enrollment. Priority for enrollment will go to children that are four years of age. Children that are age three will go on a waiting list and accepted if the classroom capacity has not been met. Children must be potty trained to be eligible for preschool.

AGE REQUIREMENT FOR ENTRANCE INTO KINDERGARTEN & FIRST GRADE

To enter kindergarten, state law requires that a child must be five years before September 1st. A birth certificate will be required upon registration. To be eligible for first grade, a child must be six years old on or before September 1st.

ASSESSMENT

All Students: NWEA MAP (NorthWest Evaluation Association - Measure of Academic Performance); AIMSWEB

3rd-8th Grade: State Required Math and English-Language Arts Assessment

5th and 8th Grade: South Dakota Science

SPED: Determined by Individual Needs

ELL: The W-APT is a screening instrument designed to assess English language proficiency primarily to determine eligibility for and placement within an ELL program. The ACCESS for ELLs® is an annual assessment designed to assess student progress in achieving English language proficiency. All public-school districts are required to assess annually all identified English Language Learners (ELLs)/Limited English Proficient (LEP) students in grades K-12 using the ACCESS for ELLs® assessment until the students test as English language proficient. If you have questions about these assessments or want to discuss your child's performance, please contact the principal at the school your child attends.

ATTENDANCE

The school attendance laws of South Dakota and Oglala Sioux Tribal Resolution 69-42 require that students must attend school regularly. Under the federal law Every Student Succeeds Act (ESSA) schools are required to show gains in their yearly attendance percentages.

According to school district policy, JEDA Truancy, and JEA Compulsory Attendance Ages, a person who does not see to the school attendance of a child between the ages of six (6) to eighteen (18) years will be guilty of a misdemeanor and if convicted will be subject to a fine as established by law. No student will be denied the right of attending school without due process of law. (REFERENCE: SDCL 13-27-1; SDCL 13-27-2; SDCL 13-27-11; SDCL 13-27-12; SDCL 13-27-16; SDCL 13-32-4.1.)

According to Ordinance of the Oglala Sioux Tribal Council of the Oglala Sioux Tribe, Tribal Ordinance 14-29, Section VI Student attendance, 600.8-02 Standard: Failure to Send. Any person having control of a child of compulsory school age who fails to require the child attend school as mandated by the provisions of this section, is guilty of violating this section and is subject to juvenile court proceedings under the Law & Order Code of the Oglala Sioux Tribe

To assist with enforcing Tribal Ordinance 14-29, Section VI Student attendance, 600.8-02 Oglala Lakota County Schools will coordinate with the Juvenile Court for assistance in regard to student attendance.

ATTENDANCE POLICY

The Oglala Lakota County School Board, administrators, and staff recognizes that student achievement is directly related to student attendance. 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.

Through cooperation with parents, strict adherence to guidelines in regard to tardiness and unexcused absences, and diligence in investigating the causes of absence, the Oglala Lakota County School Board will endeavor to reduce tardiness and truancy.

The Oglala Lakota County School, building principal or designee, will be 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. In accordance with SDCL 13-27-14, the Board will appoint the truancy officer at the annual meeting.

Attendance/Tardy Procedure

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. Keep in mind that a great deal of learning takes place every day at school and excessive absenteeism can create problems that are difficult to overcome for your student. When your student is absent from

school, notice must accompany the student upon returning to school.

Any student entering school after the school day has begun, must report to the office before going to the classroom to get an admit slip. Students will be tardy if they come to school or class after the class has begun. The building principal or designee under the direction of administration work with students and families to help students who are frequently tardy.

Attendance/Drop Procedure

1. 3 consecutive, unexcused days
When a student has reached 3 consecutive, unexcused days with no contact they will be contacted by the attendance clerk or student advocate.
2. 5 consecutive unexcused absences
When a student has reached 5 consecutive day absences, they will be dropped from enrollment from the building he/she attends; a letter will be sent to the parents/guardians with copies going to: 1) Juvenile Court, 2) Public Safety, 3) Social Services (as applied), 4) Home room teacher.
3. 10 absences, ~~excused and~~ unexcused
4. When a student has reached 10 accumulated ~~excused~~/unexcused days they will be dropped from enrollment from the building he/she attends; a letter will be sent to the parents/guardians with copies going to: 1) Juvenile Court, 2) Public Safety, 3) Social Services (as applied), 4) Home room teacher.
5. When a student is dropped from enrollment, the parent or guardian must re- enroll the student through a conference with the building administrator or designee. The school will attempt to make contact with the parent/guardian. The parent/guardian will sign an attendance contract that includes any future unexcused absences will be reported to the OST Juvenile Courts for truancy. The contract will also stipulate that the student will:
 - a. Be disenrolled after five (5) more absences of any kind,
 - b. The student will not be allowed to re-enroll until the beginning of the next semester (Fall or Spring), and
 - c. The student will enroll in the same grade at the beginning of the next school year.
6. Attendance Policy is based upon per semester absences.

Perfect Attendance designation will be awarded to students who are physically in attendance at school or school sponsored activities every day that school is in session.

BILL OF RIGHTS

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following:

- ❖ Learn in a disruptive-free environment
- ❖ Know what is expected of them at all times in every area of the school
- ❖ Be protected from harm
- ❖ Have their positive behavior recognized
- ❖ Have their personal property protected
- ❖ Have their concerns heard
- ❖ Be treated with kindness, care and respect

BIRTH CERTIFICATE REQUIREMENT

All students who are entering Oglala Lakota County Schools for the first time or seeking to be excused from school attendance to receive alternative instruction must present a certified copy of a birth certificate. In such cases as the original birth certificate is deemed unattainable to the district administrative office or the office of the school the child seeks to attend, an affidavit in lieu of a birth certificate as issued by the department of health will suffice. The school will make a copy of the original document to be included with the student's school records. A certified copy of a birth record may be obtained from the South Dakota Department of Health, Vital Records Office, 523 East Capitol, Pierre, South Dakota 57501. Anyone having questions concerning birth records may also call the Vital Records Office at 773-4961. That is also the number to call to find the address of the appropriate office in any other state to obtain birth records. Birth records may be obtained from the Register of Deeds in the county of birth, except for children who are adopted. Records for children are available only at the appropriate state office. A minimal fee will be charged for this service. However, a certified copy will be provided for certain needy families. Contact the office where you are seeking the certificate for additional information.

BULLYING

Bullying is a pattern of repeated physical, verbal, non-verbal, written, electronic or any conduct that causes physical hurt or psychological distress on one or more students that (1) places a student in reasonable fear of harm to his or her person or property and either (2) substantially interferes with a student's educational performance or (3) substantially disrupts the orderly operation of a school.

Our district is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies

related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties shall report the alleged acts immediately. A form will be available from the building principal or from the district office. The report may be made anonymously to the principal for immediate investigation.

Any student may report verbally to any staff member in the school any bullying that is or has happened upon themselves or to others. Any staff member who sees or has heard about student bullying is required to immediately provide the principal written notice of the incident for immediate investigation within a reasonable timeframe.

At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices.

Oglala Lakota County schools reserves the right to discipline students for bullying or harassment in any cyber-form, whether it occurs on school grounds, at any school-sponsored event or activity, on a personal or school digital device on campus, on a personal digital device off-campus, or at any non-school sponsored event (on or off campus) if it causes disruption on school grounds.

Cyber-bullying pertains to the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm or intimidate others.

Cyber-bullying is defined as bullying through email, cell-phones, instant messages, sexually explicit texts (“sexting”) or websites: or other technology as it develops.

Reports of cyber-bullying should be communicated orally or in writing to the Principal, Dean of Students, a teacher, other staff member, or school counselor for immediate documentation and investigation.

Documentation shall be defined as screen shots of the cyber-bullying, the ability of the school to print out the bullying messages, or students admitting they have cyber-bullied another student.

CANCELLATION ANNOUNCEMENT

Information concerning cancellations of school because of bad weather will be broadcast over radio station 90.1-KILI Porcupine, KELO, News Center1 and KOTA television stations, Facebook, School Reach and the district home page.

CELL PHONE USE

Students may possess cellular phones and portable digital media devices on school property, while in school owned or school operated vehicles and while students are attending or engaged in school sponsored activities, subject to limitations of this and other policies and regulations of the District.

The District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

Student cell phone use must follow the school rules for instructional and or research. Photographing or video recording school students and employees is prohibited unless authorized by the classroom teacher for instructional purposes. This would include all social media platforms. This would also include sharing inappropriate or unwelcome texts, videos, and pictures.

Students who do not follow the cell phone use policy may have phones removed from their possession.

CHILD ABUSE AND NEGLECT

The Oglala Lakota County School District has endorsed and supports the following policy concerning reporting child abuse and neglect:

SDCL 26-10-14 Reporting Child Abuse and Neglect.

The South Dakota State Legislature, under SDCL, mandates that school personnel make reports of suspected child abuse and neglect. In accordance with the above laws, the Oglala Lakota County Board of Education sets forth guidelines to be used by the administration and staff in the enforcement of the related laws. Statutes related to Child Abuse and Neglect are in South Dakota Codified Law under one or more of the following reference numbers: **SDCL 26-8-6; 26-10-10; 26-10-1; 26-10-11.1; 26-10-12; 26-10-12.2; 26-10-12.3; 26-10-14.**

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to one of the following: the building principal, Superintendent or designee, the state's attorney, the department of social services, the county sheriff, or the tribal police.

COMPLAINT PROCEDURE

Complaints or any problems should be brought to the attention of the school principal. The district's complaint procedure must be followed. Failure to follow the procedure constitutes abandonment of the complaint. The principal's office will provide you with a copy of the complaint procedure.

COMPLAINT POLICY FOR FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder, who has a complaint regarding the use of federal ESSA funds may address the complaint in writing to the school principal or designee.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or districts' homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- ❖ The school principal or designee will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- ❖ The school principal or designee will notify the complainant of the decision in writing.
- ❖ The complainant will be allowed one week to react to the decision before it becomes final.
- ❖ The complainant will either accept or disagree with the decision and will be provided such acknowledgement in writing, addressed to the district superintendent.
- ❖ If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- ❖ The stakeholder may forward unresolved complaints to the South Dakota Department of Education for review.

COMPUTER/INTERNET

Students will adhere to school policies and procedures for the use of technology equipment and the Internet service. Loss of privileges will be determined by the severity and occurrence and may result in the loss of access as well as other disciplinary or legal action as outlined in the district Student Network Internet User Agreement and Parent Permission Form. Technology equipment and the Internet are for classroom projects and school use only. Both the parent and the student must sign an agreement regarding compliance with district policies.

CONFERENCES AND REPORT CARDS

Parents are invited to our classrooms; extended visits may require background checks. Communication between home and school is vital in your child's education. All parents/guardians are encouraged to attend parent-teacher conferences. This is an opportunity for parents to discuss the education and welfare of your child. Report cards will be distributed each trimester. Final report cards will be sent following the last day of school. Parent-teacher conferences are scheduled from 4:00pm to 7:45pm three times throughout the year.

CONFIDENTIALITY OF INFORMATION

All students of Oglala Lakota County Schools will be afforded the policies and procedures related to confidentiality with the Family Education Rights and Privacy Act (FERPA).

The Oglala Lakota County Schools will provide full educational opportunity to all children with special needs, aged birth to twenty-one (21), consistent with the timetables established in the South Dakota State Plan of the Individual with Disabilities Education (IDEA) Act as amended. Pursuant to this goal, the Oglala Lakota County District shall: Develop and implement policies and procedures on the confidentiality of information consistent with IDEA Act and the Family Education Rights and Privacy Act (FERPA).

The parent of a child in need of special education and related services shall be afforded, in accordance with school board policy, an opportunity to inspect and review all education records concerning the identification, evaluation and educational placement of the child and the provision of a free appropriate public education of the child.

DAMAGE & RESPECT FOR PERSONAL, SCHOOL, AND PUBLIC PROPERTY

Students and parents are financially responsible for damages and defacements of school property. (This includes school buses.) This law will be enforced as necessary. Payment for damages will come in the form of cash or work. Respect school property. Supplies, desks or other school property will be replaced by the student who does the damage. If the students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you accidentally damage school property, you should report it to a teacher or the office immediately.

DANGEROUS WEAPONS

The Oglala Lakota County School District endorses and supports the policy concerning dangerous weapons in the school. Parents will be notified of each incident and a conference will be arranged to review documentation of disciplinary actions.

SDCL 13-32-7. Dangerous weapons in the school. “Any person, other than a law enforcement officer or school sentinel acting pursuant to § 13-64-1, who intentionally carries, has in his possession, stores, keeps, leaves places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purpose, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle or building or any premises, vehicle or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such action, is guilty of a

Class 1 misdemeanor.” The Oglala Lakota County School Board defines a dangerous and/or deadly weapon as any firearm, instrument, material or substance, knife or edged weapon, whether fixed blade or folding blade, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

In this regard, all dangerous and illegal weapons shall be taken from any person on school property. Dangerous weapons taken from a student shall be reported to the student's parent. Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

DISMISSING CHILDREN FROM SCHOOL

On occasion, a child may need to be taken out of class for a short period or for an early dismissal. Please come to the office and sign the student check-out sheet with the office staff. No child will be allowed to leave their assigned classroom to leave school early without clearance from the school office. Students will only be allowed to leave with their legal guardian or persons listed on the approved check-out list as recorded in the office.

DISORDERLY CONDUCT

In order for all who are involved in the education of children to feel safe and supported, the conduct of each person has been given guidelines by South Dakota law as follows:

SDCL 22-13-1 Disorderly Conduct. Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk thereof by:

- (1) Engaging in fighting or in violent or threatening behavior;
- (2) Making unreasonable noise;
- (3) Disturbing any lawful assembly or meeting of persons without lawful authority; or
- (4) Obstructing vehicular or pedestrian traffic is guilty of disorderly conduct. Disorderly conduct is a Class 2 misdemeanor.

DISTURBANCE OF SCHOOL

SDCL 13-32-6 Disturbance of school as misdemeanor. A person, whether pupil or not, who intentionally disturbs a public or non-public school when in session or who intentionally interferes with or interrupts the proper order or management of a public or non-public school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.

DRESS CODE POLICY

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 that students are appropriately dressed. The cooperation of parents/guardians is requested in this area of proper attire.

Therefore, no student

- ❖ is to wear clothing or accessories including hats, buttons, etc. that display alcohol, drugs,

- tobacco or gang paraphernalia;
- ❖ nor should a student wear anything pornographic, sexually explicit (e.g., players 69), or obscene (e.g., language);
 - ❖ nor should a student wear clothing which has been identified with current gang-like attire.
 - ❖ Inappropriate and immodest clothing that reveals private areas of the body will not be allowed in the Oglala Lakota County Schools (Includes spaghetti straps, low-cut skirts, etc...)
 - ❖ Short shorts and halter-tops are prohibited
 - ❖ Caps and hoods (hooded sweaters) must be removed inside the building during school hours with the exception of designated special events.
 - ❖ Hickeys must be covered.
 - ❖ Bandanas of any kind or color are prohibited.
 - ❖ Sunglasses indoors are also prohibited.
 - ❖ Ear piercings and prescription contact lenses only.

Repeated violations of this dress code policy will be considered non-compliance. (See behavior matrix for consequence).

EMERGENCY AND DISASTER DRILLS

For the safety of our students and staff, fire, ALICE lockdown and disaster drills are held throughout the school year. Students are instructed in the correct procedure for evacuation and should listen carefully to ensure safe practices are followed. Instruction for evacuation is posted in each classroom.

1. In case of fire, the proper procedure is posted in the classrooms.

The purpose of fire alarms is to let the occupants know there is a reason to evacuate the building as quickly as possible. Fire and disaster drills are for practice and are authorized and/or scheduled by the administration.

TRIPPING A FIRE ALARM BY A STUDENT OR ANY PERSON NOT AUTHORIZED TO DO SO, WILL RESULT IN DISCIPLINARY ACTION.

EXTRA CURRICULAR

Eligibility will be checked weekly. If the student is failing a class, the principal or designee and teacher will host a meeting with the student and parent/guardian to develop a plan of improvement with a tutor to pass all classes as soon as possible. (Policy adopted by the Oglala Lakota County 65-1 School Board, effective December 2, 2016.)

A student must be in school on the day of the activity event in order to participate. Unless an exception is granted by the principal for good reason. Extra-Curricular Activities Contract must be signed by the student and the parent/guardian and returned at the beginning of the school year in order for their student to participate in extracurricular activities. Parents will be given an extra-

curricular activity handbook with the contract upon enrolling their student.

FERPA The *Family Educational Rights and Privacy Act*

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.

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.

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:

- A. Inspect and review the student's education records;
- B. 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;
- C. Consent to disclose of personally identifiable information contained in the student's
- D. education record, except that which FERPA and the regulations in the school's
- E. comprehensive plan authorize disclosure without consent;
- F. File with the U.S. Department of Education a complaint concerning alleged failures by
- G. the district to comply with the requirements of the FERPA and the district's
- H. comprehensive plan;
- I. Obtain a copy of the district's policy and where copies of the district's policy are
- J. located.

FIELD TRIPS

Oglala Lakota County Schools recognizes the importance of educational field trips. All students will be afforded the opportunity to attend. Behavioral concerns will be addressed per student and may require a parent to attend the trip. Incentive field trips will be based on students achieving the requirements of the incentive including but not limited to the 8th grade field trip, attendance field trips, and positive behavior trips.

GRADING

All student work will be graded using the district approved grading scale.

- A: 90%-100%
- B: 80% to 89%
- C: 70% to 79%
- D: 60% to 69%
- F: 0% to 59%

GRIEVANCE

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.
- ❖ If the incident remains unresolved, the student or his or her parent or guardian or the teacher, may bring the matter to the principal's attention for consideration and action.
- ❖ If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for consideration.
- ❖ Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested.

HEALTH SERVICES FOR STUDENTS

The Oglala Lakota County School Health Program is to assist the family in procuring and maintaining good health of the child. The key word is assist. If a child becomes ill at school the child will be taken home. It is the responsibility of the parent to take the child to the clinic, if that need is determined. If a child is seriously injured at school the nurse or designee will transport the child to the hospital, the parent will be notified, and take responsibility for the child. Enrollment of the child in school authorizes school officials to seek emergency medical assistance while the parent or guardian is being located.

COMMUNICABLE DISEASE – The school administration or school health personnel may, following board policy, exclude from school any student who shows evidence of departure from normal health, who has been exposed to a communicable disease, or whose presence is certified by a physician to be detrimental to the health or cleanliness of other students. The parent or guardian will be notified of the reason for the student's exclusion from school and their rights in the situation.

A student who has been excluded from school for the above reasons may be readmitted when school health personnel, with concurrence of a licensed physician, determines that no evidence of the disease or detrimental condition exists.

The Oglala Lakota County School District recognizes that head lice among students is an issue that must be controlled to limit or deter spreading among and between students. Failure to

control this infestation affects the learning environment for all children. Therefore, the following policy has been adopted:

- A. If a child with head lice is sent to the nurse or the nurse/aide notices during a routine check that a child has head lice, the child should be treated by the nurse or nursing staff immediately. A phone contact will be attempted and a letter will be sent home with the child, telling the parent/guardian that the student's head was washed, the kind of shampoo that was used, advising that the student will be examined to be sure the infestation is suppressed and solicit support and cooperation for continued assistance;
- B. If the same child is re-infested, the nurse or nursing staff will treat the child's head, a phone contact will be attempted and a letter will be sent home with the kind of shampoo that was used; we will continue to solicit support and cooperation for assistance;
- C. If the same child continues to have head lice, the student will then be sent home until parent/guardian brings the student back to school for a conference with the nurse and principal. At this time, an action plan will be implemented to keep the student's head lice free. If needed, transportation will be provided by available staff. If this continues to be a problem, we may need to seek assistance from other agencies such as social workers or CHR workers; however, student confidentiality required by FERPA will be observed; If a student at Level C of this policy attends school before subsection C is implemented, the building principal will ensure appropriate due process procedures for exclusion from school.

SELF HARM – Students who are exhibiting self-harm related behaviors will be referred and transported to Indian Health Services for intervention and/or medical attention. Parents/guardians will be notified.

STUDENT PARTICIPATION – It is the feeling of the administration that if a child is well enough to be in school, he/she is well enough to participate in the entire school program. This would include the recess period. Exceptions to these rules are made if the child becomes ill during the school day, has returned from a serious and prolonged illness, or has a doctor's note due to a chronic illness.

IMMUNIZATION REQUIREMENTS

Any child entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the pupil may present:

1. Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health; or
2. A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization; or
3. A written statement signed by one parent or guardian requesting that the local health department give the immunization because the parents or guardians lack the means to pay for such immunization.

The Department of Health may promulgate reasonable rules, in accordance with chapter 1-26, to require compliance and documentation of adequate immunization, to define appropriate certification, and to specify standard procedure. (Ref: SDCL13-28-7.1)

You may contact your local physician or the Public Health Service in Pine Ridge, S.D. for further details including information about financial assistance in receiving the immunizations.

LEGAL GUARDIANSHIP

The school must have a copy of a court order constitution written documentation of legal guardianship in situations in which guardianship has been established. In addition, if there is a question of custody where the parents are separated, there must be a valid court order of custody on file at the school. Absent such court order, the school is required to treat each parent as having full legal rights to the student. If there is a change of guardianship or custody, the school needs to be notified in order to ensure that we fulfill our responsibility to students enrolled in our schools.

LOCKDOWNS

The Oglala Lakota County School District shall utilize the ALICE lockdown procedures to protect students and staff should an emergency arise. There will also be drills to practice lockdown procedures throughout the year to familiarize both staff and students. Schools may go into a Soft Lock Down procedure which means certain sections of the building are locked and secured. Schools may go into a Hard Lock Down procedure which means the whole building is locked and secured. There will be no outside access.

MEDIA

Oglala Lakota County School District will communicate through various forms of media to celebrate and acknowledge district and school events throughout the school year. Television stations, local newspapers, school production classes, district communications, school webpages, social media, and teacher webpages will produce stories about activities and events happening in the Oglala Lakota County School District. These articles may include names, photographs and video that may be posted on the Internet, printed or aired on television and cable stations.

Parents who **DO NOT** want their child(ren) to be named, photographed or videotaped/recorded for news media or school publicity purposes, should complete a "*Media Opt-Out Form.*" Completed forms should be returned to your school's front office so the school has a record of the request.

MEDICATIONS TO STUDENTS

ADMINISTERING medication to students - If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the nurse/nurse aide. All medications will be kept in and dispensed through the nurse's office. Students will not be permitted to take medication while at school unless such medicine is administered by the school nurse/nurse aide under specific written request of the parent or guardian and, in the case of prescription drugs, with written instructions by the student's physician. Such request must include a full release from the responsibilities pertaining to the administration and consequences of such medications and be presented to the principal by the student's parent or guardian.

WHENEVER POSSIBLE, MEDICATION SHOULD BE GIVEN AT HOME. EVERY EFFORT SHOULD BE MADE TO AVOID DISPENSING MEDICINE DURING SCHOOL HOURS.

PARENTS HOW TO GET INVOLVED

Insist on your child's prompt and regular attendance at school. They need to be on time because the teacher has planned activities for them.

Encourage and help your child to give proper attention to health, personal cleanliness, and neatness of dress. Children should dress appropriately for weather conditions.

Provide a place for study and homework. Be available to help and encourage your child to complete assigned tasks at school.

It is easy to become involved in your child's school. Express your interest, offer your help and when contacted respond eagerly and positively. Active participation is welcomed. Involved parents inspire and motivate students. Your example may be the best teacher of all. Each school has an organized parent group (PAC).

Establishing a relationship of good communication with your child's teacher is a bonus for everyone. There are also a number of ways parents can assist the teacher in the classroom. Ask your child's teacher how you can help!

SCHOOL VISIT

Parents play an important role in the education of their children and are encouraged to visit the school at any time and often. A close partnership between parents and school greatly increases the probability that your child will get the best education possible. On the day of your visitation please check in at the office first. When you are in the class observing, please do not try to hold a conference with the teacher about your child. Make an appointment to confer before or after school. Disruption of a class by any person, including a parent, will not be allowed and if necessary, the person will be removed from the school premises.

PHONE CALLS

Students are not allowed to use the telephone or cell phones during the school day without permission of the school principal or other authorized school staff.

If a parent or guardian needs to contact a child's teacher or principal, they should be contacted during regular working hours of the building site. Regular work hours are from 8:00 A.M. to 4:00 P.M. Staff will not be called to the phone during instructional time except in an EXTREME emergency (ex. death, serious injury or illness to immediate family member).

We ask that you respect the teachers' and principals' privacy and conduct school business during the regular workday, as much as possible. PUBLIC DISPLAY OF AFFECTION

Students who engage in inappropriate public displays of affection (e.g. kissing, hickeys) on school grounds, on buses or during school sponsored events will be referred to the Dean of Students or Principal for appropriate disciplinary action and referral to counselor.

SCHOOL RECORDS

Pupil's school records are confidential. Authorized school personnel, state and federal education officials, and persons with court orders may inspect student records. All others must have the parents' permission. Since parents have an interest in the educational development of their child, they may inspect their child's school records at any time during regular business hours. In addition, they may have incorrect records corrected and must be allowed to put their own explanation in the records with which they disagree. School officials can interpret the content of the file or explain what is meant by certain tests. Custodians of the records in public schools may make school records available only to individuals who are legally authorized to see them.

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records to a parent.

A student's permanent record file shall include only this information; Identifying data (including names and addresses of the parents or guardian), birth date, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data.

1. Any records, other than Directory Information, shall be made available only to the student or parents or guardian of the student and the school staff.
2. All records shall be governed by strict safeguards for confidentiality and shall not be available to others in or outside of the school event without the consent of the parent.
3. These records, other than permanent records, shall be considered temporary and shall be destroyed when the individual leaves the school.
4. All records shall be open to challenge by a student or the parents or guardians of the student.
5. A student's opinion shall not be disclosed to any outside person or agency.

A student shall be free from punitive actions in evaluations of academic competency and in college/job references because of individual opinions.

SEARCHES

Public areas, restrooms, and parking lots, including student lockers, are subject to unannounced searches. Specially trained dogs may be used to assist school officials in searches. In some circumstances where a student is a suspect in an illegal act, the student may be subject to a non-invasive search (which can include clothes, book bags, lockers, desks).

SPECIAL EDUCATION NOTIFICATION OF RIGHTS

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:

1. Inspect and review the student's education records.
2. 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
3. rights.
4. 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.
5. 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.
6. Obtain a copy of the district's policy. STAFF IN-SERVICE

Students may be dismissed from school in order to allow teachers to participate in professional development. We want our teachers to be continually updated on effective instructional strategies; an in-service allows us to do this. Notification from each building will inform you of in-service dates.

STUDENTS ALCOHOL AND OTHER DRUG USE

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs.

Students who use prescription drugs authorized by a licensed physician do not violate this policy

if the students conform to the prescription and appropriate school policies.

RULES

1. While on school property, at a school event, or on a school vehicle a student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs, alcohol, materials and substances represented to be a drug or controlled substance or chemical substances which affect psychological functions or affect the educational system of the school. Likewise, students shall not engage in drug use or abuse nor possess paraphernalia specific to the use of chemicals.
2. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the student's use and possession of the prescription drug conform to the prescription and appropriate school policies.

VIOLATIONS

The following procedures will be used in dealing with possession, use, transmission, or being under the influence of illicit drugs and alcohol.

1. First Offense:
 - a. The administration will contact the parents or guardians by telephone to explain the incident and arrange a conference.
 - b. The administration will suspend the student for ten (10) days in compliance with student due process procedures.
 - c. Within thirty-six (36) hours, the Administration will contact the parents or guardians, in writing, of the suspension.
 - d. The Director of Security will contact law enforcement authorities upon completion of investigation or need of assistance.
 - e. The School District strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because the School District believes that chemical dependency is preceded by misuse, it feels confident that such early intervention can benefit the student before significant harm or dependency results.
 - f. The suspension of a student who agrees to be evaluated and treated will be reduced to three (3) days or days suspended at the time agreement is reached whichever is longer. The administration will provide a list of agencies and professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.
 - g. Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.
2. Second and Subsequent Offenses:
 - a. The administration will contact the parents or guardians to arrange for a conference.
 - b. The Director of Security will notify law enforcement officials upon completion of investigation or need of assistance.
 - c. The administration will suspend the student for forty-five (45) days in compliance

- with student due process procedures.
- d. Within thirty-six (36) hours, the administration will notify the parent or guardian, in writing, of the suspension.
 - e. The administration will recommend to the Board that the student be expelled unless the following procedures are followed:
 - i. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - ii. Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment.
 - iii. If the student is accepting treatment, the expulsion may be lifted by the Board.
 - iv. Fees for this assessment and treatment are the responsibility of the student and family.
3. Distribution or selling:
- a. The following procedures will be used in dealing with supplying, distributing, or selling chemicals (drugs or alcohol) or material represented to be a controlled substance.
 - i. The administration will suspend the student for ten (10) days.
 - ii. Within thirty-six (36) hours, the administration will contact parents or guardians of the suspension.
 - iii. The Director of Security will refer the case to available law enforcement authorities upon completion of investigation or need of assistance.
 - iv. A hearing on the case will be conducted by the Board pursuant to due process rules for expulsion.
 - v. Pupils who visibly appear to be impaired from the use of illicit drugs or alcohol will be referred to the school nurse, if available, and the building administrator will be notified. The school nurse or building administrator will determine whether to contact the parent or guardian for further instruction, refer to the emergency authorization form, or seek immediate medical attention. If the student(s) is taken to the Emergency Room, a school representative will accompany student(s). Parent(s)/guardian(s) will be requested to meet at the hospital. Following the handling of the medical emergency, this policy will be followed.

STUDENT SUSPENSION/EXPULSION

Generally, suspension may be imposed when a student's behavior creates a threat to his/her own or other's safety. Behavior such as fighting; committing assault on another; stealing; vandalism; possessing weapons; explosives or other prohibited materials; making false alarms or bomb threats; lewd or threatening behavior or language; possession of alcoholic beverages or other chemical substances on the school premises or at school activities may result in suspensions.

**SPECIAL EDUCATION STUDENTS* – Students attending school on an IEP are subject to disciplinary action in the same manner as other students unless the behavior is directly caused by the special education student's disability. State and federal regulations will be followed in

imposing discipline with special education students.

**IN SCHOOL SUSPENSION* – When a student’s actions warrant in-school suspension according to the matrix, he/she will be isolated in the in-school suspension room. Class work will be brought to them. They will eat lunch in the ISS room.

**SUSPENSION* – Suspension from school or school activities is the discipline given for severe or frequent misconduct. The student and parents/guardians are required to come to the school and meet with the principal or assigned designee before the student will be allowed back in school.

Out of School suspension days are counted as absences. See the Discipline Matrix for specific behavior consequences.

Students who are guilty of continued misconduct/suspensions and therefore interfere with theirs and others opportunity to learn may be recommended to the Board of Education for expulsion from school.

**SDCL 13-32-7 Possession of Firearms on elementary or secondary school premises or vehicle as misdemeanor.*

All gang activity will be referred to OST Police Department.

Hearing procedures as established by state regulations and will be followed for all students who receive short or long-term suspensions or expulsions.

(SDCL 13-32-1 through 13-32-7) (See Attachment “A”, discipline code summary in Matrix form) THREATENING A STAFF MEMBER

Students who intentionally threaten the safety of or attempt to physically harm a staff member will be recommended for time in the Buffalo room and/or in-school suspension. A parent meeting will be scheduled to resolve the issue.

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.

(Legal Reference: The Improving America's Schools Act of 1994; Public Law 114-95 as amended)

TOBACCO-FREE SCHOOLS

The Oglala Lakota County School Board recognizes that tobacco smoking, vaping, and chewing represents a health and safety hazard. In order to protect students, staff, employees, visitors, and guests of the District from a harmful environment, the Board hereby establishes the following guidelines for prohibition of tobacco use.

- No tobacco use is permitted in District vehicles or in District buildings exclusive of school housing. The public use of tobacco by anyone will be discouraged on District premises. Tobacco usage is tolerated in designated areas only.
- For purposes of this policy, tobacco use will mean all uses of tobacco, cigars, chewing tobacco, cigarettes, vaping, and pipes.
- This policy will be in effect twenty-four (24) hours per day, seven (7) days per week, and will apply to all persons on School District property. The Superintendent shall ensure the dissemination, implementation and enforcement of this policy. Building administrators may designate smoking areas by posting after 5:00 p.m. to accommodate the public at meetings or school activities.

Tobacco-free policy enforcement is designed to educate students, staff and others about the health risks associated with tobacco. Punitive measures, in accordance with district policy, will be used for repeat offenders.

Students: Any student found in violation of this policy shall be required to complete an assignment as an alternative to formal discipline. The assignment will be determined by the building principal or designee and will focus on helping the student understand the consequences of tobacco use. Students found to repeatedly violate this policy shall be subject to disciplinary action pursuant to district policy.

TRANSPORTATION

Oglala Lakota County Schools believe all students can behave appropriately and safely while riding on a school bus. Any interference that prohibits the driver from doing the driver's 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. Students must ride their assigned bus to and from school. Bus assignments are temporary and changes can be made only through administrative approval.

- Bus drivers will wait **3 minutes** at the stop and will move onto the next stop.
- Bus drivers cannot exit the vehicle for safety reasons while students are being transported, except to open and close gates. If a bus driver exits the bus for these or any other reasons, the bus driver shall shut off the bus and take the keys with him/her.
- Students who come to school on the bus **will return on the bus** unless they have a note from the parents and either signed or initialed by a school staff member.
- Students will not be allowed to go home with another student without written permission by parents/guardians of both students.
- Parents cannot board the bus without permission.
- Parents need to contact the school prior to 2:30 for bus route changes.

BUS CONDUCT

When a student is boarding, riding, or leaving the bus, the bus driver has supervisory control over the student and may exercise reasonable and necessary discipline to maintain control.

In view of the fact that a bus is an extension of the classroom, Oglala Lakota County Schools requires students to conduct themselves in a manner consistent with established standards for classroom behavior.

In cases when students do not conduct themselves properly on a bus, such instances will be brought to the attention of the building principal or dean of students. The building principal or designee will inform the parents of the misconduct and request their cooperation in stopping the student's behavior.

Oglala Lakota County Schools provide bus service and attempt to ensure safe and orderly busing. In order to do this the following rules must be adhered to:

- Follow the directions of the driver
- Stay in your seat.
- Keep all parts of the body in the bus

- No pushing, cussing, or fighting at any time
- No smoking, chewing or spitting permitted
- Never open the bus door (emergency door is only for emergencies)
- Vandalism of any kind is prohibited
- Respect the other person's space

The following items will not be allowed while riding the bus to and from school or during school hours:

- Sunflower Seeds
- Chewing gum
- Laser Lights
- Soda Pop
- Tobacco
- Drug
- Alcohol
- Weapons

Students who receive bus incident reports or have become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the student involved become responsible for seeing that their children get to and from school safely. Transportation costs for those students who have had their bus riding privileges suspended will not be reimbursed.

PreK-2 Behavior Management Matrix

<p>Class 1 Offenses Include:</p> <ul style="list-style-type: none"> • Infractions against classroom rules • Hands-off while at school (no horse-play or physical contact) • Disrespectful, disruptive, refusal to work • Profanity, unkind words • Defiance of any adult’s direction <p>Class 1 Referrals to begin after Christmas break.</p>	<p>Classroom Management Plan</p> <p>Classroom Management plans must be clear with details and given to the School Principal.</p> <p>Consequences for classroom managed minor behaviors will be followed through by the classroom teacher. If a student continues with the same minor behavior after the teacher has assigned three increasing levels of consequences and has contacted the student's family, the next level will result in a written referral to the office.</p>
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PreK-2 Class 2 Offenses

Infraction	First Offense	Second Offense	Third Offense
<p>Class 2 Offenses</p> <ul style="list-style-type: none"> • Skipping class • Hitting • False fire alarm • Threat and/or intimidation • Tobacco • Vandalism • Instigating • Abusive Language (profanity directed toward adult/student) • Class 1 offenses (4th offense and beyond) 	<ol style="list-style-type: none"> 1. Instruct student about appropriate behavior 2. Parent contact 3. Refer to the counselor 4. Restoring property if appropriate 5. Paying expenses incurred if appropriate 	<ol style="list-style-type: none"> 1. Instruct student about appropriate behavior 2. Parent contact 3. Refer to the counselor 4. Sister Classroom 5. Restoring property if appropriate 6. Paying expenses incurred if appropriate 	<ol style="list-style-type: none"> 1. Instruct student about appropriate behavior 2. ISS 1-2 days 3. Parent contact 4. Refer to the counselor 5. Restoring property if appropriate 6. Paying expenses incurred if appropriate 7. Parent, student, counselor, and administrator contract documenting that continued offenses.

CLASS 3 AND 4 OFFENSES FOLLOW THE GRADES 3-8 MATRIX

The Principal/Administration reserves the right to address any situation outside the matrix if the situation warrants it. Additionally, the Principal may include historical repeated offenses from previous school years to help find solutions to the behavior, if the situation warrants it.

ELECTRONIC DEVICES

Improper use of school electronics and personal devices at school.	The school will not be responsible for personal devices.
Policy 9.13 Use of Computers & Networks and the Agreement.	<p>First Offense: Item taken by the teacher returned at the end of the day.</p> <p>Second Offense: Item given to Principal. Parent contacted to retrieve the item from the office.</p> <p>Third Offense: Item given to the principal; parent contacted for meeting.</p> <p>Additionally, if item used to record incident, item will be turned over to authorities.</p>

Grades 3-8 Behavior Management Matrix

Class 1 Offenses Include but not limited to:	Classroom Management Plan
<ul style="list-style-type: none"> • Infractions against classroom rules • Hands-off while at school (no horse-play or physical contact) • Cheating/Plagiarism • Disrespectful, disruptive, refusal to work/sleeping in class • Gum • Profanity, unkind words • Defiance of any adult’s direction <p>Class 1 Referrals to begin after Christmas break.</p>	<p>Classroom Management plans must be clear with details and given to the School Principal.</p> <p>Consequences for classroom managed minor behaviors will be followed through by the classroom teacher. If a student continues with the same minor behavior after the teacher has assigned three increasing levels of consequences and has contacted the student's family, the next level will result in a written referral to the office.</p>

CLASS 2 OFFENSES	First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • Skipping class • Hitting • Threat and/or intimidation • Tobacco • Instigating • Abusive Language (profanity directed toward adult/student) • Class 1 offenses (4th offense and beyond) 	<ol style="list-style-type: none"> 1. Instruct student about appropriate behavior 2. Parent contact 3. ISS 1-2 days 4. Refer to the counselor 5. Restoring property if appropriate 6. Paying expenses incurred if appropriate 	<ol style="list-style-type: none"> 1. Instruct student about appropriate behavior 2. Parent contact 3. ISS 3-4 days 4. Refer to the counselor 5. Restoring property if appropriate 6. Paying expenses incurred if appropriate 	<ol style="list-style-type: none"> 1. Instruct student about appropriate behavior 2. ISS 5-6 days 3. Parent contact 4. Refer to the counselor 5. Restoring property if appropriate 6. Paying expenses incurred if appropriate 7. Parent, student, counselor, and administrator contract documenting that continued offenses with next referral to level 3 offense.
CLASS 3 OFFENSES	First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • AWOL • Vandalism • Insubordination • Fighting • Gang activity • Theft/larceny • Other criminal offenses (non-violent) 	<ol style="list-style-type: none"> 1. Suspend 1 day OSS 2. Refer to counselor 3. Parent contacted 4. Principal notifies law enforcement authorities upon completion of investigation or need of assistance. 5. Principal notifies Security and the Superintendent. 	<ol style="list-style-type: none"> 1. Suspend 3 days OSS 2. Refer to counselor 3. Parent contacted 4. Principal notifies law enforcement authorities upon completion of the investigation or need of assistance 5. Principal notifies Security and the Superintendent. 	<ol style="list-style-type: none"> 1. Suspend 5 days OSS 2. Refer to counselor 3. Parent contacted 4. Principal notifies law enforcement authorities upon completion of investigation or need of assistance. 5. Parent, student, counselor, and administration contract documenting that continued offenses under this class of offenses will result in Class 4 Consequences. 6. Principal notifies Security and the Superintendent.

CLASS 4 OFFENSES	CONSEQUENCES
<ul style="list-style-type: none"> • Assault/battery • Arson • Breaking and entering • Disorderly conduct • Explosives • False fire alarm • Motor vehicle theft • Robbery • Sexual harassment and sex offenses • Weapons (firearms, knives, fixed or folding blade or edged weapon) 	<ol style="list-style-type: none"> 1. Immediately contact the Director of Security or designee to assess/investigate the incident. Notify Superintendent. 2. Immediate suspension for up to 10 days OSS. 3. A parent contacted immediately. 4. Principal or designee contact Law Enforcement contingent upon the severity of the situation 5. Formal hearing with school administration, parents, and school security. Reduced suspension to days served or 5 days if the parent and student signs a behavior contract. 6. Possible Referral to Superintendent and Board of Education for consideration of expulsion
<p>ALCOHOL & DRUG USE</p>	<p>First Offense:</p> <ol style="list-style-type: none"> 1. Immediately contact the Director of Security or designee to assess/investigate the incident. Notify Superintendent. 2. Contact parent, explain the incident, arrange a conference 3. 10-day Suspension, written suspension letter (within the first 36 hours of the incident) 4. Principal notifies law enforcement authorities upon completion of investigation or need of assistance 5. Reduced suspension to days served or 3 days if the parent agrees for alcohol and/or drug evaluation and treatment. Fees for the assessment and treatment are the responsibility of the student and family. <p>Second Offense:</p> <ol style="list-style-type: none"> 1. Immediately contact the Director of Security or designee to assess/investigate the incident. Notify Superintendent. 2. Contact parent, explain the incident, arrange a conference 3. 10–45-day Suspension, written suspension letter within the first 36 hours of the incident. 4. Principal notifies law enforcement authorities upon completion of investigation or need of assistance 5. Recommendation to board for student to be expelled unless the student agrees to be evaluated and treated by a trained chemical dependency counselor or licensed physician trained in chemical dependency. 6. The agency notifies the administration the student has accepted treatment. If the student is accepting treatment, the board may lift the expulsion 7. Fees for the assessment and treatment are the responsibility of the student and family.
<p>The Principal/Administration reserves the right to address any situation outside the matrix if the situation warrants it. Additionally, the Principal may include historical repeated offenses from previous school years to help find solutions to the behavior, if the situation warrants it.</p>	

K-2 Bullying and Cyberbullying Matrix

First Offense	Second Offense	Third Offense
<ol style="list-style-type: none"> 1. 1 day ISS 2. Refer to Counselor 3. Parent Contacted 4. Parent/student behavior contract 5. Principal notifies law enforcement authorities at the completion of the investigation if needed. 	<ol style="list-style-type: none"> 1. 3 days ISS 2. Refer to Counselor 3. Parent Contacted 4. Parent/Student behavior contract 5. Principal notifies law enforcement authorities at the completion of the investigation if needed. 	<ol style="list-style-type: none"> 1. Parent Contacted. 2. Superintendent notified of possible 5-day suspension. 3. Referral to Juvenile Court. 4. Principal notifies law enforcement authorities at the completion of the investigation if needed.

GRADES 3-8 Bullying and Cyberbullying Matrix

First Offense	Second Offense	Third Offense
<ol style="list-style-type: none"> 1. Parent contacted 2. Principal notifies law enforcement authorities upon completion of investigation or need of assistance 3. Refer to counselor 4. Suspend 3 days OSS 5. Parent, student, last chance contract 	<ol style="list-style-type: none"> 1. Parent contacted 2. Principal notifies law enforcement authorities upon completion of investigation or need of assistance 3. Refer to counselor 4. Suspend 5 days OSS 5. Parent, student, last chance contract 	<ol style="list-style-type: none"> 1. Parent contacted. 2. Principal notifies law enforcement authorities upon completion of investigation or need of assistance. 3. Immediate suspension for 10 days OSS. 4. Referral to Superintendent and Board of Education for consideration of expulsion. Formal hearing with school administration, parents, and school security.

BUS INFRACTIONS

K-2	First Offense	Second Offense	Third Offense
Bus Infractions are deemed very serious as trouble on the bus affects the safety of all students.	<ol style="list-style-type: none"> 1. Principal contacts parent 2. Refer to Class Level Infraction and consequences 3. Instruct student about appropriate behavior 	<ol style="list-style-type: none"> 1. Principal contacts parent 2. Refer to Class Level Infraction and consequences 3. Instruct student about appropriate behavior 4. Bus privileges revoked for 1 day 5. Refer to School Counselor 	<ol style="list-style-type: none"> 1. Principal contacts parent 2. Refer to Class Level Infraction and consequences 3. Instruct student about appropriate behavior 4. Bus privileges revoked for 3 days 5. Refer to School Counselor
Grades 3rd – 8th	First Offense	Second Offense	Third Offense
Bus Infractions are deemed very serious as trouble on the bus affects the safety of all students.	<ol style="list-style-type: none"> 4. Principal contacts parent 5. Refer to Class Level Infraction and consequences 6. Instruct student about appropriate behavior 7. Bus privileges revoked for 1 day 8. Refer to School Counselor 	<ol style="list-style-type: none"> 1. Principal contacts parent 2. Refer to Class Level Infraction and consequences 3. Instruct student about appropriate behavior 4. Bus privileges revoked for 3 days 5. Refer to School Counselor 	<ol style="list-style-type: none"> 1. Principal contacts parent 2. Refer to Class Level Infraction and consequences 3. Instruct student about appropriate behavior 4. Parent/Principal meeting to discuss severity and possible suspension of bus privileges indefinitely 5. Refer to School Counselor

BEHAVIOR MATRIX DEFINITIONS

ABUSIVE LANGUAGE: Language or gestures directed at another which are obscene, vulgar, abusive, or discriminatory is prohibited.

ALCOHOL, CHEMICAL, POSSESSION OR USE: Possession or use of any alcohol, narcotic, a controlled substance, or mood or mind-altering chemical or drug paraphernalia where possession or use is prohibited by South Dakota or federal law is prohibited. Further recommendations such as possible chemical assessment may also be required.

ARSON: Intentional destruction or damage to school property or other property by means of fire.

AWOL: Absence without leave; the student leaves the school grounds without permission.

ASSAULT/BATTERY: One person intending or attempting to inflict bodily injury on another regardless of the ability of said person to inflict that bodily injury.

BATTERY: One person acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

BREAKING AND ENTERING: The act of forcing a passage into and entering a building.

BULLYING: Malicious and/or repeated harassment, including teasing, coercive behavior, cyberbullying, and other offensive or mean-spirited conduct is prohibited.

CYBERBULLYING “Cyberbullying” is defined as bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, or text messaging device.

CHEATING: The act of cheating on school assignments or tests, plagiarism. Academic consequences may also be assigned.

CONTACT: a Phone call and/or other means of direct communication.

DISORDERLY CONDUCT: A person who recklessly, knowingly, or intentionally engages in fighting or tumultuous conduct that disrupts classroom learning.

DISRESPECT: to regard or treat without respect; regard or treat with contempt or rudeness

OR OBSCENE LANGUAGE: Language or gestures directed at another which are obscene, vulgar, abusive, or discriminatory is prohibited.

EXPLOSIVES, POSSESSION AND/OR USE: Possessing or using any compound or mixture which can cause an explosion is prohibited.

FIGHTING: Engaging in any form of fighting where blows or attempted blows are exchanged. Reasonable use of self-defense, when no other action is possible, it may be determined acceptable by the administration.

FIRE ALARM, FALSE: Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm is prohibited.

GANG ACTIVITY: Activities including graffiti, vandalism, extortion, intimidation, robbery, theft, drug sales, and use, and violence. Examples include graffiti on personal property, tattoos, street slang, nicknames, hand signs, possession of weapons, alcohol and drug use, and an informal dress code that usually includes the wearing of certain colors.

HITTING: Use of physical force to strike another person.

INAPPROPRIATE BEHAVIOR: Is defined as students who conduct themselves in such a manner as to disrupt the educational process and impede the learning of themselves and/or other students, and who when requested to cease such behavior ~~are disobedient and~~ continue such behavior.

INSTIGATING: Spreading rumors or agitating a conflict that may escalate the conflict between others.

INTIMIDATION: Behavior that threatens to do physical violence to a person or their property.

INSUBORDINATION: Intentional and repetitive defiance of school staff; refusal to obey direct written and spoken orders from any school staff.

MOTOR VEHICLE THEFT: Theft or attempted theft of a motor vehicle.

NON-COMPLIANCE: Deliberate refusal to follow an appropriate direction given by a staff member.

NOTIFY: Given notice or report of the alleged incident/occurrence.

OTHER CRIMINAL OFFENSES (NON-VIOLENT): Any other criminal offense that warrants contacting security or police, resulting in disciplinary action and not classified previously or in the local board policy (i.e. bribery, fraud, forgery, gambling).

PROFANITY: Inappropriate language within a regular conversation that is not directed towards anyone.

ROBBERY: The taking or attempting to take, anything of value that is owned by another person or organizations under confrontational circumstances by force or threat of force or violence: differs from larceny in that robbery involves threat or battery. \

SEXUAL BATTERY: Unlawful sexual intercourse by force or threat.

SEXUAL HARASSMENT: Sexual fondling, sexual innuendoes, and pestering.

SEXUAL OFFENSE (OTHER): Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force.

SKIPPING CLASS: Students who do not attend class (Includes leaving the building but remaining on school grounds).

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY: The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property is prohibited.

THREATENING A STAFF MEMBER OR STUDENT: Threatening a district employee or student with physical hostility. Threats are expressions of intent to injure, punish, or inflict pain on another. This includes making a verbal death threat.

TOBACCO POSSESSION OR USE: Possession or using tobacco, in district buses or vehicles or at district events is prohibited.

VANDALISM: Littering, defacing, cutting or damaging property, technology, or telecommunication equipment that belongs to the school district, other students, staff members, or other individuals is prohibited.

WEAPONS: Students are forbidden to possess, transmit, buy or sell; or assist other persons in obtaining, storing, keeping, leaving, placing or putting into the possession of another person; or use of weapons or firearms of any kind or other weapons deemed inappropriate by administration, by any other person other than law enforcement on or within one hundred

(100') of school property or at school activities. Students are prohibited from bringing to school or school-related activities any weapons or firearms of any kind. This includes any firearm or air gun, other than starting guns for athletic events or during courses designed for firearms training, whether or not it is designed, adapted, used or intended primarily for imitative or noise-making purposes. Any knife, including a pocket knife, may be considered a weapon. This prohibition will normally not apply to school supplies, such as pencils, compasses and the like unless they are used in a menacing or threatening manner.

CONFIDENTIAL

HARASSMENT/BULLYING INCIDENT REPORT FORM

For: Parent complaint and/or staff notification of complaint.

Date/Time: _____ Room/Location: _____

Student being bullied/harassed:
Grade: _____ Class: _____

Student(s) initiating bullying/harassment: _____

Grade: _____ Class: _____

Grade: _____ Class: _____

Grade: _____ Class: _____

Type of harassment/bullying alleged (check all that apply):

____ Racial ____ Sexual ____ Religious ____ Handicap ____ Age ____ Social Media
____ Other: Describe the incident: _____

Stated or identified inappropriate behavior as (circle all that apply)

- | | | |
|------------------------|------------------------|-------------------------|
| Name calling | Stalking | Inappropriate gesturing |
| Staring/leering | Writing/graffiti | Threatening |
| Taunting/ridiculing | Inappropriate touching | Spitting |
| Demeaning comments | Stealing | Damaging property |
| Shoving/pushing | Hitting/kicking | Flashing a weapon |
| Intimidation/extortion | Social media | Other |

Witness(es) present: _____

Physical evidence (check all that apply):

____ graffiti ____ notes ____ email ____ websites ____ photos ____ video/audio recording
____ weapons

Staff signature: _____ Date/Time: _____

Parent(s) contacted: _____ Date/Time: _____

Parent Signature: _____ Date/Time: _____

Response taken: _____

Administrative response taken _____

**OGLALA LAKOTA COUNTY SCHOOL
DISTRICT 65-1 K-8 STUDENT HANDBOOK
SY 2022-2023**

PLEASE SIGN BELOW AND RETURN TO SCHOOL OFFICE

I (We), _____,
(Print parent/guardian name)

Parent(s)/Guardian(s) of _____
(Print Student Name)

I have received the contents of the Oglala Lakota County 65-1 K-8 Student Handbook.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian (2)

Date

Date received at school office: _____