

# TIOSPA ZINA TRIBAL SCHOOL

## K-12 HANDBOOK 2018-19



### *SCHOOL MISSION*

**Tiospa Zina Mission Statement:** The Mission of Tiospa Zina, as a Dakota school created from the vision of a few supported by many, is to nurture our children, honor the past, embrace the present, and contribute to the future of the Sisseton Wahpeton Oyate by empowering students to be self-directed achievers, creative thinkers, balanced individuals, effective communicators, enlightened representatives, and global citizens in a diverse and changing world.



# Tiospa Zina Tribal School 2018-2019

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

(approved May 15, 2018)

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

1-2 Winter Break- No School

10 End of 2<sup>nd</sup> Quarter (42)  
11 Start of 3<sup>rd</sup> Quarter

21 No School  
24-25 Dakota Oyate Challenge

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

13 New Staff 1<sup>st</sup> day  
15 New Staff In-service  
15 Returning Staff 1<sup>st</sup> Day

15-21 Teacher In-Service

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

11 3<sup>rd</sup> Quarter Mid-Term  
13<sup>th</sup> Mid-Term Parent Teacher Conferences 2:00-6:00 p.

18 Treaty Day-No School

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

3 Labor Day- No School  
5 Back to School Wacipi  
17 No School- Teacher In-service  
21 Quarter 1 Mid-term  
26 Mid-Term Parent-Teacher Conferences

MARCH 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15 No School  
18 End of 3<sup>rd</sup> quarter (43)  
19 Start of 4<sup>th</sup> quarter

(20 days)

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 Native American Day- No School  
19 No School-Teacher In-Service  
25 End of First Quarter (43)  
26 Start of 2<sup>nd</sup> Quarter  
31 Halloween

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16 4<sup>th</sup> Quarter Mid-Term  
18-23 Spring Break-No School

(18 days)

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12 Veterans Day observed-No School  
21-23 Fall Break -No School  
29 2<sup>nd</sup> Quarter Mid-term

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 No School Teacher In-Service  
21 Last Day of School  
24 End of Quarter 4 (44)  
15-17 Early Dismissal 8<sup>th</sup> and Senior Exits  
20<sup>th</sup> 8<sup>th</sup> grade Graduation  
22-24 PBLO Exits for K-5, 6<sup>th</sup> and 9-11  
25 TZTS Graduation at 2:00 p.m.  
27 No School-Memorial Day  
29 Last day for Staff (17 days)

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Lakota Nation Invitational December 12-15  
14 No School  
24-31 Winter Break (14 days)

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

172 Student Days

## STAFF DIRECTORY

Tiospa Zina High School Fax#: 605-698-7686 Phone#: 605-698-3953  
 Tiospa Zina Elementary School Fax#: 605-698-7766 Phone#: 605-698-3954

<u>POSITON:</u>	<u>NAME:</u>	<u>EXTENSION:</u>
Superintendent:	Dr. Jen Heath	209
High School Principal:	Mabel Picotte	274
MS Principal:	Gabe Kampeska	306
Elementary Principal	Mindy Crawford	213
Central Office Exe.Asst.	Louella Cloud	204
Attendance / Data Clerk	Jennie Bursheim	228
HS/MS Administrative Asst.	Izola Flying Horse	203
Elementary Administrative Asst.	Ashley German	202
Special Education Director(s)	Heather Bainbridge	281
	Kara German	229
HS/MS Counselor	Kim Coon	233
HS/MS Counselor	Gideon Kilonzo	217
Academic Counselor	Megan Hilpert	220
K-5 Counselor	Linda Crawford	231
Athletic Director	Mikel Carlson	214
Dakota Studies Director	Mikey Peters	261
Student Services MS/HS	Donnie Eastman	271
Student Services K-5	Diantha Larson	240
Transportation Supervisor	Justin German	216
Technology	Garryl Rousseau	303
Kitchen	Trish Crawford	258
Instructional Coach	Tim Schuh	212

Staff email: All staff have email in the following format firstinitiallastname@tzts.us (i.e. jgerman@tzts.us)

### Bus Driver Cell Phones:

Canku, Morris	West Hwy 10/LH,W&N Sisseton	605-268-0313
Williams, Del	Veblen, Claire City, Barker Hill, OA	605-268-0372
Huff, Melvin	Red Iron/Buffalo Lake/Crawfordsville	605-268-4361
Lufkins, Delvin	Summit/Wilmot/Peever/N. Crawfordsville	605-268-4044
Bernard, Deb	E. Hwy 10/I-29/IHS Housing/E Sisseton	605-268-0371
Anderson, Todd	Waubay/ES/BC/Rehab/South BIA 700	605-268-0118
German, Justin	DMC Apts, Rosholt, NE, Hammer	605-268-0026
MacConnell, Cody	LT/BV, Peever Flats	605-268-0373

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## OUR MISSION

LEARNERS WILL RETAIN THEIR OWN UNIQUE CULTURE AND BE PREPARED FOR A TECHNOLOGICAL/MULTI-CULTURAL SOCIETY

## SCHOOL NAME

**TIOSPA**... several families who are relatives living in a group. The first concern of the Tiospa was the proper education of the children. Children had to grow up to be able to take care of themselves and carry out their responsibilities. In order to accomplish this, everyone in the group was responsible for each child's development, both physically as well as spiritually. It is part of the "Tiospa" concept that is basic to the development and operation of the Tribal School.

**ZINA**... each of the four directions has an identifying color, each of which had its own meaning. The word "Zina" comes from the word "zi", which in Dakota language means the color yellow. Yellow is the color of the east...it is the direction from which the sun rises and the new day begins. It is to this direction that one prays for and receives knowledge, concern, caring, sharing, love, compassion, and spiritual growth so that one can develop their total being spiritually and physically, and live in harmony with the rest of Wakan Tanka's creations.

## SCHOOL VALUES

<b>OHODA</b> =	respect, admiration, esteem, consideration, favor, obey Learners exhibit <i>ohoda</i> by holding in high regard self, others, things, the earth and everything related to the living.
<b>OKCIYA</b> =	sharing, generosity, giving, helping another. Learners exhibit <i>okicya</i> by sharing their thoughts, time and possessions with others and taking care of those in need.
<b>TEHINDA</b> =	cherish, nourish, cultivate, foster, value, treasure, feel for children, treasure life, respect property. Learners exhibit <i>tehinda</i> by showing extreme tenderness toward children and doing whatever is necessary to foster their development.
<b>WICAKE</b> =	honesty, to esteem truth. Learners exhibit <i>wicake</i> by telling and acknowledging the truth.
<b>WAUNSIDA</b> =	compassion, love, caring, empathy, tenderness, kindhearted, softhearted. Learners exhibit <i>waunsida</i> by showing empathy to all living things.

## PERFORMANCE BASED LEARNER OUTCOMES

**EFFECTIVE COMMUNICATORS** who demonstrate the ability to express themselves clearly in all aspects of life.  
**ENLIGHTENED REPRESENTATIVES** who incorporate principles of Dakota culture, modern and traditional values, and tribal affairs into their daily lives.  
**SELF-DIRECTED ACHIEVERS** who formulate goals and priorities, and continually evaluate their progress.  
**BALANCED INDIVIDUALS** exhibiting sensitivity, self-confidence, and respect, who model a holistic lifestyle, and are able to live in harmony with self, others, and Mother Earth.  
**CREATIVE THINKERS** who use a variety of problem-solving techniques and resources to resolve challenges facing them.  
**GLOBAL CITIZENS** who demonstrate respect for and acceptance of cultural diversity.

## RIGHTS OF THE STUDENT

In order to maintain integrity, values and promote high ideals of education, students are expected to follow high standards of personal conduct. Students have the following rights:

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

7. The right to be free from cruel and unusual punishment.
8. The right to peaceable assembly and to petition for the redress of grievance.
9. The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to penalty of suspension, expulsion, or transfer.
10. Students with handicapping conditions have the right to a manifestation determination hearing prior to a suspension/expulsion for more than 10 days in a semester.

### **RESPONSIBILITIES OF THE STUDENT**

The declaration of rights implies corresponding responsibilities. The student must accept these responsibilities and not infringe upon the rights of others within the school community.

1. To obtain an education. The student must regard the opportunity of obtaining an education as one of their duties to the community. It is their responsibilities to attend class regularly and complete their assignments.
2. To follow school rules and policies. The student must obey recognized laws, rules, policies and procedures developed by the school and tribe.
3. To practice self-control. The student must refrain from inflicting bodily harm on other individuals, self and respect the privacy of their person and property.
4. To practice respect for self, other students, and staff.
5. To know the grievance procedure. The student must inform her/him of proper methods and channels of complaints and make use of them when necessary.

### **DAKOTA LANGUAGE/CULTURE/HISTORY**

Since we are a cultural-based school of the Dakota people of the Sisseton-Wahpeton Oyate, all students will be instructed in appropriate traditional and contemporary teachings of the Dakota language, culture, and history.

### **ADMISSION POLICY**

1. Student must be living with parents/guardians within the boundaries of the Lake Traverse Dakota Reservation or be an independent residing within the Reservation boundaries.
2. Student must complete prior grade level or class requirements prior to being enrolled in next grade level or classes.
3. A transcript and all other necessary information from the previous school is required before a student is accepted for permanent enrollment.
4. The parent/guardian is required to complete all enrollment forms prior to the admission of student(s) to start school. The student may start school only after all forms are completed and enrollment processed.

Forms required:

- ✓ Birth Certificate
- ✓ Medical (Immunization) Form
- ✓ Tribal Enrollment card/number

5. Students will be allowed to transfer in from another school system within the attendance boundaries up to 10 days into the first academic semester and 10 days into the second academic semester (pending an administrative review which may take up to ten working days).
6. Students 18 and older will be as minors and require parental permission as such unless they are living independently of their parents/guardians.

\*All transfer students will require an administrative review.

### **ACADEMIC GRADING SYSTEM**

<b>Rubric</b>	<b>Percent</b>	<b>Letter Grade</b>	<b>GPA</b>
<b>Exemplary</b>	100+	A+	4.33
	95-100	A	4.00
	92-94	A-	3.67
<b>Proficient</b>	89-91	B+	3.33
	86-88	B	3.00
	83-85	B-	2.67

	79-82	C+	2.33
<b>Skilled</b>	74-78	C	2.00
	70-73	C-	1.67
			1.00
<b>In Progress</b>	65-69	D	This is a temporary grade, which is given until the work is made up. The student has 3 weeks to hand in class work for a better grade.
	60-65	I	
<b>No Grade</b>		N	(0.0) = No Credit or grade given
	0-59		(non-completion of course)

NOTE: Each Teacher is responsible for notifying student and parent when a students' academic performance falls to "skilled" or "C".

### **ACADEMIC ELIGIBILITY FOR PARTICIPATION IN ALL STUDENT ACTIVITIES**

Students in grades 6-12 must be currently 8 classes and all core subject areas (Math, Science, Language Arts, and Social Studies) and no skips to be eligible for participation in **ALL** student activities. We will utilize Infinite Campus for verification every two weeks. \*Principal, Athletic Director, Teachers, and Coaches must monitor all athletic/extra-curricular eligibility.

### **EXIT PRESENTATION**

Students **in all grades:**(K-12) must complete and participate in an Exit Presentation as part of the promotion requirements.

Exit Presentation that may include:

- Completed Portfolio
- Powerpoint Presentation/Prezi
- Speech, paper
- Other original ideas

### **STUDENT ASSESSMENT**

Tiospa Zina implements a student assessment program during each school term. Assessment includes achievement, self-concept, and other processes to enable the school to more accurately define the needs and interests of the students. Benchmark testing three times per school year is a key component in student assessment. As with any effort, students are expected to do their best in accurately completing items that assess or measure the various performance or needs of the student.

### **CONSEQUENCES OF ACADEMIC FAILURE**

(Classroom Teachers/Counselors/Principals will monitor student progress on a weekly basis)

- Mandatory Tutoring – Teachers may require students to attend mandatory tutoring held by the teacher if the student is not currently passing.

### **GRADUATION REQUIREMENTS**

Communication	4 credits
Mathematics	3 credits
Science	3 credits
Social Science	3 credits
Dakota Studies (1 in Dakota Lang.)	2 credits
CTE	2 credits
Fine Arts	1 credit
Personal Finance	.5 credit
Health	.5 credit
Physical Education	.5 credit
Electives	2.5 credits



\*\*\*\*\***(Student must pass 22 credits for Graduation)**\*\*\*\*\*

**\*CTE classes include: Capstone Experience/Service Learning, Approved Career and Technical or World Language.**

**\*\* We also offer an Honors Graduation Requirement that consist of 28 credits (please see the guidance counselor).**

### **STUDENT RECORDS**

Each student has a confidential student file that contains information regarding grades, physical examinations, incident reports, immunization records, achievement and other testing results, and other confidential information. Any release of student records/transcripts must be signed by the parent/guardian if student is under the age of 18. 18 year old students may sign off on their own records. All other access to student records shall be confined to authorized school personnel. Except when required by law, persons outside the school system shall not have access to student records without student and her/his parent(s)/guardian(s) written permission. Any person viewing student folders must sign the folder acknowledging having viewed the folder.

## **SCHOOLWIDE EXPECTATIONS**

### **S.O.A.R (Safety. Ownership. Achievement. Respect)**

Our SOAR Expectations are part of a framework from Positive Behavior Intervention and Support (PBIS). PBIS/SOAR is a process for creating school environments that are more predictable and effective for achieving academic and social goals. SOAR will enhance our current systems and practices and change the culture for the better. A key strategy of the PBIS process (SOAR) is prevention. The majority of students follow the school's expectations and will never be acknowledged for their positive behavior. Through definition, instruction, comprehension and regular practice, all stakeholders use a consistent set of behavior expectations and rules. When some students do not respond to teaching of the behavioral rules, we will view it as an opportunity for re-teaching, not just punishment.

### **EXPECTATIONS FOR ALL SETTINGS**

#### **Safety:**

- Keep hands, feet and objects to self.
- Use materials appropriately.

#### **Ownership:**

- Have needed materials.
- Clean up after self.
- Recycle.

#### **Achieve:**

- Give your best effort.
- Ask for help when needed.
- Encourage others to do their best.

#### **Respect:**

- Use kind words with appropriate voice.
- Listen and follow instructions.

### **ASSEMBLY EXPECTATIONS**

#### **Safety:**

- Sit in your designated area with your class.

#### **Ownership:**

- Choose your positive attitude.

#### **Achieve:**

- Listen to the presentation and think about the information presented.

#### **Respect:**

- Applaud when appropriate.
- Give the speaker your full attention.

### **HALLWAY EXPECTATIONS**

#### **Safety:**

- Stay to the right.
- Keep moving towards your destination.
- Walk.
- Keep all body parts to yourself.

#### **Ownership:**

- Be on time for all classes.
- Follow the dress code.
- Put trash in the trash cans.

#### **Achieve:**

- Get where you need to be on time.

#### **Respect:**

- Use kind words with appropriate voice.
- Follow procedures.

### **BATHROOM EXPECTATIONS**

#### **Safety:**

- Wash your hands with soap and water.

#### **Ownership:**

- Clean up the area.

#### **Achieve:**

- Return to class as quickly as possible.

#### **Respect:**

- Wait your turn.
- Flush the toilet when finished.

## **CAFETERIA EXPECTATIONS**

### **Safety:**

- Use utensils appropriately.
- Keep your area clean.
- Stay seated.
- Walk.

### **Ownership:**

- Try new food.

### **Achieve:**

- Make healthy choices.

### **Respect:**

- Use kind words and appropriate voice.

## **STUDENT DRESS CODE**

The school does not specifically subscribe to any particular dress code for students. Students are expected to dress in accordance with acceptable community standards. Clothing items that contain obscenities (pictures, emblems, words), endorsements of alcohol and drugs, or do not properly cover the body are prohibited. Exhibition of gang related clothing including gloves, scarves, sagging pants, bandanas, head bands, caps, hats, hoods, head wraps, nets, etc. is prohibited. Students who do not adhere to these limits will be subject to disciplinary procedures up to and including expulsion.

Rules concerning student dress may be established by the administration to assure that student dress meets standards of healthfulness and safety and does not disrupt the educational process. Otherwise, the responsibility for the dress and appearance of student shall rest with individual student and their parents. Student, faculty or parents groups may recommend appropriate dress for school occasions, but no student shall be prevented from attending school or a school-sponsored activity because of appearance if style or taste is the sole criteria for such action.

## **PASSES**

- Restroom passes will be given with teacher approval and student planner.
- No phone privileges unless authorized by classroom teacher.

## **AFTER SCHOOL TUTORING & DETENTION**

- Students must sign in by 3:40 pm with all required materials and make up work from designated teacher.
- Use pass/student planner procedures.

Students who stay after school for tutoring are to sign in, use the school-wide expectations, and stay in the classrooms until parent picks them up or until the activity bus leaves.

## **FLAG SONG & HONOR SONG**

- Stand and Demonstrate Ohoda (no talking, remove hats) for the duration of the Flag Song.
- Honor Song: It is appropriate to shake hands with those being honored, stay in line and stand or dance until the Honor Song is completed.

## **FALSIFICATION OF INFORMATION, MISREPRESENTATION**

Students are to refrain from copying assignments or tests of other students on individual assignments or testing procedures. Students are also to submit assignments that reflect their own ideas, unless proper acknowledgment of resources is indicated. A zero for the assignment may be given for copying.

## **INTERNET ACCESS AND USE**

The Tiospa Zina Tribal School Network and Internet Access is established for a limited educational purpose. All students are required to sign a Use Agreement. Failure to comply with the Use Agreement will result in disciplinary action up to and including Long Term Suspension.

## **MEDICATION**

Students needing occasional medication, such as antibiotics, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Prescribed medication must be personally delivered by the parent/guardian and accompanied by a written authorization that includes name of the medication and instructions for its administration (time and dosage). All medication and authorization will be given to the school nurse. The nurse will distribute the medication. Parents will need to pick up all medications on Friday. Medications will not be sent home with students. Misuse of over the counter medication will be subjected to disciplinary procedures.

### **LAW ENFORCEMENT**

It is the duty of all citizens to assist law enforcement investigation; however, such assistance does not include any of the sovereign rights of the Sisseton-Wahpeton Oyate. Law enforcement officials who are seeking the cooperation of the school in their investigations must inform proper school authorities concerning the focus and scope of the activity to be pursued on school premises prior to any action occurring. **Parents/guardians will be notified when it is necessary to remove their child from the school premises by law enforcement.**

### **SCHOOL ACCESS**

School hours are from 9:00 am to 3:40 pm each day. Students should NOT arrive earlier than 7:45am or remain on campus later than 3:45pm unless they are participating in a supervised school activity. These procedures are designed for the safety and well-being of the student.

### **VISITORS**

For the safety of our students and staff, we have automatic locking mechanisms installed on our main doors and doors to the K-5 and MS/HS areas. These doors will remain locked during the school year. Any person who is not currently enrolled as a student or employed by the School shall not be allowed upon school premises without the knowledge/permission of Principal. Unauthorized persons are to be reported to the Principal. The Principal will authorize any visitors during school hours. Visitors are required to ring the buzzer, state their name and who they are here to see and check in with the appropriate office staff and must wear a Visitors Badge.

### **ELECTRONIC DEVICES.**

Cell Phones and all other electronic devices will only be allowed during breakfast and lunch. The consequence for improper use will include confiscating the device for the remainder of the day.

### **HEADGEAR/SUNGLASSES**

Out of respect, students are not allowed to have any head gear in the school including hats, caps, hoods, headbands, sunglasses or bandanas. These items should remain at home, in their vehicles, or in their backpacks the entire day. The only exception is designated "hat days."

### **ACCESSORIES**

No spurs will be allowed to be worn in school.

### **FOOD AND DRINK**

Students will be allowed to have only water in the learning areas of the school. No pop, juice, sunflower seeds, gum or other food unless authorized by school staff. (No Energy Drinks will be allowed on the School Campus) Parents will be notified.

### **STUDENT BUS CONDUCT**

Students are to follow the directions of the bus driver at all times to help make certain that distractions to the driver are minimal. This increases bus safety for all students riding the bus.

Basic bus conduct expected of all students includes:

1. Students are to be on time; bus will wait no more than (3) minutes.
2. No student is to extend arms, legs, or head out bus windows at any time while on the bus.
3. Students are not to throw litter, waste paper, or rubbish on the bus floor or out vehicle windows.
4. Students are not to mark on or damage any portion of the bus.
5. Students are not allowed to get on a bus without permission from the parent and Principal or designate.
6. Students are required to have assigned seats on the bus.

Failure of students to comply with the listed expectations may result in termination of bus transportation services for that student until the following semester and other disciplinary action up to and including suspension from school for the remainder of the school day. \***Transportation Supervisor will meet with Student Support and/or Principal to determine the consequence for each bus infraction. Discipline/Infraction Form must be filled out and provided to parents and filed accordingly.**

### **BUS/AFTERSCHOOL CHANGE MESSAGES**

Phone calls must be received no later than 2:00 pm to change their child's bus route or afterschool destination.

### **PERSONAL TRANSPORTATION**

Any students who drive vehicles onto the school campus must hold a valid driver's license and provide copies of licensure and proof of insurance to the Student Services personnel.

## **FIRE AND EMERGENCY**

### **FIRE ALARMS AND EXTINGUISHERS**

Fire extinguishers are designed to suppress a fire. When they are released by students, they can cause a hazardous situation. Any student found guilty of such conduct may pay for the cost of recharging and will be suspended out of school for one day. Law Enforcement Agency will be notified for infraction.

### **FIRE AND DISASTER DRILL**

There will be fire and disaster drills during the course of the school year for the express purpose of practicing safety exercises. All students and teachers will immediately leave the building according to the designated plan during a drill exercise. Students will remain with their classroom group and teacher outside the school building. Roll call will be taken by classroom teacher.

### **EMERGENCY EXIT**

Detailed instructions for emergency exit from the school building will be posted in each individual classroom. Teachers are responsible for making sure their students know these rules and how to safely exit the classroom(s)/school.

1. NEVER assume it is just a drill.
2. WALK...Do not run.
3. MOVE QUICKLY in single file out of the building.
4. BE QUIET and listen closely to directions.
5. STAND at least one hundred (100) feet from the building.
6. REMAIN with your classroom group at all times.
7. WAIT for a signal from authorized personnel before re-entering the school building.

**“SCHOOL CLOSING” ANNOUNCEMENTS:** If for any reason there is a closing of the school, announcements will be made via the Infinite Campus Messenger Reach System (robo calls) and over KELO-Sioux Falls, KSFY-Sioux Falls, KABY-Aberdeen tv stations and through KSWB 89.9 radio station and on our official Facebook page.

## **ABSENCES AND EXCUSES**

1. **Habitually Truant** - when a student misses, without parental excuse, more than 10 days in a semester.
2. **Unexcused from class (Skipping)** -when a student misses more than 5 minutes without a pass
3. **Tardiness** - when a student arrives after 9:10 a.m. to school a student is counted tardy.
4. An **Excused Absence** includes one of the following and requires verifiable proof:
  - a. Hospitalization/extreme medical condition
  - b. Medical/dental appointments
  - c. Death/funeral or family emergency

- d. Cultural activities
- e. Court appearance
- f. Participation in school-sponsored activities

## ATTENDANCE

Children who attend school EVERY DAY.....

- GET BETTER GRADES
- BEHAVE BETTER AT SCHOOL AND HOME
- ARE SUCCESSFUL IN MIDDLE & HIGH SCHOOL
- ARE MORE LIKELY TO GO TO COLLEGE
- HOLD HIGHER PAYING JOBS AS ADULTS

Acknowledgement/Recognition of Excellent Attendance

We will recognize and acknowledge excellent attendance in each Tiwahe monthly and periodically recognize and acknowledge excellent attendance by individuals.

**ATTENDANCE COUNTS (K-5):** Students will be counted absent after 9:30 a.m. Students must be in attendance for 5 hours to receive credit for the whole day and 3 hours to receive credit for ½ day. Students who arrive at school after 9:00 or leave before 2:00 will receive credit for ½ day of attendance. If students have an appointment, they may be checked out by the parent and returned to school to receive credit for attendance. (6-12) Students’ attendance is based on actual time in school.

### ***Sisseton Wahpeton Tribal Law***

1. **24-06-09 (B)(K) CHILD NEGLECT (B)** *A child is deprived of necessary subsistence, education, shelter, medical treatment, or any other care necessary for the child’s health and well-being while capable of doing so, except in cases where the parent’s spiritual beliefs prohibit them from allowing medical treatment; (K) A child under the age of eighteen (18) years, who has more than ten (10) unexcused absences from school in one quarter where the parent (s) or custodian (s) have knowledge of the absences;*
2. **24-12-03 FAILURE TO SEND A CHILD TO SCHOOL** *Any person who shall, without good cause as defined below, neglect or refuse to send his child or an child in his care to school until such child has reached the age of eighteen (18) years shall be deemed guilty of Failure To Send A Child To School. A violation of this Section is a Class D Misdemeanor. For the purpose of this Section, good cause shall include, but not be limited to, the following: Illness in the immediate family, menace to the health of other pupils, physical and mental condition evidenced by reputable physician, mentally or physically handicapped, instructed by a competent person.*
3. **38-03-13 CHINS-CHILD IN NEED OF SUPERVISION-***Is a child found to be in one or more of the following situations: (1) A child who is habitually truant; (2) A child who is un-amenable to parental control; (3) A child who is a habitual runaway; (4) A child who habitually so departs himself/herself so as to injure or endanger the health or well-being of himself/herself or others.*
4. **38-03-36 NEGLECTED CHILD-***Is a child found to be in one or more of the following situations: A child whose parents, guardian, or custodian fails or refuses to provide necessary subsistence, education, or medical care, or any other care necessary for his health and well-being while capable of doing so; A child who is (18) years of age, or under, who has more than ten (10) unexcused absences from school in one quarter;*

### ***Unexcused Absences***

All student absences will be considered unexcused until verifiable proof is presented for the absence.

### ***Returning from an Absence***

Any student who is absent is required to turn in their excuse notes, doctor's slips, etc. to the Data Entry Clerk. It is the responsibility of the student to get missing assignments from each teacher and complete by the established timeline for full credit.

### ***Habitual Skipping***

Student Services will notify Parent/legal guardian by phone or letter, every time their child skips. Student will be required to make-up equal time in after school detention.

### ***Habitual Tardies***

Habitual Tardies will be handled by Student Support Personnel and Counsleors.

### ***Late for School***

Admittance to school, after 9:10 will be required to get a late pass. Students will not be allowed in class until a parent/guardian signs them in. Phone calls by parent/guardian to admit the student will no longer be allowed due to safety concerns. Tardies-students who have more than three tardies will need to meet with their parents, the principal and counselors to develop a Success Plan for monitoring progress.

### ***Leaving Early from School***

Students will not be allowed to leave school until a parent/guardian signs them out. Phone calls by parent/guardian to give permission for the student to leave will no longer be allowed due to safety concerns.

## **DISCIPLINARY PROCEDURES**

Students are expected to adhere to reasonable standards of behavior and conduct themselves in an acceptable manner. To describe acceptable behaviors, Tiospa Zina Tribal School has identified DAKOTA VALUES, which when exhibited, would demonstrate acceptable behavior and conduct. The school administration is empowered and directed to use its discretion in the enforcement and application of the provisions stated in the discipline policy. The range of disciplinary action that may apply to Infractions serves only as a guideline. *The range of disciplinary action may not be applicable to all behavior Infractions, incidents, and/or circumstances.*

### **Positive Behavior Recognition**

We will recognize and acknowledge positive behavior in each Tiwahe each month and periodically recognize and acknowledge individual positive behavior.

**BULLYING** – A person is bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself.

**CYBER BULLYING** – The use of information and communications technology (ICT) particularly mobile phones,(or other electronic devices) and the internet, deliberately to harass or upset someone else.

***BULLYING IS NOT TOLERATED AT TIOSPA ZINA TRIBAL SCHOOL.***

### **ANTI-BULLYING RULES:**

**RULE 1:** We WILL NOT Bully Others.

**RULE 2:** We WILL try to Help Students Who Are Bullied.

**RULE 3:** We WILL Include Students Who Are Left Out.

**RULE 4:** If we know that somebody is being bullied, we will tell an adult at school and an adult At home.

### **Minor Infractions**

- *Inappropriate language*
- *Physical contact*
- *Defiance*
- *Disruption*
- *Dress Code*
- *Property misuse*
- *Tardy*
- *Electronic Violation*
- *Bullying*
- *Other Minor Infractions*

**Intervention Strategies for minor infractions.** An intervention is a continuum of support provided to students when problem behaviors occur. Our staff will use a variety of interventions with to redirect students including, but not limited to:

Alternative Seating	Parent Contact	Reteach and Practice
Allow Brief Breaks	Planned Ignoring	Appropriate Behavior
Assign a Buddy or Partner	Positive Intent	Safe Space/ Place
Behavior Chart with Rewards	Positive Notes Home	Social Stories
Break Down Directions	Precision Requests	Speak Privately
Composure Walk	Pre-correction/ Prompts for	Stress Reduction
Daily Planner	Appropriate Behavior	Task Modifications
Fidgets	Provide Nonverbal Cues/ Secret	Visual Reminders
Increased Supervision	Signals	Visual Schedule
Modeling	Proximity	
Movement	Reflection/ Refocus Form	
Offer Reasonable Choices	Repeat Directions	

### **Possible Consequences for Minor Infractions when students are unsuccessful at refocusing:**

Loss of privilege  
Time out  
Conference with student  
Parent Contact  
Noon Detention Parent Conference  
Student Support (ISS)  
Send Home  
Out of school suspension  
Other

## **Violence Will Not Be Tolerated at Tiospa Zina Tribal School**

### **Major Infractions**

- Abusive language
- Fighting
- Physical aggression
- Defiance/Disrespect
- Harassment/Bullying
- Inappropriate Display of Affection

- Electronic Violation
- Lying/Cheating
- Skipping class
- Other

**Intervention Strategies for multiple infractions.**

Check in/Check out  
 Behavior Contract  
 Social Skill Instruction

Direct Instruction  
 Behavior Intervention Plan  
 Counseling

Parent in Classroom  
 Reward System

**Level I**

*Abusive Language*  
*Inappropriate Display of Affection*  
*Electronic Violations*  
*Lying/Cheating*  
*Skipping*

**Possible Consequences for Level I Major Infractions:**

Loss of privilege  
 Time out  
 Conference with student  
 Parent Contact  
 Detention  
 Parent Conference  
 Student Support (ISS)  
 Send Home  
 Out of school suspension  
 No credit  
 Other

**Level II**

*Possession of a Weapon Other Than a Firearm* (the use may cause a fatal wound).  
*Battery/Assault - i.e. Fighting* (willful use of force and violence upon another person).  
*Physical Violence* – against another person that does bodily harm or disregards potential harm.  
*Theft of School or Persons Property* (Restitution).  
*Vandalism against property-* is any act that damages or disregards potential damage to public or private property (Restitution).

**Discipline Action**

**First Infraction**

- Student will be suspended out of school for remainder of day and following 2 days.
- Parent will return to school with student, whereupon a meeting will be held with the Principal to discuss the infraction and discipline action (Possible Restitution).
- Superintendent may file a criminal complaint (SWO Chapter 38-Juvenile Code and/or Chapter 16-Penal Code).
- (Bully-victim physical violence will be investigated. The perpetrator will receive additional consequences to be determined by administration).
- Consequences to be determined by Administration.

**Final Infraction**

Student will be referred to the Superintendent for a suspension for the remainder of the school year. The student will have the right to a due process hearing before the Sisseton Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 16-Penal Code).



## **Infraction**

*Possession and/or Use of Firearm* (as defined by USC Title 18-Section 921)

*Use of a Weapon Other Than a Firearm* (one by which the use of may cause a fatal wound).

*Threats of and/or use of explosives*

### **Discipline Action**

Student will be referred to the Superintendent for an expulsion for the remainder of the school year. The student will have the right to a due process hearing before the Sisseton Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 16-Penal Code).

**Any student who is expelled or suspended for the final infraction, must meet with the SWO School Board prior to readmittance .**

## **TOBACCO, ALCOHOL, AND DRUGS**

*Possession and/or use of Tobacco, E-cigarettes or Over the Counter or prescription medication*

The parent/guardian will be notified. The local Law Enforcement Agency will also be notified.

### **Discipline Action**

#### **First Infraction**

- Student will be suspended out of school for the remainder of the day and up to 5 days (parent conference mandatory).
- Student will not participate in extracurricular activities for six weeks.
- Student will be referred to Dakota Pride for assessment for possible referral to an external agency for assistance.
- Parent/guardian will return to school with student, whereupon a meeting will be held with the Principal to discuss the infraction and discipline action.
- The Superintendent may report the violation to law enforcement (SWO Juvenile Code and/or Chapter 16 Penal Code)

#### **Final Infraction**

Student will be suspended by the Superintendent for the remainder of the school year. The student will have the right to a due process hearing before the Sisseton Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 16-Penal Code).

Any refusal of evaluation or intervention services, will result in the Final Infraction process to be followed.

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***Possession and/or Use of Alcohol (may include but not limited to: mouth wash, hand sanitizer, cough syrup, etc.)***

Parent and Local Law Enforcement Agency will be notified and student will be subject to an alcohol test before student is readmitted to the school. Students who are suspected of being under the influence of alcohol must be verified by the school nurse, counselor and/or Principal. A certified staff or Tribal Law Enforcement may administer the alcohol/drug test at the school.

### **Discipline Action**

#### **First Infraction**

- Student will be suspended out of school for the remainder of the day and up to 5 days (parent conference mandatory).
- Student will not participate in extracurricular activities for six weeks.

- Student will be referred to Dakota Pride for assessment for possible referral to an external agency for assistance.
- Parent/guardian will return to school with student, whereupon a meeting will be held with the Principal to discuss the infraction and discipline action.
- The Superintendent may report the violation to law enforcement (SWO Juvenile Code and/or Chapter 16 Penal Code)

### **Final Infraction**

Student will be suspended by the Superintendent for the remainder of the school year. The student will have the right to a due process hearing before the Sisseton Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 16-Penal Code).

Any refusal of evaluation or intervention services, will result in the Final Infraction process to be followed.

### ***Possession and/or Use of Illegal Drugs***

Parent and local Law Enforcement Agency will be notified and student will be subject to a drug test before student is readmitted to the school. Students who are suspected of being under the influence of illegal drugs must be verified by the school nurse, counselor and/or Principal. A certified staff or Tribal Law Enforcement may administer the drug test at the school.

### **Discipline Action**

#### **First Infraction**

- Student will be suspended out of school for the remainder of the day and up to 5 days (Parent conference mandatory).
- Drug assessment must be completed and results brought to the school officials prior to being readmitted to school. Parents are responsible for contacting external agency and setting appointments.
- Homework will be available upon request for the time period the student is out of school.
- Student will not participate in extracurricular activities for six weeks.
- Parent/guardian will return to school with student, whereupon a meeting will be held with the Principal to discuss the infraction and discipline action.
- The Superintendent will report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 16-Penal Code).

#### **Final Infraction**

Student will be suspended by the Superintendent for the remainder of the school year. The student will have the right to a due process hearing before the Sisseton Wahpeton School board. The Superintendent may report the violation to law enforcement (SWO-Juvenile Code and/or Chapter 16-Penal Code).

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## **K-5 Supplement**

All consequences for inappropriate behavior will be determined by the Handbook and Administrative Team.  
Procedures and Consequences:

- Classroom teachers will do intervention skills when dealing with inappropriate behaviors in the classroom. Classroom teachers will have classroom rules and classroom management procedures that will be shared with parents. If interventions have been exhausted and there are no positive results, student(s) may be referred to the Student Support Services and possible intervention with the School Administrator.
- All students will be encouraged to return to class and have specific goals for appropriate behavior in the classroom. If at any time that the Administrative Team feels that a Parent needs to spend some time in the classroom with their child(ren), there will be a conference with specific goals for each infraction.
- It is the intent of Tiospa Zina Tribal School that all children are safe. Parents are encouraged to meet with classroom teachers and the school Principal on a regular basis when inappropriate behavior is frequently displayed by student(s). Student(s) may be referred to the Child Study Team when frequent inappropriate behavior is displayed by student(s).

- When students are suspended from school for any amount of days, Parents are required to return with their child(ren) prior to classroom admittance. A Conference will be set up by the Principal with the possibility of a student behavior contract which will be monitored by classroom teacher(s), parent(s) and the Principal.
- On-going communication between the classroom teacher, parent, and Principal will be our focus to ensure positive relations between the school and home. It is our intent to communicate with all parents on a regular basis to build positive relations.

## **DUE PROCESS PROCEDURES**

It will be the responsibility of the Administrative team to insure that students are offered a **fair and impartial hearing** to student's facing allegations that could result in suspension, expulsion, or transfer. When a student requests a hearing on a disciplinary action the following will take place:

- Allegations must be made within 48 hours of the incident and must specify the violation, the date, and the person alleging the violation.
- A request for a **hearing** must be made within 5 days of the allegation.
- The Administrative Team will appoint a hearing panel of three to five people. The hearing panel should be composed of people who, as far as can be determined, have not pre-judged the student or situation. The panel should include teachers and students.
- The Superintendent may recommend an expulsion for up to the remainder of the school year. No panel is afforded for a student expulsion recommendation.
- The panel will meet to hear the case no more than 5 working days after the student and/or his/her parent(s)/guardian(s) have requested a hearing.
- The student must be given enough time to examine the evidence to be used against him/her, to enable him/her to prepare a defense. If the student feels they have not had enough time to prepare a defense, the panel chairperson may grant a reasonable postponement.
- The student has the **right to be represented by lay or legal counsel** of his/her choice. Attorney's fees are to be borne by the student.
- The student has the **right to confront and cross-examine** all witnesses against him/her and to produce witnesses on his/her behalf.
- No student shall be compelled to testify against himself/herself.
- The student has the right to have his/her parent(s)/guardian(s) or their designee present at all times.
- The school must keep an accurate written account of the hearing. Upon request, the student will be given a copy of the hearing proceedings; including written findings of fact and conclusion in the case. The hearing panel will have a written findings of fact and conclusion within five (5) days of the hearing.
- The **student may appeal** the decision of the panel within five (5) days to the Sisseton-Wahpeton School Board.
- If the student fails to appear at the hearing on the appointed date, he/she loses by default and the school shall proceed to present the allegation to the panel for the record.
- In the event the student is found not guilty of the allegations, the allegations of misconduct and information pertaining thereto will be expunged from the student's school record.
- The student may appeal the expulsion decision of the Superintendent within five (5) days to the Sisseton-Wahpeton School Board.

## **STUDENT EXPULSION**

The School Board may expel a student for the balance of any school year for conduct that disrupts the educational process or endangers the health or safety of the student, other students, or school staff. In this process:

- The Principal may give, the student accused and their parents, written notice of charges against the student and the nature of evidence supporting those charges.

- The Principal must inform the student in writing of the date, time, and location of the expulsion hearing within five (5) days prior to the hearing.
- The Principal shall inform the students of their procedural rights prior to the hearing and provide the student with a written copy of their procedural rights at that time.
- The School Board shall conduct a hearing in accordance with the basic principles of due process.
- If the School Board so determines at any time, they may forego the expulsion and set an appropriate reprimand.

## **SEXUAL ASSAULT AND HARASSMENT**

All students are assured of a safe and healthy environment free of unwarranted and unsolicited sexual assault and harassment. Staff has a responsibility to monitor the school and protect students from sexual assault and harassment. If a student feels that a violation has been committed by a fellow student or staff member, the student should file a written or verbal complaint with his/her Principal.

Sexual Assault is defined as an attempt or offer, with force or violence upon another person with intent of performing any sexual activity as defined by Sisseton Wahpeton Oyate Penal Code Section 26-15-02 or the Sisseton Wahpeton Oyate Juvenile Code Section 38-03-05.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

- The Principal is to document the date and time of the complaint.
- If the complaint is a verbal complaint the Principal is to take detailed notes and have the complainant sign the detailed notes.
- The Principal will notify the parents of the alleged victim and alleged perpetrator within 2 hours of the complaint.
- The Principal will also notify the Sisseton Wahpeton Law Enforcement within 2 hours of the complaint.
- The Principal will also notify the Superintendent within 2 hours of the complaint.
- The Superintendent will suspend the alleged perpetrator until an internal investigation is completed.
- An internal investigation will be completed by the Principal. The investigation will be completed within 48 hours of the complaint.
- At a minimum the investigation will include interviews of all persons in and around the area where the alleged assault or harassment happened and the collection of any physical evidence.
- The Superintendent will review the evidence collected immediately after the evidence is collected to determine disciplinary action.
- The Superintendent will turn over the evidence collected to law enforcement.
- The Superintendent is authorized to suspend the perpetrator until the next duly called Sisseton Wahpeton School Board meeting.
- The Superintendent will recommend long term suspension for the rest of the school year or present evidence that the student is an enrollment concern.