

Crow Creek Tribal School



2025-2026
Parent/Student
Handbook
Grades K-12

Our intent is that this Parent/Student Handbook should serve to bring about a better understanding of the Crow Creek Tribal School policies and regulations. It is an important booklet because it explains much of what is expected of you as a student and as a parent/guardian. A clear-cut understanding of procedures contributes to an efficient school operation. Our aim is to provide a learning situation that gives every child an opportunity to develop his or her fullest potential. Through your efforts, your experiences here will be worthwhile and pleasant. All of us are happy to assist you with the challenges that lie ahead.

Respectfully submitted,

Crow Creek Tribal School Board

Superintendent's Welcome:

My name is Rob Coverdale, and it is truly my honor and privilege to serve this community and school as the Crow Creek Tribal School Superintendent for the 2025-2026 school year! I am beginning my 30th year in education, my 3nd as Superintendent at Crow Creek Tribal Schools.

I sincerely believe that there is no work more important than educating our children and there has probably never been a time, at least in modern history, where our kids have had to face greater challenges. Yet, with the terrific responsibility that accompanies our work as educators also comes some of the greatest joy and fulfillment that we can ever achieve professionally! It is my sincere hope, and expectation, that every staff member at Crow Creek Tribal Schools shares my passion for our youth as well as the joy that comes with walking beside them on their educational journey.

The mission of the Crow Creek Tribal Schools is, "To guide our students to become life-long leaders in education, culture, and their everyday walk of life." I feel blessed to have been given the opportunity to work side by side with our staff to help each of our children accomplish the mission of life-long leadership.

It is with incredible enthusiasm and a full heart that I welcome each of you to our school and the 2025-26 school year! Please know that my door is always open and my goal to make this school even better will never waver. I wish you all the best of life's blessings and look forward to working with our children.

Sincerely,

Rob Coverdale
Crow Creek Tribal School Superintendent

Crow Creek Middle/High School Principal Michael Scares the Hawk:

Hau Mitakuyepi,

Cante wasteya nape ciyuzapi yelo.

Michael Scares the Hawk emaciyapi yelo na Lakota micaje Toka Kte he miye. Wakpa Waste hemaca na tiospaye Hunkpati Dakota oyate ematanahan na lehanl Ti Ska cik'ala otunwahe el wati yelo. Ate waye kin Steve Scares the Hawk eciyapi na Ina waye kin Candace Loudner eciyapi na Unkanna waye kin Edgar Loudner, Sr na Raymond Scares the Hawk ewicakiyapi na Kungsi waye kin Margaret Shields na Flora Village Center ewicakiyapi. Wakanyeja topa wicabluha yelo. Mitawicu waye kin Vivian Scares the Hawk eciyapi. He ake iyuskinyan wanciyankapi yo!

I am honored to be here at Crow Creek Tribal Schools and back around the relatives. I'll be going into my 17th year of education, 6th year as an administrator. As a leader we are the foundation of everything around us, we need to be active and visible to build our vision and mission with staff, students and most importantly our families. We don't get to choose the challenges we face each day, we do, however, get to choose our attitude, mindset, when faced with challenges, I'm excited to change the mindset and direction here at Crow Creek Tribal Schools and it takes a village to do that.

Let's make it happen together, let us put our minds together and see what we can do for our children, (Sitting Bull).

Again, I'm excited to be back at Crow Creek Tribal Schools and thank you for your time and patience!

Pidamaya,

Cetan Naphywe Wicasta- HS/MS Principal

Crow Creek Elementary School Principal Bill Kaiser:

Welcome to the 2025-26 school year at Crow Creek Tribal School. I am Bill Kaiser, the new elementary school principal and new special education director. I am excited to be a member of the Crow Creek team! I have been in education for 30 years, 26 of which served in administration as special education director and elementary principal, most recently, the last 15 years as an elementary principal in the Pierre School District.

As the principal of Crow Creek Elementary School, welcome back and we look forward to a great year! Along with the teachers and support staff, we look forward to filling our halls with energy, enthusiasm, and a great learning experience. It is our mission to make every student feel safe, connected, and a part of Crow Creek Elementary School.

Together, we can make a difference in the lives of our students. We trust that you will have your student to school every day and on time. Attendance is a leading indicator for school success and will be a focus in the new school year. We will keep the lines of communication open, and you can be assured we will always work as partners in the best interests of our students.

I am honored to serve as the principal at Crow Creek Elementary School and look forward to meeting the students, staff, and community members I will serve.

In Education,

Bill J. Kaiser



Crow Creek Tribal Schools 2025-2026 Calendar



August						
Su	M	Tu	W	Th	F	Sa
					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						
12th - 15th - Teacher In-Service 19th - First Day of School						

September						
Su	M	Tu	W	Th	F	Sa
	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				
1st - No School - Labor Day 17th - Early Release - Inservice 24th - Parent Involvement Night						

October						
Su	M	Tu	W	Th	F	Sa
			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	
9th - PTC 4:00-7:00 PM 10th - No School 13th - No School - Native American Day 17th - End of 1st Quarter 22nd - Early Release - Inservice 29th - Parent Involvement Night						

November						
Su	M	Tu	W	Th	F	Sa
						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						
11th - No School - Veterans Day 19th - Early Release - Inservice 26th, 27th, 28th - No School - Thanksgiving						

December						
Su	M	Tu	W	Th	F	Sa
	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			
17th - 31st Christmas Break 16th - End of 2nd Quarter						

January						
Su	M	Tu	W	Th	F	Sa
				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
1st and 2nd - No School - New Year's 5th - No School - Teacher In-Service 19th - No School MLK Day 28th - Parent Involvement Night						

February						
Su	M	Tu	W	Th	F	Sa
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
12th - PTC 4:00-7:00 PM 13th - No School 16th - No School - President's Day 25th - Parent Involvement Night						

March						
Su	M	Tu	W	Th	F	Sa
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				
13th - End of 3rd Quarter 18th - Early Release - Inservice 25th - Parent Involvement Night						

April						
Su	M	Tu	W	Th	F	Sa
			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		
3rd - No School - Good Friday 6th - No School - Easter Monday 29th - Parent Involvement Night						

May						
Su	M	Tu	W	Th	F	Sa
					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						
13th - Matt St. John Day 22nd - Last Day of School 22nd - End of 4th Quarter 16th - Graduation						

	First & Last Day of School	1st Quarter - 41 Days
	Full Teacher Inservice Day	2nd Quarter - 38 Days
	Half Teacher Inservice Day	3rd Quarter - 46 Days
	Parent Teacher Conferences 4:00-7:00	4th Quarter - 48 Days
	No School	Semester 1 = 79 Days
	Early Release	Semester 2 = 94 Days
	End of Quarter	173 Student Days
	Parent Involvement Night	178 Teacher Days
SUMMER DAYS OFF - May 25/June 19th/July 2/July 3		

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Introduction

01.01 **Welcome**

The members of the Crow Creek Tribal School Board, Faculty, Staff, and Administration welcome you to the 2025–2026 school year with hopes that this year will be educational, prosperous and enjoyable.

01.02 **Mission Statement**

To guide our students to become lifelong leaders in education, culture and their everyday walk of life.

01.03 **Vision Statement**

- *We believe the school district should provide a quality 21st Century education to all students driven by high expectations for achievement and includes opportunities for students to utilize and integrate their Native American culture to enhance the educational process.*
- *We believe all students should accept responsibility for their learning and take responsibility for their actions. Students have a right to be respected and a duty to respect others which contributes to a safe and positive learning environment for all students.*
- *We believe all parents/guardians should support learning and the school by promoting regular attendance, proper discipline, and a positive relationship between the home and school through honest and open communication.*
- *We believe teachers should not only respect all students as individuals and provide an environment conducive to learning, but maintain open lines of communication with the home while embracing new ideas and strategies which promote the technology vital to the 21st Century workplace.*

01.04 **Belief Statement**

Wisdom, Generosity, Respect, Courage, Spirituality, Patience, Honesty

We believe that through the necessary support and programs provided by the school, our students will arrive at a position in life where they can achieve a level of humility experienced by the Dakota people in the past and will carry on those values that are uniquely and beautifully Dakota.

01.05 **Nine Values of the Dakota – A Way of Life**

Practice respect for self, others, teachers, buildings, and **Wolakota** which reflects a way of life that is in balance and harmony. We strive to create balance in ourselves, Physically, Mentally, Socially, and spiritually by living the 4 Dakota values.

- **Wa’cantognaka-Generosity:** The Dakota live in a giving manner; it is far better to be generous than to have a lot and keep it for yourself. Generosity is giving in more ways than material things: it is giving of your time, work, and compassion.
- **Wo’ohitika-Courage:** In taking care of each other, the Dakota face hard and difficult times for the sake of each other. They learn as children how to face danger and problems without running away; counting coup was a way to prove courage. Even today we face bad things inside ourselves and out in the world, it takes courage to confront these things and to make positive changes.
- **Wo’pksape-Wisdom:** Knowledge and wisdom of the elders is very important for the well-being of all Dakota because they have experiences of many things and changes.

The Dakota understands all forms and walks of life through wisdom. Everyday knowledge and wisdom help us understand and appreciate the world around us.

- **Wowahoda-Respect:** The Dakota societies, familial systems were and are based on respect. Today, our students and staff need to be in harmony and peace with each other.

01.06 Philosophy Goals and Objectives

We believe that:

- *Each child is entitled to every opportunity for the maximum development of his/her potential ability. This means mental and physical development, mental health, emotional maturity, social adjustment, and moral character.*
- *Each child should have the opportunity to be the best he/she is capable of becoming, and to provide him/her heritage from past generations.*
- *Each child should acquire the skills and understanding needed to help him/her share the responsibilities of a democratic society. In the democratic society each individual adds personal worth to the social group and should be a contributing member of their community.*
- *Children differ in rate of development as well as ability. The school accepts each child at this particular stage of development and fosters continued growth. Each child is stimulated to work at his/her individual maximum capacity level.*
- *Cooperative relationships are established between the school, the home, and the community in order to facilitate the fullest educational development of children and to coordinate the educational activities of the various agencies of the communities.*

Long-term goals for the school are developed cooperatively by the professional staff and lay citizens. These are revised from time to time as changes in society and needs of pupils warrant such changes. Objectives of the various learning experiences contribute toward the achievement of goals of education. Purposes in learning should be apparent to children.

Goals should include provisions for:

- *Literacy*
- *Mental and physical health*
- *Competence in human relations*
- *Responsibilities of citizenship*
- *Moral and spiritual values*
- *Tools of learning*
- *Understanding the environment*
- *Skill in the use of scientific method,*
- *Skill in the use of numbers,*
- *Wise use of leisure time*
- *Critical and constructive thinking.*

The educational environment of the school should stimulate children to reach constantly for new experiences, new understanding, and new skills. The climate of the school should be friendly, free from outside pressures and strains, yet busy and purposeful. Children should have a feeling of security in relationships with the teacher and with each other. Activities should tend to build self-respect and a desire to share experiences with others. The needs of

individual pupils should be met and the concern of the social group for the welfare of the individual should be engendered.

Continuous evaluation is a part of any learning experience. Each child should become conscious of progress toward the achievement of definite goals. The evaluative process helps the individual to diagnose difficulties in learning and gives direction to further experiences in learning.

01.07 Goals of Education

Crow Creek Tribal Schools is committed to incorporating the Goals 2000. Educate America Act and specifically the Indian America Act: Goals 2000 as adopted by the Bureau of Indian Affairs.

- School Readiness-Children will start school ready to learn
- High School completion rate will increase
- Student Achievement and Citizenship will prepare students for success
- Professional Development for staff so they will acquire the knowledge and skills needed to prepare students for the next century.
- Improve Science and Math skills
- Safe, Disciplined and Drug Free Schools
- Parental Involvement to promote partnership that will increase social, emotional and academic growth of children.
- Adult Literacy and Lifelong Learners
- Tribal Government, Language and Culture
- Safe, Adequate School Facility To facilitate these goals we feel the only way to progress towards these goals is to have the students in school, in the classroom and actively engaged in learning throughout each class.

To accomplish these goals the school will encourage increased attendance and decreased tardiness by:

- Establishing a reward system for each class based on overall attendance.
- Consistently enforcing the attendance and tardy policies with parent communication a key component, sending out the guidelines to the parents at the beginning of the year and keeping in contact with the parent before the students has reached the attendance limit. School liaison will work with administration to help improve attendance for all students.
- Frequent monitoring and evaluation of the classes by the principal to monitor the learning process.
- Providing staff with increased opportunities for relevant educational and technical training to adequately prepare them for preparing our students to compete in the world.
- Parental involvement in a student's education is very important. Crow Creek Tribal Schools will make a special effort towards more parental involvement on a regular basis in all aspects of their children's educational process.

01.08 Handbook Purpose

The purpose of this Handbook is to give each student a ready reference to the expectations, regulations and general information about the Crow Creek Tribal Schools. Many conflicts

between students, teachers, and/or administration are the result of a lack of knowledge or understanding of policies and procedures by one or more parties involved. It is hoped that this handbook will prevent these situations. Additionally, expectations and regulations described in the handbook are aimed to facilitate the safety of all students, staff and visitors. Please carefully read this handbook. If there are any questions, please do not hesitate to contact the school at 605.852.2455.

We believe that both parents and teachers desire a high standard of conduct on the part of children. We also believe that children would rather observe good rules of conduct than not. If this is true then parents, teachers, and pupils each have responsibilities for acceptable behavior of pupils in their various relationships with the school and its program.

Students are expected to adhere to Dakota Values and conduct themselves in a respectful manner while at school or school-related activities. The student is responsible for learning the following rules that govern the activities of the school environment.

01.09 School Announcements

From time to time your child will bring home various announcements. Please regularly check in with your child to ensure you do not miss any school announcements.

01.10 School Calendar and Holidays

School Holidays shall be set forth on the annual School Calendar adopted by the School Board. The board shall annually adopt a calendar for the school term specifying the opening date and providing a minimum term of 962.5 hours as required by federal and state laws and regulations. The calendar will be developed by the superintendent and coordinated with surrounding schools.

01.11 Accreditation

Crow Creek Tribal Schools are accredited by the South Dakota Department of Education and Cultural Affairs. It is the goal of the Board of Education and the school administration to meet the standards directed by the Department of Education.

01.12 CCTS Traditions.

OUR NAME:	Chieftains
OUR COLORS:	Red/Black/White
OUR PAPER:	The Drumbeat
OUR LOYALTY:	Cheer, Cheer for Crow Creek High, Shake down the echoes cheering her name, Send her royal sons go marching, ONWARD TO VICTORY!

Although the odds will be great or small,
Crow Creek High will win over all,
And send her royal sons go marching,
ONWARD TO VICTORY!

WHETHER WE WIN OR WHETHER WE LOSE,
HERE IS THE CHEER WE WILL ALWAYS USE!
CCHS, (CLAP, CLAP), CCHS, (CLAP, CLAP), CCHS!

Admissions and Enrollment

02.01 Tribal School Boundaries

- The boundaries of the Crow Creek Sioux reservation are the boundaries for the school.
- Admission will be extended to nonresidents including but not limited to the reservations of the Dakotas, since enrollment traditionally included students from other reservation.
- The superintendent will seek to have reciprocal agreements between the adjoining attendance areas, especially regarding public law 874.
- Students are eligible for school services if they are recognized as Indian as defined in 25 cfr 31h.2 (n).
- Non-Indian students may be accepted for school services. Tuition fees may be charged for such enrollment based on the funds received pursuant to the Indian school equalization program. Decisions and conditions for enrollment will be set by the board on an individual basis and will not be precedential.
- Students shall make application for admission on the regular admission application form. The applications are screened by the screening committee.
- State law requires that any pupil entering school in South Dakota for the first time present a physician's certificate. The school requires every student to have a physical examination before entry to the school. Written permission is obtained at the time of enrollment in the school to take care of emergencies.
- Each student will be classified by grade. High school students may be reclassified at the end of each semester. Grade school classification will be changed at the end of each year.

02.02 Student Registration

Students may enroll during the school term under the following conditions:

- Students must present appropriate verification of current educational level if previously enrolled in another educational system. If students were previously enrolled in another educational system, parents/guardians must sign a Request for Records form.
- The parent(s)/guardian(s) enrolling a student must be present and complete all required forms prior to finalization of admission of the student.
- Students may be eligible for School services, including special education services, if they qualify under the standards set forth in 25 C.F.R. 31.1.
- Students enrolling in the last nine weeks of a semester must be approved for enrollment by the administration and may be put into an alternative program and/or schedule for the remainder of the semester.

The following paperwork is required in order for students to be admitted at the Crow Creek Elementary, Middle School, or High School:

- Completed CCTS Enrollment Application
- Immunization Card and Physical Examination form
- Tribal Enrollment Certificate or Certificate of Indian Blood Degree.
- Birth Certificate
- Request for Records

- Proof of legal guardianship, if not one of the biological parents. (Must have documentation)
- Student check out form
- Emergency Information
- Medical/allergies/religion exemptions in writing

02.03 Divorced/Separated Parents/Guardians

The CCTS shall maintain neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by a court order. In cases where there is a court order, it is the sole responsibility of the parent/guardian to notify the school and provide a copy of the court order.

The parent(s)/guardian(s) who enroll a student will be considered the custodial parent and that parent's/guardian's residence will be considered the student's residence for school purposes, unless a court order or other documentation is presented which specifies otherwise. The parents/guardians of the student are solely responsible for informing the school of names and mailing addresses of custodial and non-custodial parents.

As required by Federal law, the non-custodial parent of any student enrolled at the CCTS will be provided with all education records and notices of school activities and conferences, unless otherwise expressly restricted by a court order that the custodial parent provided to the building principal. The non-custodial parent(s) may participate in all activities including conferences. In terms of meetings and conferences, the school will only conduct one meeting for parents in which both parents will be permitted to participate. Requests for separate meetings and conferences will be decided at the discretion of the principal.

A student enrolled at the CCTS will only be released from school to the custodial parent. In order to release a student to their non-custodial, prior arrangements with the custodial parent need to be made and school principal must be notified of the arrangement.

02.04 Legal Guardianship

The CCTS 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 on file at the school. If there is no court order, the school is required to treat each parent as having full legal rights to the student. If there is change of guardianship or custody, the school needs to be notified in order to ensure that we fulfill our responsibility to the students enrolled in our school.

02.05 Updating Address, Telephone or Contact Information

If there is a change of address or telephone number during the school year, please report the change to the registrar immediately. In case of an emergency or unplanned school dismissals and cancellations, it will be necessary to contact you by telephone as quickly as possible.

02.06 Student Withdraw Procedures

To prevent delays in transferring school records and transcripts, students withdrawing from the Crow Creek Tribal School need to inform the front office.

Attendance

03.01 Absenteeism

Compulsory school attendance is required of all students pursuant to tribal and state law. The Superintendent shall enforce the compulsory school attendance law and this policy. Marriage cannot be used as a deterrent to school attendance. Pregnancy cannot be used as a deterrent to school attendance except for valid health reasons. Parents, guardians, and/or other persons having charge, control, or custody of a school age child are responsible for regular and punctual attendance.

Students who are absent from the School for a total of ten (10) full school days or more without a valid excuse from the parent/guardian may be suspended from school for the remainder of the semester. If a student is suspended for the remainder of the semester they will need to reenroll for the following semester.

A student's absence is deemed excused if the parent/guardian issues a written note to the Principal and provides a justifiable reason that includes but is not limited to:

- Illness or death in the immediate family.
- Personal Illness. If the student is absent for two (2) consecutive days or more, a doctor's statement is required.
- Inclement weather as approved by the School Administration.
- Dental, eye, or other health appointments as verified by a doctor's statement.
- Domestic difficulties as verified by the Social Services Department.
- Other special extenuating circumstances as approved by the Principal.

The parent/guardian is allowed to excuse their student for a maximum of three (3) days per semester.

A student's absence is deemed unexcused when it occurs with the knowledge of the parent/guardian but is for reasons not acceptable to the Principal that include but are not limited to:

- Babysitting;
- Driving trips, shopping trips, haircuts, etc.;
- Oversleeping;
- Missing the bus or the bus is overcrowded;
- Assisting in relocating (i.e., moving);
- Work-related;
- Non-school related activities;
- No clean clothes, but prior approval from the Principal is required;
- Transportation problems;
- Visiting relatives;
- Dorm absences due to disciplinary actions;
- School/bus suspensions or students sent home for disruptive/unsafe behavior; and

- Repeated or chronic absences for illness (that are not verified by a doctor).

A student will be judged truant when he/she is absent from class without the knowledge of the parent or guardian and for no justifiable reason.

03.02 Reporting Absences

If a student is absent from school, the parent/guardian is encouraged to call the School before 9:00 a.m. Any absence, lateness, or early dismissal must be accounted for. The parent/guardian is responsible to notify the School within 24 hours of the absence and to provide a written excuse upon the student's return to school. The written note should include the student's name, date of absence, reason for absence, and the parent's signature. Each day a child is absent, the parent/guardian should at least give the School a phone call until a written note can be provided to the School. However, all absences are deemed unexcused until the School receives a written note. The school liaison will attempt to contact the student via phone and/or other methods (home visits, home meetings, text messages, etc.). If attempt is unsuccessful the absence will be deemed unexcused.

If a student is aware in advance that he/she will be absent, the parent/guardian is encouraged to make advance arrangements by calling the School and submitting a written request to excuse the student's absence to the School as soon as possible. If the parent/guardian does not submit an advance request to the School, such parent/guardian should submit a written excuse or call the School the first day the student returns to school.

Schoolwork should be made up before the absence in all situations where this is possible. In all cases of student trips for contests, tournaments, or other events, the student is responsible for making arrangements to turn in all class assignments before the absence occurs.

If a student is absent and it is excused, he/she will have three (3) days for the first day of absence and (1) day for each additional day that the student is absent to make up all class assignments. If a student is absent on a test day only, the student will complete the test the first day upon returning to school. Any eligible work missed while absent and not turned in by the day required shall be recorded as zero and averaged in the quarterly grade.

If a student has been absent from school for two (2) or more consecutive days, the teacher shall send homework home to the student. On the third day of absence, the student may request for the homework to be picked up or sent home. If a student does not complete the school work in the required time, such a student shall be given a grade of 0 or I (Incomplete).

No student will be allowed to make up work missed during an unexcused absence.

03.03 Absent from Classes

Attendance at all classes is expected of every student of the CCTS unless excused for a valid reason. If a student must be absent from a class, he/she must obtain the permission of the teacher and obtain a written excuse, as well as inform the Principal.

A student who fails to attend classes on a regular basis will face corrective action up to and including: makeup work completed by student for missed class time, after school detention, attendance contract, or consequences as outlined in the discipline matrix/handbook.

Continued cutting of classes may be cause for suspension or dismissal from school.

03.04 Attendance and Transportation to School

The parent/guardian is responsible for getting their student on the School bus in the morning. The Liaison's duties are to coordinate school activities/actions from the School to the home for example:

- The Liaison may present documents and explain them to the parent/guardian, such as a suspension report, a meeting notice and/or any upcoming events pertinent to the parent/guardian.
- The Liaison may transport the parents/guardians to the School for any meetings.
- The Liaison may coordinate with the Court regarding any student and school situations and/or school and parent/guardian situations related to the welfare of the student.
- The Home School Liaison is responsible for ensuring the student makes it on the bus on-time in a consistent manner which is the best strategy to mitigate student transportation issues. They will also work with families to assist in transportation issues.
- If a student has a medical appointment, the student should remain home and come into school after the appointment. The parent/guardian may bring the student to School in this instance. However, in order for the Liaison to transport the student to School, the parent must provide a doctor's note to the Liaison excusing the student, which is also required to excuse the student at the School. If the Liaison transports the student to school, such transportation does not excuse the student for the time missed.
- If a student verbally attacks or abuses the Liaison (e.g., cussing, name calling, etc.), the student may lose transport services as determined by the School Administrator.

03.05 Warning and Dismissal Process

- When a student is absent for three (3) days, the School shall issue a letter of concern to the student's parent/guardian.
- When a student is absent for six (6) days, the School shall issue a letter to the parent/guardian requesting a conference and notifying the parent/guardian that further absenteeism may result in criminal action.
When a student is absent for nine (9) days, the School shall recommend that the student enroll in the dorms and shall enter into a contract with the parent/guardian that represents a final notice to correct the student's absenteeism.
- When a student has reached or exceeded five (5) unexcused absences, the School will refer the parents/guardians and the student to the Crow Creek Tribal Court/Student's Residential Court System for truancy violations pursuant to the Crow Creek Law and Order Code §§ 10-5-5-5 - 7.
- When a student is absent for ten (10) days, the School shall drop the student from the school for the remainder of the semester. Additionally, the School may file a formal complaint for failure to send a child to school in the Crow Creek Tribal Court pursuant to the Crow Creek Law and Order Code §§ 10-5-5-5 - 7.

03.06 Tardies

School begins at 8:15 a.m. Students are considered tardy after 8:20 a.m. Students who are tardy must report to the office before going to the classroom.

Half-Day Absence: students will be counted as half a day absent if they come to school after 10:00 a.m. or leave school before 2:00 p.m.

Students who come to class late will be marked tardy by the teacher on the attendance system. Being tardy or late to school may result in detention or removal of privileges.

If a student's school bus is late, the office will make an announcement and it will be the teacher's responsibility to not mark the student tardy.

Parents can only excuse a student 3 times per semester for being late. After you use up your three excuses, you will serve detention for each unexcused tardy.

Parents will be notified if a pattern of habitual tardiness (over 10) occurs. We will make every attempt to contact the parent by letter or phone when this occurs.

It is important that all teachers dismiss students when the first bell rings. Do not hold up students since this will make them tardy for their next class!

03.07 Checking Out or Leaving Campus

The Crow Creek Tribal School operates from a closed campus policy except for seniors in good standing. This means that once a student arrives on the campus, he or she is to remain there until there is authorization to leave or the school day ends. For your child's safety, office staff must have written parent/guardian permission before a student is allowed to leave or drive. The student will be considered AWOL if prior permission is not given by the superintendent/principal or building supervisor at that time. If you become ill during the school day you must have permission to leave from the Dean of Students/Principal.

Code of Conduct

04.01 Conduct

The main purpose of the School is to provide the knowledge and skills necessary for life, to train students to practice courtesy and good citizenship, and to enable young people to live together cooperatively.

Positive, constructive moral and ethical conduct of students shall be encouraged. Proper order shall be maintained at all times in all school activities. Student self-government shall be encouraged and granted as it results in growth and good behavior on the part of the students.

Anything which interferes with the effective administration of the School or with effective participation of the teachers or pupils in the conduct of the classroom work or any other school activity has no place in the School. A student may be removed from class in the interest of discipline. Readmission to class will be permitted only through special permission from the Dean of Students/Principal. Repeated offenses will require a conference with the parents and students, and/or suspension from the school (not necessarily in that order).

School conduct, as well as conduct anywhere else, is largely a matter of exercising self-discipline.

04.02 Due Process

All students and district employees are guaranteed due process rights as set forth by SDCL 13-32-4. CCTS and in compliance with the standards established by the State Board of Education. All students are entitled to due process when they are subjected to disciplinary actions, such as suspension or expulsion. The Board and school officials have the legal authority to deal with disruptive students and student misconduct.

Due process shall include:

1. Written notice of charges within a reasonable period of time prior to a hearing.
2. A fair impartial hearing
3. A right to counsel
4. The right to have all false allegations and records concerning the hearing removed from his/her file.
5. The hearing officer reserves the right to have a rehearing if witnesses on behalf of the student are later found to be untruthful.
6. Article 24-12 of the Administrative Rules of South Dakota will be used to outline procedures and the definition of due process.

Terms used in this Policy, unless the context plainly requires otherwise mean:

- A. Parent," a parent, guardian, or person in charge of pupil;
- B. Short term suspension," the exclusion of a pupil by the Principal/Dean of Students, from a class or from school, for not more than 10 school days;
- C. "Long term suspension," the exclusion by the Superintendent of a pupil from class or classes for more than 10 days, but not more than 90 school days;
- D. "Expulsion," the action of the board to terminate a pupil's membership in school for a period of time that does not extend beyond a calendar year
- E. "Policy," a rule, regulation, or standard enacted by a school district board.

04.03 Disciplinary Hearing

On the occasion the school administration deems it necessary for a more formal inquiry of fact pertaining to a disciplinary action or should the Principal/Dean of Students have exhausted other methods of behavior modification

1. Right to appeal:
 - i. If the student and student's parent disagree with the decision of the principal, they can appeal that decision directly to the superintendent within five school days.
 - ii. If after appeal to the superintendent, the student and student's parent may appeal that decision to the school board. The school board will hear this appeal no later than the next regularly scheduled school board meeting.
 - iii. The student and the student's parent or legal guardian may be represented by a personal representative or an attorney of her/his choosing at their own expense. The student and the student's parent or legal guardian must argue that the decision of the Superintendent was legally or procedurally flawed, and not argue or present new evidence. The Crow Creek Tribal School shall be represented by the Crow Creek Tribal School - School attorney.

- iv. The School Board shall issue an oral decision at the end of the appeal hearing, or it may choose to issue a written decision, which must be provided to the student and the student's parent or legal guardian within three (3) calendar days of the end of the hearing. The decision of the School Board shall be final.
- v. Unless there is death in the immediate family, illness, or serious injury of the student, if the student and the student's parent or legal guardian fail to appear at an appeal hearing on the appointed date, s/he forfeits by default and the decision of the hearing panel will stand.

04.04 Expulsion

1. Whenever the infraction is so serious that the Superintendent determines that expulsion is appropriate, the Superintendent shall formally inform the CCTS School Board recommending expulsion for up to one year including summer school (if applicable).
2. Written Notice of the Hearing will be served upon the student and his/her parent/guardian/legal custodian.
3. Formal expulsion hearings will be conducted in accordance with the procedures set forth above.
4. When a student is expelled from the Crow Creek Tribal School, that student is barred from attending schools during the period of expulsion plus being barred from all activities.
5. Law enforcement will be notified if any student who is expelled is caught on campus.

Expulsion Procedures

In all disciplinary actions that may result in a recommendation for expulsion, the Principal will:

- A. Immediately suspend the student from school until the hearing which will be set with the scheduled board meeting time frame.
- B. Give the accused student and the student's parent or legal guardian written notice of the charge(s) against the student and the nature of the evidence supporting the charge(s). All requests for expulsion hearings will be determined through the Principal's office, in consultation with the Dean of Students.
- C. A parent may waive a formal hearing process in writing.
- D. If the parent chooses to have a formal hearing, the school must inform the student and the student's parent(s) or legal guardian of the date, time, and place of expulsion hearing before the CCTS Board, no less than 48 hours before the hearing. The hearing shall be scheduled within five (5) days from the date of the notice of expulsion unless there is good cause by the CCTS Board for an extension of time. Failure of the student and the student's parent or legal guardian to appear for the scheduled hearing at the scheduled time, time and place effectively waive the right for any further hearing and the expulsion shall become final.
- E. The decision of the CCTS School Board is final.
- F. Through established procedures outlined in this section, a student may be expelled from school for conduct that disrupts the educational process or endangers the health or safety of the student, her/his classmates, or school personnel.
- G. The School Board shall issue its decision in writing. If the School Board decides not to expel a student, the School Board may place conditions on the re-

admittance following the suspension from school including but not limited to:

- i. A Behavior Plan
- ii. No further violations of school rules
- iii. Mandatory student counseling
- iv. Mandatory Family counseling
- v. Mandatory psychological evaluation to assess the threat level
- vi. Mandatory completion by the student of alcohol or drug counseling, rehabilitation programming, or assessment
- vii. Parent will be responsible for the plans set forth as part of the school board's decision to place conditions upon the readmission of the student.

<i>School Behavior steps/consequences</i>				
<i>All behaviors can be sent to Equine for intervention</i>				
Inappropriate Behaviors	Consequences			
Class One	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Classroom Disturbances 2. Insubordination/Disrespect 3. Profanity/Graffiti 4. Inappropriate Dress 5. Skipping 6. Cell Phone Violation 7. Fire alarm pulled	Teacher Interventin, send to equine or send to principal	Teacher Intervention or, call home	In- School Suspension	In-School Suspension or Out-of – School Suspension w/ Mandatory Parent Conference
Class Two	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Significant Insubordination/Disrespect 2. Offensive/Profanity/Graffiti 3. Pornographic/Obscene Material 4. Falsifying Information 5. Excessive Tardies 6. Instigating Conflict	Parent Contact	In-School Suspension	In-School Suspension or Out-of-School Suspension	Parent Contact and Out-of-school Suspension w/ Mandatory Parent Conference
Class Three	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Cheating/Plagiarism 2. Theft 3. Tobacco Possession or Use (including Tobacco vapes) 4. Vandalism 5. Harassment /Bullying/Cyberbullying 6. Intimidation	Parent Contact and ISS	Parent Contact and Out-of-School Suspension	Out-of-school Suspension w/ Mandatory Parent Conference	10 Days Out-of-School Suspension and Possible Long Term Suspension

Class Four	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Fighting/ Physical Violence 2. Gross Insubordination/Disrespect 3. Excessive In-School Suspension 4. Expulsion From In-School Suspension 5. Sexual Harassment 6. Hazing 7. Computer or Device Hacking 8. Use of Hate Symbols/Speech	Parent Contact and Out-of-School Suspension	Parent Contact and Out-of-School Suspension	Parent Contact 10 Days Out-of-School Suspension and Possible Long Term Suspension	Parent Contact Long Term Suspension or Expulsion
Class Five	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Alcohol Consumption/Possession/Distribution 2. Drug Consumption/Possession/Distribution 3. Arson 4. Dangerous Weapons 5. Bomb Threat	Referral to Law Enforcement Authorities and either Suspension, Long Term Suspension or Recommended Expulsion from School			

04.05 Classroom Discipline

1. In the first incident of a disruptive classroom or general supervision behavior problem, teachers are asked to follow some basic procedures such as: communicating to the student what behavior was observed; asking for the student's viewpoint; communicating with teacher/staff member to come up with a better way of behaving or reviewing expectations, and finally help make a verbal commitment to change the behavior. This may also include notification to the parent/guardian.
2. In the second incident, teachers are asked to follow the same procedures, but the student must make a written commitment to change behavior, which should be included in parental contact.
3. If the behavior persists the teacher should involve the parent by requesting a conference to develop a plan of action to correct the behavior issues. Students are not to be kept after school without prior notification to the parent.

04.06 Corporal Punishment and Child Protection

The use of corporal punishment is not permitted at any time at Crow Creek Tribal School. Corporal Punishment: Physical punishment as distinguished from pecuniary punishment or a fine; any kind of punishment of or inflicted on the body.

Child Protection: Public Law 101-630, "The Indian Child Protection and Family Violence Prevention" require that Tribes and Tribal Organizations (Grant Schools) report incidents or suspected incidences of child abuse and neglect which have occurred, which are occurring, or which may occur, to local law enforcement, the local child protection services agency or the child abuse hotline. (no later than 24 hours from the time the incident is brought to their attention.)

1. **Student Physical Restraint Policy.** When a student poses an immediate and

substantial risk to themselves or others, teachers, school administrators, staff members, and bus drivers may use only limited physical force that is both reasonable under the circumstances and necessary to protect the health and safety of the student who poses a risk to themselves or others.

2. Prohibited Forms of Physical Restraint.

- A. **Prone Restraint.** Prone Restraint is defined as physical pressure applied to any part of the student's body to keep the student in a face-down position on the floor or other surfaces. The use of prone restraint is prohibited except when its use is necessary to protect the health and safety of the student or others, no other action would achieve protection of the health and safety of the students and others, and its use is reasonable in manner and moderate in degree.
- B. **Involuntary Confinement/Isolation/Seclusion.** Involuntary confinement is defined as locking a student in any space, regardless of its size, for the purpose of isolating or secluding the student. Involuntary confinement is prohibited unless necessary to protect the student or others from a clear and present danger. Involuntary confinement will be rare in frequency and limited only to the duration necessary to protect the student or others. Involuntary confinement, isolation, or seclusion is not permitted as a means of discipline.

3. Parent Notification Procedure. Whenever any employee of the School exercises any form of physical restraint on a student, the following actions must be taken by the School:

- A. The employee must report the incident to the School Principal immediately following the use of physical restraint on the student.
- B. The School Principal shall obtain a written statement from the employee documenting the circumstances and events leading up to the use of physical restraint upon the student and why the employee's use of physical restraint was necessary to protect the student or others from immediate and substantial risk to the health or safety of the student or others.
- C. The School Principal shall notify the Superintendent of the use of physical restraint immediately after obtaining the written statement from the school employee.
- D. The Superintendent or the School Principal shall notify the student's legal guardian of the use of physical restraint upon the student as soon as practicable after the incident.

04.07 Behavior

The lack of respect for the right of others and the disregard for property, which young people may develop, shall be corrected so that the offender shall feel that he should abide by the rules of his society.

Behavioral Expectations:

The Crow Creek Tribal School and Dormitory believe that student actions, attitudes, and appearance are a reflection of the student as a person and as a member of the Crow Creek Tribal School, Dormitory and community. Students are expected to treat each other with kindness, courtesy, and respect. Students are also expected to demonstrate appropriate behavior on campus and at school-sponsored activities held off-campus. Crow Creek Tribal Schools and Dormitory have identified the six core values from Character Counts as a foundation for all staff and students' behaviors. The core values include:

1. Trustworthiness

Be honest * don't deceive, cheat or steal * Be reliable – do what you say you'll do * Have the courage to do the right thing * Build a good reputation * Be loyal – stand by your family, friends, and country

2. Respect

Treat others with respect; follow the Golden Rule * be tolerant of differences * Use good manners, Not bad language * be considerate of the feeling of others * Don't threaten, hit or hurt anyone * Deal peacefully with anger, insults, and disagreements

3. Responsibility

Do what you are supposed to do * persevere: keep on trying! * Always do your best * Use self-control * be self-disciplined * Think before you act – consider the consequences * Be accountable for your choices

4. Citizenship

Do you share to make your school and community better * Cooperate * Get involved in community affairs * Stay informed; vote * be a good neighbor * Obey laws and rules * Respect authority * Protect the environment

5. Fairness

Play by the rules * take turns and share * be open-minded; listen to others * don't take advantage of others * don't blame others carelessly

6. Caring

Be kind * be compassionate and show your care * Express gratitude * Forgive others * Help people in need

04.8 Discipline

It is the belief of the Board, the administrators, and the teachers that the large majority of students are industrious, eager to learn, and capable of self-discipline. However, the School should not permit unruly students to be disruptive to the educational process in general.

The home and School must work in such a way that students learn to do what is sensible, appropriate and correct. Students are apt to make mistakes from time to time. If you make a mistake, the most important thing is that you learn from the mistake, in fairness to other students, it is important to carry through the discipline policies. However, if you choose to continue with a non-cooperative attitude and behavior, you are endangering your high school opportunity.

The School asks that the parent/guardian discuss with their child the importance of good behavior and a positive attitude while at school.

Each student will be taught school expectations and will be held accountable for their choices. Inappropriate behavior will result in consequences for the student. These consequences help teach students accountability and how to make positive choices. All offenses reset after each semester except offenses related to bullying. Bullying offenses remain for one year as stated in the Anti-Bullying Policy.

Staff and Students: All staff members are considered supervisors at all times in all areas of the campus as well as during any school-sponsored event off campus. Any staff member has the authority to report students for any infraction.

04.9 Scope of School Control

The following are the areas in which disciplinary control of students is in effect.

1. While on school premises for ANY purpose
2. While in the proximity of the school premises, if it affects the good order, efficiency, management, and welfare of the school
3. While on the school bus or school vehicles.
4. While engaged in school-related and/or school-sponsored activities.

04.10 Student Conduct Discipline Procedure

Students are expected to adhere to Dakota Values and respectfully conduct themselves while at school or in school-related activities. The student is responsible for learning the following rules that govern the activities of the school environment. Unacceptable behavior by the student will result in immediate disciplinary action by the teacher, Principal, or designee that is deemed developmentally appropriate depending on the level of offense. The rules of each of the elementary, middle and high schools which are in addition to the rules below are hereby incorporated by reference in the respective Student Handbook and made a part of these policies. Students are responsible for following those rules as well.

Administration retains the right to adjust consequences depending upon individual circumstances

04.11 Sexual Harassment

It is the policy of the School that the employees and students should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment. It is expressly against school policy for any employee to make unwelcome sexual advances or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature, when

1. Submission to such conduct is made as an express or implied condition of employment, passing grades or participation in school activities or related student rights; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions or academic or extracurricular decisions affecting the individual who submits to or rejects the advances; or
3. Such conduct has a purpose or effect of interfering with the employee's work performance, or student's educational performance, or creates an intimidating, hostile, or offensive working or educational environment.

Conduct that is harassing to other employees or students will not be tolerated and is prohibited. Upon the completion of due process afforded to the individual alleged to have sexually harassed an employee or student, should such allegations be shown by a preponderance of the evidence, the employment of the employee found to have sexually harassed another employee or student, could be terminated; if the accused is a student, the student could be expelled for the balance of the school year.

Any employee or student who believes that he or she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the immediate attention of any administrator. The Title IX Coordinator is Director of Human Relations, Mariah St. John.

Should an individual come forward with a complaint of sexual harassment, an investigation of the alleged incident or behavior will be conducted. If the allegation involves both a student and an employee of the district, the Dept. of Social Services will be notified. The internal investigation of the complaint will include, but is not limited to such things as what happened, when and over what period the conduct occurred, did the conduct affect your

employment or educational environment (and if so, in what manner), appropriate background information, possible verification from other employees and/or students. The individual who is alleged to have committed the act or conduct is to be notified in writing by the person investigating the allegation upon reasonable suspicion that the allegation may be true.

Due process will be adhered to protect the interests of the employees and/or students involved. This includes the right of the person who is accused of the conduct to face and question the person(s) making the allegation(s) at the Board hearing which may be held relative to the long-term employment status of an employee or the expulsion of a student from school. Should the person alleged to have committed the conduct to be an employee, and the person making the allegation be a student, the identity of the student(s) involved will be confidential until after the preliminary investigation recommends to the Board that the Board suspend the employee, with pay, pending completion of the investigation.

04.12 Weapons in School

Schools should be an example of what is taught regarding the observance of and respect for the law. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

The Board forbids the bringing of weapons to the School or school-sponsored activities. Weapons taken from pupils shall be reported to their parents. Confiscation of weapons may be reported to the police. The intent of the actions of the student will be considered in any report to the police. Appropriate disciplinary and/or legal action shall be pursued by the Administration and the CCTS School Board under CCTS Law Enforcement Code.

A weapon is defined as any firearm, knife or device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to threaten, do bodily harm, or inflict death.

No firearms are permitted on any school premises, school vehicle, or any vehicle used for school purposes, in any school building, or other building or premises used for school functions. Exceptions would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, and gun shows, and supervised school training sessions for the use of firearms.

04.13 Hazing and Initiation

Hazing and initiation of any student or group of students in any class, group, organization, or club are prohibited. The administration reserves the right to review each incident on a case-by-case basis, and will determine if the student(s) involved are subject to discipline by the school or law enforcement.

1. Harassment

Harassment is a crime. If proven, depending on the severity and frequency of the conduct and the harasser's prior criminal record, harassment can be punishable as either a gross misdemeanor or a felony. Harassment can mean many things. It can refer to the actions of a person (or group) who is repeatedly sending individual letters (emails), calling on the phone, texting, social media messaging, or repeatedly sending unwanted gifts. It can also involve behavior such as following or watching. This behavior is commonly referred to as "stalking." Harassment can also include intentionally exposing an individual to materials that the harasser knows or has reason to know, are culturally offensive or intimidating. Harassment has the

effect of substantially interfering with a student's educational performance; it may also negatively impact a student's emotional or mental well-being and substantially disrupt the orderly operation of the school.

2. Levels of Discipline

Detention. On occasion, staff, teachers, or administrators may assign students to detention as a penalty for certain types of misbehavior. Students will receive a written notice of detention for the particular day(s) assigned. Students refusing to serve detention or not showing up for detention on their assigned day/time may be suspended.

Short-Term Suspension. A student will be given both written notice of his/her suspension and the reasons for the suspension. Parents will be notified of the student's suspension. The principal or their delegate has the legal right to suspend for up to ten (10) days. Students will be given homework during their time of suspension. Students are allowed to make up work while suspended. While a student is placed in out-of-school suspension, they will not be allowed to participate in or attend any school functions or activities.

In School Suspension. Students that are in In-school suspension will be allowed to do daily work as required by each teacher, students missing labs, presentations, or receiving a grade for daily participation may jeopardize this if in In-school suspension.

Long-Term Suspension. A student and his/her parent or guardian will be given written notice of the intention to suspend or expel and the reasons therefore. The superintendent must approve any suspensions over 10 days. Only the school board has the right to expel students.

3. Situations Greater Defined

***Weapons:** Any student found in possession of/or transporting a weapon during school hours to and from school, on school property, or to any school function, activity, or event, whether or not held on school grounds will immediately be reported to the local/state police and presented to the Board for formal expulsion hearing proceedings. Weapons include any implement or homemade weapon for the infliction or serious bodily injury, which serves no common lawful purpose: this could include rubber bands and paperclips.

***Possession:** means being on the person of the student, in the student's locker, or otherwise under his or her control. The term weapon shall include but not be limited to ammunition, any loaded or unloaded firearm (including, but not limited to rifles, shotguns, pistols, zip guns, pellet guns, B.B. guns, and look-alike firearms); any explosive, pyrotechnics or incendiary device of any kind, such as smoke bombs, firecrackers, etc., any bowie knife, hunting knife, dirk knife, lock blade knife, or any other similar knife, razors or cutting instruments; any implement or homemade weapon for the infliction of serious bodily injury or homemade weapon which serves no common lawful purpose; pipes, clubs, brass knuckles, tasers, nun-chuck sticks, and chemical agents such as mace, pepper gas, etc.

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

Security and Safety

05.01 **Building Security**

Crow Creek Tribal Schools will have only one main entrance to the school building. Parents and other visitors are to use this entrance and to sign in and out at the administrative offices. The designated main entrance will be the main east door. Students are not to admit anyone through other doors or to prop doors open.

The Crow Creek school buildings are kept clean and neat for your use and students are expected to do their part to keep our school clean. Lockers are to be kept closed and neat with students being required to clean messy lockers. Writing on or defacing school property will not be allowed. **PLEASE TAKE PRIDE IN KEEPING CROW CREEK TRIBAL SCHOOL CLEAN SO WE CAN ALL BE PROUD OF IT.**

05.02 **School Cancellations, Closing, and Early Dismissals**

Cancellation, late starts, or early dismissals of school due to adverse or threatening weather shall be the decision of the superintendent and his/her representative. *Please keep the school informed of any changes in phone numbers so you will receive this valuable information.* Announcements pertaining to closing of school for any reason (weather, etc.) will also be made available on the school's Facebook page as well as local and statewide news channels

Written notification of planned early dismissals will be sent home with the student. In case of unplanned early dismissals including emergency situations, the same procedure outlined for school cancellations will be followed. The school should be notified of persons your child can stay with in emergency situations if you are not home.

05.03 **Student Valuables**

Students are cautioned not to bring large amounts of money, or any form of electronic device to school or on school trips. If you wear glasses, watches or rings, keep track of them at all times. Students, not the school, are responsible for personal property. If it is necessary to bring a considerable amount of money to school, leave it in the office for safekeeping. It is advised that names be placed in personal items. **DO NOT LEAVE VALUABLES IN YOUR LOCKER.**

05.04 **Lost and Found**

If a student has lost something, they **may** check at the front office periodically to see if it has been recovered. Found items are returned to the student as soon as the owner is identified. Please mark your child's name on their belongings.

05.04 **Lockers Assignments and Inspections**

Lockers are the property of the school and are subject to inspection at any time for any reason. Lockers are assigned at the beginning of the school year. Students are not to change lockers without permission from the administration. There may be a fee for a student who damages or fails to maintain his/her locker. Locks for lockers can be obtained from the office. No other locks will be permitted. Lockers must be kept neat and clean. Valuables of any type should not be left in the lockers.

05.05 Violence Free School

Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things. Injury or discomfort is based on how it is received, regardless of the intent. Violence in school is unacceptable and will not be tolerated.

05.06 Lockdowns

The CCTS shall utilize 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 the staff and students. The information regarding lockdown procedures will not be made public due to the fact that such information might be useful to anyone wanting to cause harm to staff or students. This procedure will also be used when the drug dogs are conducting a search of the lockers.

05.07 Search and Seizure

The right to inspect student school lockers, book bags, purses, vehicles or articles carried upon their person, is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising *In loco parentis* relationship with their children will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials whose primary purpose is to provide the best teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote safety and security of persons and their property within the area of educational responsibility.

All students have the right to a reasonable degree of privacy, but that privacy does not extend to the endangerment of the health and safety of other students or staff. The School recognizes and will preserve that student's right to privacy and security of personal effects.

However, it is the inherent right of the Crow Creek Tribal School Officials or dormitory personnel to inspect each room, student locker, and other storage space for safety and health hazards and/or a violation of the school/dormitory regulations. School Officials or Dormitory personnel have the authority to conduct searches of individual student(s) and the student's property. Authority for these searches may be exercised as needed in the interest of safeguarding students, staff, student's property and school property. The student's personal effects including suitcases, bags, storage containers, backpacks, purse, or wallet will not be searched without the student's presence and permission unless there is a clear indication with reasonable suspicion that a law or school regulation have been broken. Reasonable suspicion proves that school/dormitory or officials are not under the more stringent conditions of probable cause as are law enforcement officials. The School Resource Officer is also covered under the conditions of reasonable suspicion when directed by the School Administrator.

Students suspected of being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if such action is deemed necessary by the administration.

If an actual student search is deemed necessary, as staff members of the same sex as the

student and with the same sex witness must do the search. If probable cause exists, “law enforcement will decide if a strip search is required based on law enforcement procedures. Under no circumstances will the school/dormitory officials conduct a strip search on any student”.

School officials may grant law enforcement or school resource official’s permission to use drug dogs’ property owned/or controlled by the Crow Creek Tribal Schools.

05.08 Drug Detection Canines (Drug Dogs)

At the discretion of the Superintendent, a search of school buildings/grounds by drug detection canines (drug dogs) will be scheduled. The date of the search itself will not be announced. Building principals will be present during any scheduled search. A limited number of other staff and faculty (i.e. guidance counselors and drug and alcohol counselors) may be present during the search, at the discretion of the building principal.

Also, the handler of the drug dog can limit the number of persons in attendance to ensure the professionalism of the search and to protect potential evidence. Representatives of the media will not be present during the drug dog searches. During the search itself, students will not be present in the immediate areas of the search. The handler of the drug dog (SD Highway Patrol officer or local police) will conduct a “pre-search” of the area prior to introducing the drug dog to that area. During a search, the drug dog may alert to a particular locker or vehicle. At the discretion of the Highway Patrol or police officer, that locker will be secured and searched immediately by the law enforcement officers. If illegal drugs are found, the South Dakota law enforcement officers will seek out and question the user(s) of the locker. When the identity of the person possessing the illegal drugs is established, an arrest will be made immediately. If illegal drugs are not found in a locker to which the drug dog has alerted, the identification of that locker will be disclosed to the school principal or counselor. The Administration and/or counselor will contact the parents of the identified student to make the parent aware that the drug dog did alert on their student’s locker. This will be done in a confidential manner, not to call attention to the student.

05.10 Disaster Drills

In the event of a disaster (flood, earthquake, bomb threat, chemical accident, war, etc.), students should follow instructions given by their respective teachers. These instructions are provided in the Crisis Management Plan.

05.11 Fire Drills

Fire drills are held in compliance with state regulations in order that all students and faculty members will know what to do in the event of an actual fire or emergency. Escape routes and instructions are posted in each room. Students should follow the teachers’ instructions in each instance. During monthly fire drills, all students are expected to stay with the class while evacuating the building. The aim is to vacate the building safely and orderly in the least possible time. Order is as essential as speed.

All students and classroom teachers upon the sounding should follow the procedures for a fire alarm.

1. All students, school personnel and visitors shall leave the building immediately. Students are expected to immediately line up single file at the classroom door and wait for teacher instruction. Students will not stop to take any belongings before

- lining up.
2. Teachers will grab the attendance records before exiting the classroom with students.
 3. The teacher or other adult supervisor shall be the last one to leave the room and will check to be sure that everyone is out, turn off the lights and then close the door.
 4. Students will walk rapidly in single file to the assigned exit and keep moving in single file until they have cleared the building by at least 100 feet and reach their assigned area. The first person to reach the exit door shall open it and hold it open.
 5. Students in restrooms or otherwise away from their assigned rooms, will join the nearest line making the exit and to proceed to a prearranged location, report to the teacher in charge. Then, once outside and 100 feet away from the building, the student will report to their teacher and take their proper place.
 6. Students will stay clear of any driveways or entrances that may be used by the fire department.
 7. Teachers will stay with the class until the all clear signal has been made, at which time all will return to the classrooms in reverse of the procedure used to exit the classroom.

There will be monthly fire drills to ensure staff and students are familiar with the fire drill procedures.

05.12 Tornado Drills

The tornado watch signal means there is a chance of dangerous weather with damaging winds. Be on the lookout for the following danger signs:

- Severe thunderstorms: lightening, heavy rains, strong winds
- Hail pellets: ice from dark, clouded skies
- Roaring noise: crashing thunderous sounds similar to the sound of one hundred railroad locomotives
- Funnel clouds: dark, spinning “rope” or column from the sky to the ground

Tornado drills are held periodically so that the students can learn the proper way to go to a safe area in the building. Instructions are posted in each room. All students should follow the teachers’ instructions. Throughout the drill or alert, students should remain quiet and listen for teacher instructions.

Procedure:

1. Students will immediately line up single file at the classroom door and wait for teacher instruction. Remain calm and walk rapidly, single file. Do not run or talk.
2. Students and staff will then proceed out of the room to use the specified fire alarm procedure route.
3. Students and staff will go to the designated tornado areas.
4. Students and staff will sit with their backs to the wall and their heads down and covered or kneel on the floor with your hands on the back of your head.
5. Stay in this area until you are told to return to your room.
6. Stay away from windows.

Medical

06.01 **Student Communicable Diseases & Guidelines**

Students who are afflicted with a communicable, contagious, and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

The Board recognizes the need and right of all children to receive free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, as determined by the Principal and the School Nurse or designee.

Student Communicable Disease Guidelines

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

Disease and Incubation Period

Acquired Immune Deficiency Syndrome

Rule for School Attendance

Determination will be made by the Advisory Deficiency Syndrome Committee as outlined in the Communicable (AIDS) 6 months-5 years Disease policy.

Chicken Pox

The student may attend school after all poxes 14-21 days, are dry and scabbed.

Cytomegalovirus

The student may attend school. Precautions (CMV) Salivary should be taken by contacts with muno-suppression Gland Viruses as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

Fifth Disease

The student may attend school with physician's (Erythema infectiosum) permission. 6-14 days

Giardiasis

The student may attend school if the student (intestinal Protozoan infection) practices independent and hygienic bathroom 5-25 days or longer drug treatments. Other students may attend school after the third day of good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex	The student may attend school during an active 2-12 case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.
Impetigo	The student may attend school if treatment is variable 4-10 verified and covered or dry.
Infectious Hepatitis	The student may attend school with physician's 15-40 days written permission and if the student has the Average 25 days ability to take appropriate personal hygiene precautions.
Measles (Red, Hard Bumps)	The student may attend school after Rubella, 8-14 Days with a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.
Infectious (Glandular Fever)	The student may attend school with a physician's permission. The student may need adjusted school days and 2-6 weeks activities after swelling -21-days has disappeared.
Pediculosis	The student may attend school after treatment (Lice, Crabs, Fleas). However, treatment is not indicated if the infestation is NOT active. After repeated infestation of the same student, the student may be excluded until all nits are removed. The School Nurse or his/her trained designee will periodically screen all students for head lice throughout the school year. Additionally, an employee may request that the School Nurse check a student for head lice if there is a concern. Head checks will be performed in a confidential manner. The School Nurse will conduct the following procedures if LIVE head lice are identified: (1) notify the parents/guardians by a written letter and/or a telephone call of the student's live case of head lice or viable nits are found; (2) provide information on the cause and elimination of head lice; (3) provide head lice

shampoo, and comb if needed; and (4) recheck the student for head lice and in case of persistent live cases. Parents have the responsibility to follow the treatment guidelines and do follow-up treatment as needed to rid student and household of head lice. Follow-up head checks with students will be done upon their return to school following the first parent/guardian notification. Specific information and guidelines regarding head lice infestation and treatment are available from the School Nurse.

Pink Eye	The student may attend school after the eye is (Conjunctivitis) clear, under treatment or with physician's written permission.
Plantar's Wart	The student may attend school. Students should not be permitted to walk barefoot.
Ring Worm	The student may attend school if the area is under treatment (Scalp, Body, Athlete's Foot and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.
Rubella (3-day German measles)	The student may attend school after a 14-21 days minimum of 4 days. Prevent exposure of pregnant women.
Scabies (7-year Mites)	The student may attend school after itch treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The student may attend school 24 hours after initiating oral antibiotic therapy. 1-3 days.

All communicable and chronic disease should be reported to Health services.

*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.

06.02 **Infection Control Guidelines**

The CCTS has established the following infection control guidelines applicable to students for the purpose of protecting the health and safety of the CCTS community. These guidelines will be maintained and implemented in cooperation with the Tribal Health Department and Indian Health Services.

Any person who knows or suspects that an individual has a communicable disease or otherwise believes that there has been an incidence of exposure to a communicable disease

shall report the information to the Principal. It is improper for any student who has actual knowledge or reasonable grounds to suspect that he/she is infected with a communicable disease to willfully expose or infect another with such a disease or to knowingly perform an act or engage in conduct that exposes or infects another person with such a disease. If the Principal has received information that a student has a communicable disease that poses a direct threat to health and safety, he/she will confer with the parent/guardian to assess the situation. The Principal may direct the parent/guardian to obtain complete a health examination of the student in order to ensure that the health and safety of the CCTS community is protected.

If possible, all students who have open sores or other physical conditions by which others may be infected are required to refrain from direct contact with others and refrain from handling equipment until the condition is resolved. Any such physical conditions that can be covered with adhesive bandages that repel water and are designed to prevent potentially infections material from being shed must be used.

If the communicable disease at issue poses a direct risk to the health and safety of students and staff and/or there has been possible exposure, the Principal will make a report to the Tribal Health Department as soon as possible.

In cooperation with the Tribal Health Department, the Principal shall notify students, students, and others of their possible exposure to the communicable disease. The notice will include a fact sheet or similar information on possible communicable disease exposure. If a student is suspected of having a communicable disease that could be detrimental to their health or the health of others in the school environment, that individual may be sent home until his or her communicable disease no longer poses a direct threat or until the disease can be reasonably accommodated. Such determinations shall be made in accordance with this policy.

In cooperation with the Tribal Health Department, the Principal will determine when a student/student may be readmitted. As a condition of continued or renewed re-admittance, CCTS may require a statement from a student/student's physician stating that the student is in suitable condition to attend school.

No child having a contagious or infectious disease or living in a house where such disease or condition exists may attend school until permitted to do so by the Principal after consulting with Indian Health Service or the Tribal Health Department. Head lice, and bed bugs are considered a communicable disease for purposes of this section, and the student may attend school when permitted by the Principal. When any symptom of a communicable disease appears, please keep your child at home until the student is cleared to attend school. This includes chicken pox, scabies, pink eye, strep throat, and head lice. The Student Services Director and Administrative Assistant have authority to work with any families affected by contagious or infectious agents including bed bugs and head lice, and to assist families in accessing community resources.

In situations where the decision requires additional knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision-making.

The advisory committee may be composed of:

- a representative from the State Health Department;
- the student's physician;
- the student's parents or guardians;
- the school superintendent/principal or designee;
- the school nurse;
- Primary teacher(s).

In making the determination, the advisory committee shall consider:

- The behavior, developmental level, and medical condition of the student;
- The expected type(s) of interaction with others in the school setting;
- The impact on both the infected student and others in that setting;
- The South Dakota Department of Health guidelines and policies; and
- The recommendation of the School Nurse, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health. If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal:

Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and to her factors needed for consideration in carrying out job responsibilities.

Health guidelines for school attendance are established and interpreted with the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a health environment.

06.03 School Age Children with AIDS Policy

Background and scope.

As of March 12, 1986, no known cases of Acquired Immunodeficiency Syndrome (AIDS) among children or adolescents in South Dakota have been documented. However, it is suspected school-age children and adolescents currently reside in South Dakota who is infected with human T-lymph tropic virus type III (HTLV-III), the virus that causes AIDS. Thus, a school policy on the AIDS virus is needed. To avoid unwarranted fear and

confusion by students, parents, teachers, and school administrators, the following guidelines have been developed. They are based on the best scientific data currently available on the transmission of the AIDS virus. The policy applies to all school-age children who are HTLV-III antibodies positive or who meet the clinical definitions of AIDS Related Complex (ARC) or AIDS Syndrome (AIDS). "School-age" is defined in this document to mean children or adolescents placed in legal required educational settings and programs.

Risk of Transmission

In adults HTLV-III infections are transmitted primarily through sexual contact (mainly homosexual, but occasionally heterosexual) and by injection through the skin of infected blood or blood products such as can occur among intravenous drug abusers who share needles. Such modes of transmission may also be important in school-age adolescents. The AIDS virus has been isolated from blood, semen, saliva, and tears, but transmission has not been shown to occur from contact with saliva or tears.

None of the identified cases of HTLV-III infection on the United States are known to have been transmitted in the school setting or through other casual person-to-person contact. Other than the sexual partners of HTLV-III infected patients and infants born to infected mothers, none of the family members of the 18,000 AIDS patients identified to date have been reported to have AIDS. Studies of family members of patients with AIDS virus infection have failed to demonstrate transmission to other children or to other adults who were not sexual contacts of the infected individuals.

The majority of children with AIDS acquired the virus from their infected mothers during pregnancy. Some children may have acquired the virus from ingestion of breast milk. The remainder of children with AIDS acquired the disease after receiving transfusions of blood or blood products that contained the virus. This risk was significantly reduced in South Dakota in June 1985, when testing became available to routinely screen donors of blood and blood products for HTLV-III antibody.

Based on current evidence, casual person-to-person contact as would occur among school-age children has not been demonstrated to pose a health risk to non-infected children or teachers.

Protocol and Guidelines

Most school-age children with AIDS/ARC or HTLV-III antibody should be allowed to attend school and before and after- school care, with the approval of the child's physician, in an unrestricted manner because of the apparent negligible risk of AIDS virus infection the benefits of their unrestricted school attendance outweigh the risks of their acquiring another potentially serious illness in that setting. When the local school Board or administration is advised by school or health officials that a school-age child does have AIDS/ARC or HTLV-III antibody, the School Board should not exclude the child from attending school unless the School Board can document compelling reasons to do so, as is prescribed in this policy.

Some infected children may potentially pose more of a risk to others. The following exceptional conditions may require a more restricted environment for the infected school-age child:

- The child is not toilet-trained or is incontinent, or otherwise unable to control drooling. The child is unusually physically aggressive, with a documented history of biting or harming others.
- The child has other medical conditions, such as uncovered oozing sores.

For infected school-age children with questionable behavior or other medical conditions, individual judgments need to be made regarding placing those children in an unrestricted school setting. The South Dakota Secretary of Health will authorize an expert Advisory Committee to evaluate each of these children on an on-going basis. The Committee will consist of five permanent members and will include the State Epidemiologist, the Medical officer for the South Dakota Department of Education and Cultural Affairs, a physician with expertise in the care of AIDS patients. Other members of the Committee will be specifically assigned for each child and may include the child's parent or guardian and personal physician and relevant employees from the school in which the child is to be enrolled. The State Epidemiologist will chair the Committee and will be responsible for convening the committee as necessary. The Committee's appraisal and recommendation on each child's placement will be based on the child's behavior, neurologic development, physical condition, and the expected type of interaction with others in the school setting. The Committee will weigh the risks and benefits to both the infected child and to others. The hygienic practices of a child with HTLV-III infection may improve as the child matures; conversely, the hygienic practices may deteriorate if the child's condition worsens. The Committee will reevaluate children periodically as deemed necessary by the State Epidemiologist.

The School may seek an evaluation by the Advisory Committee through an official request of the Secretary of Health, to individually evaluate an AIDS/ARC or HTLV-III antibody positive child whom a local School Board deems has any of the exceptional conditions described above. School district seeking review by the Committee will bear the burden of proof of demonstrating that the child exhibits the behavior or manifests the symptoms, which would justify exclusion from school. Between the time of referral and the rendering of the evaluation by the Committee, the child should be excluded from school but shall be provided with an alternate educational program. Results of the Committee's appraisal and its recommendation will be issued as rapidly as possible and not later than 30 days after referral by the School to the Secretary of Health, the Superintendent/Principal of the School. If the Committee concludes that the child should attend school, the child should immediately be admitted to school.

A school-age child with AIDS/ARC or HTLV-III antibody who is recommended by the Committee to not attend school and who is a home bound child must be provided with special education programs and all other rights and privileges provided by federal and state law. All schools, regardless of whether children with AIDS/ARC or HTLV-III antibody are known to be in attendance, should adopt routine procedures for handling blood or body fluids. School health care workers, teachers, and other employees should be educated about these procedures. For example, interior surfaces soiled with blood, vomit, urine, feces, or saliva should be promptly cleaned with a detergent, followed by a disinfectant such as a freshly prepared solution of household bleach (sodium hypochlorite) which is both inexpensive and very effective. Concentrations ranging from a 1:10 dilution to a 1:100 dilution of bleach to water are effective, depending on the amount of organic material

present on the surface to be cleaned and disinfected. After removal of the major portion of the spill with a detergent, soil surfaces can also be decontaminated with other germicides that are approved and registered by the US Environment Protection Agency (EPA) as “hospital disinfectants” capable of killing tuberculosis germs. Information on specific commercial germicides can be obtained by writing to the Disinfectants Branch, Office of Pesticides, Environmental Protection Agency, 401 M St., S.W., Washington, D.C. 20460. Disposable towels or tissues should be used whenever possible and disposed of properly, and mops should be rinsed in the disinfectant. Cleaning personnel should always avoid exposing any open skin lesions to blood or body fluids and should wear disposable gloves when cleaning up spills. In any setting involving the exposure of blood and body fluids, good hand washing practices should be observed. Blood or fluid soaked items (e.g., sanitary napkins, towels, used bandages and dressings) should be disposed of in sealed plastic bags. Laundry and dishwashing cycles commonly used in medical facilities and commercial establishments are adequate to decontaminate linens, dishes, glassware, and utensils.

Children infected with the AIDS virus may experience immunodeficiency and are at increased risk of experiencing severe complications from such infections as chickenpox, tuberculosis, herpes, and measles. Children may have a greater risk of encountering these infections in school than at home. Thus, assessment of the risk to the immune-suppressed child of attending school in an unrestricted setting is best made by the child’s parents and personal physician who are aware of his/her immune status. If outbreaks of chicken pox, measles, or other acute infectious diseases occur in the school, the child’s parents and physician should be notified, and the child should be excluded from school until the outbreak is over.

An immune suppressed child should not receive live virus vaccines and should be medically exempted from any such requirements.

A school-age child with AIDS/ARC or HTLV-III antibody has the right to privacy. Persons involved in the care and education of infected children should respect their right to privacy, and private records should be maintained and protected as specified by state law. Only those individuals who are necessary to assure the proper care of the infected child and to detect situations in which the potential for transmission may increase should be informed of the child’s condition (e.g., superintendent, principal, child’s teacher, school nurse). Based on available data, mandatory screening of children as a condition for school entry or attendance is not warranted.

06.04 Administering Medicines to Students

Students will not be permitted to take medication while at school unless such medicine is given them by a school nurse or medication administration trained personnel acting under the specific written request of the parent(s)/legal guardian(s) and under written instructions of the student’s physician. The school nurse or medication administration trained personnel shall be responsible for the safe storage, handling and assistance with the medication in accordance with the parent/legal guardian.

When such request is made by a parent/legal guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the building principal by the pupil’s parent/legal guardian.

This Policy covers all prescription and other drugs, except for aspirin or ibuprofen and items such as cough drops, which may be given at the discretion of the school nurse upon written authorization of the parent or guardian.

When a student brings medication to school, they must give the medication to the school nurse or Special Education teacher/coordinator or any other medically certified staff.

Medication, both prescription and non-prescription, will only be administered to a child if the following requirements are met:

- All medication must be brought to the school in the original labeled container
- Medication must be age appropriate and FDA approved; no herbal /vitamin treatments will be given at school
- Completed authorization and release for medication form (obtain from CCES office) must be on file, including the parent/guardian signature for non-prescription medications, and both the parent/guardian and prescribing healthcare provider signatures for all prescription medications. Medication concerns should be directed to the school nurse.

Self-Administration of Medication

A student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions as long as the parent/guardian provides the school with a document signed by the student's health care provider detailing the following information:

- An indication that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis;
- The name, dosage, and frequency of all medication prescribed to the student for use in the treatment of the student's asthma or anaphylaxis; and
- Guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis.

Neither a governing body nor any employee is liable for civil damages incurred by a student who administers emergency medication to himself or herself in accordance with this section.

For purposes of this section, "emergency medication" includes a prescription drug delivered by inhalation to alleviate asthmatic symptoms and an epinephrine auto injectable pen.

Response to Medical Emergencies

Response to an emergency is exempt under the Nurse Protection Act. The school policy for handling all health emergencies shall contain:

- The local emergency response system telephone numbers (e.g. ambulance, poison control, local emergency care providers, etc.).

- The persons to be notified (e.g. parent/guardian, licensed physician, etc.).
- The names of persons in the school trained to provide first aid and cardiopulmonary resuscitation (CPR).
- The scheduled programs for staff to be trained in First Aid and CPR.
- The provision for necessary supplies and equipment.
- All reporting requirements.

The Superintendent or his/her designee shall provide emergency services in case of injury or sudden illness of a pupil. If the illness or injury appears serious, every effort will be made to contact the parent/legal guardian or family physician immediately. The school reserves the right to immediately provide for emergency medical treatment and mental health services if, in the opinion of school administrators, the student's life, health or physical safety are at risk.

No student who is ill or injured shall be sent home alone. Serious accidents to pupils shall be reported as soon as possible to the superintendent who shall notify the school's insurance carrier.

06.05 Dormitory Student Health Requirements

Students residing in the dormitories may be required to undergo annual physical examination and to meet other health requirements to be eligible for the dormitory program.

Any student 12 years or older who has been advised by a health care professional not to receive a vaccine due to an underlying health condition and a risk presented from the vaccine to the student's health, may file a written request for a reasonable accommodation with the Principal's Office. The student shall file the request, along with a statement from a health care professional that the student has been advised not to receive the vaccine due to a risk posed to the health of the student. The Superintendent, in consultation with the Principal, will determine whether a reasonable accommodation can be granted based on a case-by-case evaluation of whether the student can perform the essential job functions, the risk to the health and safety of staff and students of granting the accommodation, and the financial and institutional impact of granting an accommodation. Unless granting the exemption would pose a significant difficulty or expense to the School, an accommodation will be granted. A student whose request for accommodations is denied may file a written appeal of the Superintendent's decision with the Principal's Office within five (5) days of the denial in writing. The School Board will review the appeal in writing and make a decision on the appeal based on the written record on file. No in person hearing shall be held on such appeals.

Any student who has a spiritual/religious objection to vaccination based on a sincerely held spiritual/religious belief, observance, or practice, may file a request for a spiritual/religious exemption in writing with the Principal's Office. Based on the information provided in the request.

Academics and Grading

07.01 **Elementary Student Promotion Requirements**

Each grade level or equivalent shall have minimum criteria for student promotion based on measurable mastery of the instructional objectives, attendance and developmental readiness. Criterion-referenced tests evaluating student skills will be utilized for measuring the mastery of instructional objectives. The evaluation results will form the basis for the promotion or retention of the student. Students will also be considered for their promotion or retention-based. Teachers will notify parents if their child is at risk of retention. Teachers will make notes on Quarter 4 report cards acknowledging whether they suggest the retention or promotion of the student.

07.02 **Elementary School Classroom Transfers**

~~There will be no classroom transfers after school begins.~~ Any transfer will be on a case-by-case basis and only under extreme circumstances as decided by the Principal.

07.03 **Class Requirements**

All high school students must take five classes per day unless approved by Principal. Semester tests will be administered as deemed appropriate by administration and teachers.

*Administrative discretion will supersede policy in the event of extenuating circumstances.

07.04 **Schedule Changes**

High School students may drop a class any time prior to the 3rd day of school during the first semester. The first day in session is the first time the class meets. Each school day thereafter counts whether the class meets or not. Criteria that will be looked at are as follows:

1. Is it possible in terms of the student's existing schedule and the change will not overload a particular class?
2. The change results in a reasonable program of study.
3. The change is approved by the teachers involved, parent, counselor, and the administration.

There will be no penalty or record of the class recorded on the student's permanent record if dropped prior to the deadline. Any class dropped after the deadline will be recorded as a failing grade on that student's permanent record.

07.05 **Elementary School Grading** **Grades K-2 Achievement:**

S+	Above Average	95-100%
S	Average	83-94%
S-	Below Average	76-82%
N	Needs Improvement	70-75%
I	Improvement Shown	
U	Unsatisfactory	69% and Below

Grade K-2 Academic Excellence and Student Recognition

High Achievement, Achievement, Physical Education, Dakota Values (Citizenship), Perfect Attendance, and Near Perfect Attendance and Student of the Year.

Grades 3-5 Achievement:

A+	100%
A	97-99%
A-	94-96%
B+	91-93%
B	88-90%
B-	85-87%
C+	84-86%
C	81-85%
C-	78-80%
D+	75-77%
D	72-74%
D-	69-71%
F	68% or below

Grade 3-5 Academic Excellence and Student Recognition

‘A’ Honor Roll, ‘B’ Honor Roll, Physical Education, Dakota Values (Citizenship), Perfect Attendance, and Near Perfect Attendance and Student of the Year.

K-5 Attendance Recognition

All students will be encouraged, and rewarded, for good attendance.

07.06 Middle/High School Grading

Grades do indicate, in some measure, the quality and quantity of work a student is doing. Freshmen students will have their GPA carefully explained to them. We stress that they maintain a grade point average to their full capacity at all times. Grades are important and become a part of every student's permanent record, and consequently a recommendation for or against him/her when the record is examined.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 50 and below

07.07 Honor Roll Criteria

Students meet an A Honor Roll status when they obtain all A's. Any student who has letter grades reflecting all B's or better, will be considered for the B Honor Roll. Any student that receives all A's but has one (1) C grade, will qualify for the B Honor Roll. Any student receiving all B's (or better) and has one (1) C letter grade, will qualify for the B Honor Roll.

Recognition will be designated as Highest Honors (4.00), High Honors (3.99-3.5), Honors (3.49 – 3.0).

Daily grades are figured on the following scale:

A	4.00	A-	3.67	B+	3.33	B-	3.00
C+	2.33	C	2.00	C-	1.67	D+	1.33
D	1.00	D-	0.67	F	0.00		

Class Rank will be determined by:

First: GPA (calculated to the 1000ths from the DDN Campus Report)

Second: If ties not broken, Co-Ranks

07.08 **Class Rank – Grade Point Average**

Grade point average shall be computed using the grades on all courses applicable to graduation except pass-fail credit courses. Grade point average shall be computed using the following numerical values:

Grade	Regular
A	4
B	3
C	2
D	1
F	0

Information available in the student's permanent record folder shall be reported to students and parents upon their request; to others, only with the written approval of the student and/or his parents.

07.09 **Report Cards and Progress Reports**

Elementary School: Report cards are distributed every quarter (i.e., nine weeks). The report cards will be mailed directly to the home on the tenth week of each quarter—Parents/Guardians are invited to visit the classroom teacher regarding student progress any time after school (3:30-4:00pm). Please call the teacher if you need to schedule an appointment outside of the 3:30–4:00 time period.

Middle/High School: Report cards will be distributed as soon as possible after the end of each nine-week grading period. Fourth quarter grades will be mailed after school is concluded in the Spring. Progress reports will be given to each student during the course of the semester. Written notices will be sent to the parents of students who, in the estimation of the teachers, are not working up to capacity or are having other difficulties with schoolwork. We will coordinate progress reporting monthly with family/parent night as an option to the parent/guardian. We will have weekly grade checks for all students participating in extracurricular activities. In each case, reasons for the inferior work are suggested. Students should feel free to consult with their teachers, the counselor, or the administrator at any time when they feel that their work is inferior and wish suggestion for improvement.

07.10 **Parent-Teacher Conferences**

Elementary School: Parent-teacher conferences provide an opportunity to discuss your child's work and progress. Conferences are held twice a year. Parents are invited to consult with the teacher or principal at any time.

Middle School/ High School: The School will hold 2 parent-teacher conferences annually scheduled once per semester. The conference is just one means of reporting pupil progress and an effort to have better school-parent communication. A closer home-school relationship will help solve many little problems before they become issues. Parents may

request a conference with any teacher through the school office. A mutually convenient time will be arranged.

07.11 **Academic Letters**

Academic Letters will be awarded to students in grades 9-12 if they maintain at least 3.50 grade point average. The 3.5 GPA must be cumulative. A minimum of 4 academic classes per semester will be used to determine the GPA. A student who has a GPA of 4.00 will be awarded an academic letter and a gold bar. Students maintaining a GPA of 3.5-3.99 will receive an academic letter and a silver bar. A student can earn gold or silver bars in subsequent years but will receive only one academic letter during the four years of high school.

GPA will be computed on a yearly basis, averaging the first and second semester GPA each year.

1. The academic letter is independent of all other letters.
2. Eligibility begins with the current school year and is not retroactive. Students enrolling during the school year will have grades/credits earned at the previous schools used for consideration in computing the yearly GPA.

07.12 **Graduation Participation**

Students will not be allowed to go through graduation exercises if they have not met the Crow Creek Tribal Schools/State Requirements for graduation one week prior to graduation ceremonies.

07.13 **Graduation Requirements**

Students need a Personal Learning Plan that documents a minimum of 22 credits that include the following:

English/Language Arts – 4 credits a. <u>Writing – 1.5 credits</u> Comp/Grammar I Comp/Grammar III Comp/Grammar IV b. <u>Literature – 1.5 credits</u> Fiction/Novels World Literature American Literature c. Speech - .5 credit d. <u>Language Arts Elective - .5 credit</u> Contemporary Literature	Social Studies – 3 credits a. World Geography - .5 credit b. World History - .5 credit c. American History – 1 credit d. US Government - .5 credit e. Native American History - .5 credit
Mathematics – 3 credits a. Algebra I – 1 credit b. *Geometry – 1 credit c. *Algebra II – 1 credit	Lab Science – 3 credits a. Physical Science – 1 credit b. Biology – 1 credit c. *Chemistry or Physics – 1 credit
Fine Art – 1 credit	Personal Finance or Economics – 1 credit

Health and Physical Education – 1 credit a. Physical Education – .5 credit b. Health - .5 credit	World Language – 1 credit
Career and Technical Education – 1 credit	Elective – 4 credits

- With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Geometry or Algebra II, but not both. The student is still required to pass 3 credits of math. If a student is excused from Chemistry or Physics, the student must still take 3 credits of lab science.

The Crow Creek Tribal School will consider for enrollment those students who have respectful and positive representation of their school, family and their Tribe. This will be a part of the consideration when reviewing students for acceptance at Crow Creek Tribal Schools. GPA will be a factor of consideration for acceptance at Crow Creek Tribal Schools, non-enrolled members will be required to receive approval through the screening process.

All enrolled members of the Crow Creek Sioux Tribe will be accepted into the Crow Creek 6-12 Better Alternative School.

07.14 **Virtual High School/Recovery Coursework Guidelines**

The Crow Creek High School will accept credits from on-line courses approved by South Dakota Virtual High School (VHS) or correspondence courses that have been approved in advance by the Crow Creek High School administration.

07.15 **Homework**

Homework assignments are a necessary part of an educational program. Homework should be assigned on an as-needed basis emphasizing core curriculum subjects and, at other times when deemed necessary, for understanding educational concepts. Discretion is to be used, as not to overburden the student and to take into account other school activities. The purpose of performing certain homework tasks is to create simulations of meaningful and practical life experiences.

Elementary students are encouraged to read 30 minutes nightly in addition to completing other assigned homework. Reading is a vital component to elementary student academic success. If a student needs a book to read at home, please contact their teacher to make arrangements. Every student learns at their own pace. If you notice the homework seems too easy or too hard for your child, please notify the teacher so that they can make adjustments to the assignment.

Middle School/High School students are required to turn in homework, or assignments given on the day or during the class period they are due. Credit will be given for partial completion of assignments turned in at the required time. In grades 6-12 each teacher will inform his/her students of his/her policy regarding late assignments.

Students who have been absent are to get their make-up assignments from the teacher. Make-up work must be turned in to the teacher when that teacher requires it.

07.16 Correspondence and Tutoring

The Crow Creek High School will not sponsor correspondence and tutoring courses except in unusual circumstances and then only with permission of the superintendent/principal.

07.17 High School Semester Tests

Students in grades 9-12 that miss four (4) or fewer class periods (Both excused and unexcused absences, excluding school activities) in any course in either semester and are passing both quarters for that class with at least a “A” grade will be given the option of taking or not taking the semester test in that course. Students who receive an In-School Suspension or an Out of School Suspension during the semester will be required to take semester tests for all class periods. Any student that receives 4 (four) unexcused tardies will be required to take semester test for all class periods.

07.18 Academic Excellence and Student Recognition Award Ceremonies

In order to recognize students for their academic achievements, award ceremonies will be held quarterly.

07.19 Student of the Month and ~~Student of The Week~~

This award is given monthly to students who demonstrate outstanding citizenship skills. The students selected will be recognized and rewarded. Criteria for the student of the month including:

- Positive cooperation with students and teachers
- Reliable and responsible
- Involvement in extra-curricular activities
- Attendance
- Volunteer work
- Citizenship
- Consistent positive attitude
- Positive role model
- Courtesy
- Effort
- Interaction with peers

Athletics and Activities

08.01 Purpose

Athletics and sports programs will be provided. Participating students must have written parental permission to participate and pass a physical examination. The athletics and sports programs will be administered and conducted under rules and guidelines established by the board. School activities and athletics are an extension of the classroom and critical to the overall educational experience of our students.

08.02 Elementary Grades 1-5 Sports and Activities

Students will have the opportunity to participate in the following:

Grades 3-5: Girls and Boys Basketball
Grades 1-5:
(Boys and Girls) Wrestling

Afterschool sports/activities are a vital part of our comprehensive school program. Afterschool activities build character, shape attitudes and provide a variety of learning experiences. Students who participate in these activities represent our school. Upon entering a sport or other co-curricular activity, students agree to participate in accordance with the following expectations:

08.03 Code of Participation

The student is expected to participate in the activity in a positive manner. Students must show proper conduct and sportsmanship, strive to learn and grow in his/her abilities or skills, and contribute to the group effort to the best of her/his ability. Students must comply with all rules and policies of CCTS.

The student is expected to respect and properly care for all property and/or equipment issued in conjunction with the activity. This is especially pertinent to members of athletic teams who are issued uniforms. Team uniforms are the property of the school. They are expensive and difficult to replace. Students who, due to negligence, lose or cause undue damage to school property will be charged for its replacement. Students with excessive school absences and/or tardies may not be eligible to participate on school athletic teams. Students must attend school on the day of a school activity to be able to participate.

Exclusion from Activities:

Attending school events is a privilege. The following instances are examples resulting in student exclusion from activities:

- The student has been disciplined for an excessive number of absences, tardies, or truancy.
- The student has been referred to the office for an excessive number of times for continued class disruptions.
- The student has been suspended from school.

08.04 Student Athletics Due Process Policy

In the event that it becomes necessary to consider action for an alleged violation of a training rule:

1. The coach has an obligation to the athlete to privately discuss the alleged violation and to allow the athlete to his/her position. If disciplinary action is necessary, the parent must be notified.
2. If further action becomes necessary, the coach shall file a written charge with the secondary principal and athletic director, with copies given to the athlete and the parent, no later than the end of the school day, following the day of the discovery of the alleged violation. At the time the student is notified, in writing, of the alleged violation, the coach shall also inform the student of "due process" procedures.

Student due process procedures: in the event that the athlete or parent requests a hearing, the athletic director shall:

1. Designate the time, date and place for the hearing, reasonable to both parties.
2. Inform the parent and athlete that the athlete will be temporarily suspended from participating or practicing in that sport until such time that the hearing has been held.
3. Notify the secondary principal, head coach (which could include the support coaching staff) of the time, date and place of the hearing.
4. The athletic director shall conduct the hearing in such a manner that the accused students and parent will have the opportunity to review the alleged violations of policy and ask questions appropriate to the situation, at the same time, the same courtesies will be extended to the head coach and principal.

08.05 Athletic Eligibility

Eligibility is contingent on criteria established by the South Dakota High School Activities Association. A complete list of criteria is available in the Student Athlete Handbook. For academic eligibility, a student must be passing a minimum of four full-time subjects. Students are required to have eligibility slips signed by teachers on a weekly basis.

08.06 Athletics and Extra-Curricular Activities Health Requirements

Students participating in extracurricular activities may be required to undergo annual physicals, and may be required to meet other requirements designed to protect the health and safety of the student.

Any student, 9 years or older, who has been advised by a health care professional not to receive a vaccine due to an underlying health condition and a risk presented from the vaccine to the student's health, may file a written request for a reasonable accommodation with the Principal's Office. The student shall file the request, along with a statement from a health care professional that the student has been advised not to receive the vaccine due to a risk posed to the health of the student. The Superintendent, in consultation with the Principal, will determine whether a reasonable accommodation can be granted based on a case-by-case

evaluation of whether the student can perform the essential job functions, the risk to the health and safety of staff and students of granting the accommodation, and the financial and institutional impact of granting an accommodation. Unless granting the exemption would pose a significant difficulty or expense to the School, an accommodation will be granted. A student whose request for accommodations is denied may file a written appeal of the Superintendent's decision with the Principal's Office within five (5) days of the denial in writing. The School Board will review the appeal in writing and make a decision on the appeal based on the written record on file. No in person hearing shall be held on such appeals.

Any student who has a spiritual/religious objection to vaccination based on a sincerely held spiritual/religious belief, observance, or practice, may file a request for a spiritual/religious exemption in writing with the Principal's Office. Based on the information provided in the request for religious exemption, the Principal will determine if granting an exemption would pose an undue hardship on school operations on a case by case basis. Unless granting the exemption would pose an undue hardship on School operations, the exemptions will be granted. A student whose request for accommodations is denied may file a written appeal of the Superintendent's decision with the Principal's Office within five (5) days of the denial in writing. The School Board will review the appeal in writing and make a decision on the appeal based on the written record on file. No in person hearing shall be held on such appeals.

Child Nutritional Services

09.01 Crow Creek Wellness Policy

Nutrition Education Component: At each grade level nutrition education will be offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote their health. Nutrition education will be incorporated into the school day as often as possible. The primary goal of nutrition education is to influence students' eating behaviors.

Nutrition Education:

- teaches consistent scientifically-based nutrition messages throughout the school, classroom, cafeteria, home, community, and media;
- is part of health education classes and/or stand-alone courses;
- includes the school cafeteria which serves as a "learning laboratory" to allow students to apply critical thinking skills taught in the classroom;
- will use the SD Health Education Standards and addresses nutrition concepts progressively in grades K through 12;
- will provides enjoyable, developmentally appropriate, culturally relevant, and participatory activities (e.g. contests, promotions, and taste testing);
- will offer information to families that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families;

Physical Activity Component: The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthful lifestyle.

Other School-Based Activities Component: School will create an environment that provides consistent wellness messages, is conducive to healthy eating and physical activity; and contributes to forming healthy life long habits.

Professional Development

- School will provide ongoing professional development and education for foodservice professionals, educators, administrators and other staff.
- School will provide nutrition and physical education for students, staff, parents, and where appropriate, community members.

Eating Environment

- Students and staff will have adequate space to eat meals in clean, safe, pleasant surroundings and will have adequate time scheduled as near the middle of the school day as possible to eat, relax, and socialize.
- Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.
- Consideration will be given for passing time, bathroom break, hand washing, and socializing so as to allow ten minutes for breakfast and twenty minutes for lunch once the student is seated.

Rewards, Incentives, and Consequences

- Rewards and incentives will be given careful consideration as to the messages they send to the students receiving them.
- Food will not be withheld from students as a consequence for inappropriate behavior or poor academic performance.

Community Access to Facilities for Physical Activity

- School will provide community access to the school's physical activity facilities outside of the normal school day. However, school functions will always take priority and any community member wishing to use the school facilities after hours must sign a liability waiver and be approved by the Head of Security.

Vending Machines

- Vending machines with food and beverages will not be available in elementary school. The school will provide healthy snacks as a part of the after-school care activities.
- No vending services (beverage) will be available one hour before and one hour after the breakfast and lunch service for the middle and high schools.

Fundraising

- School fundraising activities will support healthy lifestyles. Such activities may include physical activity (walks), and school support (e.g. selling school memorabilia).
- Federal Food CANS Guidelines will be followed.
- Schools will encourage fundraising activities that promote physical activity.

Wellness Councils

- School will organize local wellness councils comprised of parents, teachers, administrators, foodservice personnel, and students to plan, implement, and improve nutrition and physical activity within the school environment.

Nutrition Standards Component:

Students' life-long eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy foods, and low-fat grain products will be available wherever and whenever food is sold or otherwise offered at school during the normal school day. Examples may include a la carte, snacks, vending machines, fund raising activities, parties, celebrations, and school sponsored events.

General Guidelines

- Procedures will be in place for providing information to families, upon request, about the ingredients and nutritional values of the foods served.

School Meal Program

- The school food service program will operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and with applicable laws and regulations of the state of South Dakota. All schools will comply with USDA regulations and state policies.
- School will offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. For the purpose of this policy, "Dietary Guidelines for Americans" refers to the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
- Menus will be planned with input from students, family members, and other school personnel and will take into account students' cultural norms and preferences.
- Students with special dietary needs (e.g. diabetes, celiac sprue, allergies) will be accommodated as required by USDA regulation.

Snacks

- Healthy snacks will include fresh, dried or canned fruits (in 100% juice only); vegetables; 1% or skim milk and grains meeting the Standards for Food and Beverages set forth in this document.

Parties and Celebrations

- School should limit celebrations that involve food during the school day.
- Each party should include no more than one food or beverage that does not meet the Standards for Food and Beverages.

Standards for Food and Beverages:

1. Beverages:

- Provide 100% fruit and vegetable juices and limit portion sizes to 4-12 ounces.
- Provide water-non-carbonated and unflavored without added sugar, artificial sweeteners, or caffeine.
- Provide milk-skim or 1% in portion sizes of 8-16 ounces. 1. Flavored milk

(chocolate or strawberry), low fat, or skim may be offered in up to 12 ounce serving sizes with no more than 36 grams of sugar in a 12 ounce portion.

2. Grains:

- Serve whole grains which contain at least 2 grams of fiber per 1 ounce serving. One half of all grains served should be whole grain.
- Limit portion sizes to 1.25 ounces -2 ounces with most being 1.25 ounces.
- Limit total calories from fat to no more than 30%.
- Limit total calories from saturated fat to no more than 10%.
- Limit sugar content to no more than 35% of calories by weight, or less than 6 grams from sugar per serving.
- Limit the amount of Trans fats.

3. Fruits and Vegetables:

- Offer fruits and vegetables prepared/packaged without added fat, sugar, or sodium. Low-fat dips and sauces on the side may be served in small portions to make foods more appealing.
- Offer ½ cup serving sizes of fruits and vegetables.
- Offer additional fruits and vegetables to help students reach the recommended 5-9 servings per day.
- Offer a variety of fruits and vegetables, especially colorful ones.

4. A la carte entrees and side dishes:

- Limit ice cream and frozen desserts to portion sizes of 4 ounces or less with 5 grams or less of fat. Sugar should not be the first ingredient.
- Offer cheese in portion sizes of 1-2 ounces.

5. Condiments and miscellaneous:

- Offer salad dressing containing no more than 6 -12 grams of fat per ounce.

Federal Programs and Policies

10.01 Non-Discrimination Policy

The Crow Creek Tribal School District does not discriminate on the basis of handicap, race, color, national origin, sex or age in access to employment in, or in the provision of, any Crow Creek Tribal Schools District's program, benefits or activities. The following person has been designated to handle inquiries regarding this policy:

10.02 Non-Discrimination based of Gender

PURPOSE: To protect students from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

1. GENERAL STATEMENT OF POLICY

- Crow Creek Tribal Schools provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

- Every Crow Creek Tribal School employee shall be responsible for complying with this policy.
- The Crow Creek Tribal School Board hereby designates ***Evan Hawk*** as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

2. REPORTING GRIEVANCE PROCEDURES

- Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a School Resources Officer, Title IX Director, or to the Superintendent.
- The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receive a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- Upon receipt of a report or grievance, the principal must notify the school Human Resources Person immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the Principal to the Human Resources Person. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Resources Person. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the School Human Resources Person by the reporting party or complainant.
- The school board hereby designates ***Mariah Edmonds*** as the school district Human Resources Person to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human resources person, the complaint shall be filed directly with the superintendent.
- The School Resources Person shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- Use of formal reporting forms is not mandatory.
- Crow Creek Tribal Schools will respect the privacy of the complainant, the

individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

3. INVESTIGATION

- By authority of the School Human Resources Person, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by the Crow Creek Tribal Schools.
- The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- In addition, Crow Creek Tribal Schools may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- The investigation will be completed as soon as practicable. The Crow Creek Tribal Schools Human Resources Person shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

4. SCHOOL DISTRICT ACTION

- Upon conclusion of the investigation and receipt of a report, Crow Creek Tribal Schools will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Crow Creek Tribal Schools action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, South Dakota and federal law, and Crow Creek Tribal Schools policies.
- The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the Crow Creek Tribal Schools in accordance with state and federal law regarding data or records privacy.

5. REPRISAL

- Crow Creek Tribal School will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation,

reprisal, or harassment.

6. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

- These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the South Dakota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

7. DISSEMINATION OF POLICY AND EVALUATION

- This policy shall be made available to all students, parents/guardians of students, staff members, employee unions, and organizations.
- The Crow Creek Tribal Schools shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

10.03 Annual Notification of (FERPA) Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
 - a. Parents or eligible students are to submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - b. Crow Creek School will make every attempt to provide requested documentation immediately upon request, but in no case later than the 45 days defined under the law. Crow Creek School administration or office staff will assist parents in completing the required written request, if the parent asks for assistance.
 - c. School staff will make a student's educational records available to the student's parents of record unless the school has a court order, on file, stating a parent is not allowed access to the student's educational records.
 - d. Parents and eligible students may only review information specific to their student/self, if multiple students are referenced in an educational record.
 - e. Parents may request up to one copy of student's records per year. The school retains the right to charge a copy fee, if the quantity of records is determined excessive, or the parent request more than one copy in a school year.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
 - a. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the records as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will

- be provided to the parent or eligible student when notified of the right to a hearing.
- b. Crow Creek School administration or office staff will assist parents in completing the required written request, if the parent requires or asks for assistance.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide service instead of using its own employees or officials (such as an attorney, auditor, medical consultant or therapist) or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the record request unless it states in its annual notification that it intends to forward records on request. Crow Creek School will attempt to contact the parent(s) of a student, but the addition of this section in the school's policy and procedure is meant to serve as the school's annual notification.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

FERPA CONTACT INFORMATION

Additional information and guidance may be found at the FPCO's website at:
<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

Or by contacting:

Rob Coverdale, Superintendent of
Schools Crow Creek Tribal Schools
103 Chieftain Rd.
Stephan, SD 57346
Phone: 605-852-2455

Definition: A compact is a written agreement or promise between two or more people to declare the intent of all involved to help in achieving mutual goals.

Parent/Guardian: (Any person with a vested interest in helping this student may sign the compact in-lieu of the parent)

Directions: Please read carefully the section of this compact that pertains to your responsibility, and sign at the bottom to pledge, and then on the back of this form once per year to renew your commitment to the education of our children.

I have entrusted my child to the school to help prepare them for life. In order for my child to receive a quality education and to reach their fullest potential, I agree to:

- See that my child attends school on a daily basis, and is in attendance for the day.
- Support the school in its effort to maintain proper discipline.
- Establish a time and place for doing homework and review homework regularly.
- Maintain an open line of communication with my child and his/her teacher.
- Read with my child at least 15 minutes per day and let my child see me read.
- Be aware of my child's interest and encourage their efforts.
- Visit the Crow Creek Tribal School web site (www.crowcreek.k12.sd.us) on a regular basis.
- Attend parent survey on an annual basis to ensure the needs of my child are addressed.
- Complete necessary forms to ensure my child is officially registered with the school.

Student

Since I am investing in my future, it is important that I work to the best of my ability.

Therefore, I will:

- Attend school on a daily basis and arrive on time
- Come to school each day with books, pens, pencils, paper, and other necessary tools for learning
- Complete daily work and return homework assignments in a timely manner
- Do my best to prepare myself for tests
- Behave in a manner that contributes to a positive school environment
- Respect classmates, school staff and myself

Teacher

In order to support the achievement of my students, I will:

- Demonstrate professional behavior and positive attitude
- Maintain open lines of communication with students and their parents
- Encourage students and parents by providing information about student's progress on a regular basis
- Provide homework assignments as necessary to reinforce learning and teach responsibility
- Treat each child in a fair and equitable manner
- Help each child reach his/her maximum learning potential

- Provide parents with any annual survey to express their needs as well as their child's needs.

Principal

I support active parents' involvement in the education of their children. Therefore, I will: Provide an environment that allows for positive communication between the school and the home

- Monitor the learning process to ensure a learning environment is being provided
- Provide an ongoing professional evaluation with staff on regular basis
- Demonstrate professional behavior and a positive attitude
- Provide parents with an annual survey to express their needs as well as their child's needs.

10.05 Equal Education Opportunity

The Crow Creek Tribal School District is committed to providing equal educational rights and employment opportunities regardless of sex, marital or prenatal status, race, color, religion, age, national origin or handicap. Equal educational opportunity includes admission, recruitment, extracurricular programs and activities, facilities, housing, access to course offering, counseling and testing, financial assistance, employment, health and insurance services and athletics. All grievances, questions or requests for information should be referred to:

Rob Coverdale, Superintendent of
Schools Crow Creek Tribal Schools
103 Chieftain Rd.
Stephan, SD 57346
Phone: 605-852-2455

10.06 Educational Rights and Right to Privacy

If a student intends to enroll in a different educational institution, their education records may be transferred to the prospective educational institution without written consent of the parent or student. Student pictures and identifying names will be printed in the school annual, the school newspaper and given to the local news media on occasions that warrant it. However, any student, or parent/guardian of a student (if the student is under the age of 18) may opt out and request that their picture and name not be published in the media or in the school yearbook.

10.07 Sexual Harrassment

Sexual harassment is a form of sexual discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended 42 U.S.C. 2000e, et. Sep., and South Dakota Statute 20-31-1 to -56, South Dakota Human Relations Act (1987 & Supp. 1991) and South Dakota Executive Order No. 81-08 (June 18, 1981). Sexual harassment is any unwelcome sexual advance(s), requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. It is the policy of Crow Creek Tribal Schools to maintain a learning and working environment that is free from sexual harassment and sexual violence. All persons are to be treated with respect and dignity. Sexual advances (physical and verbal) or other forms personal harassment will not be tolerated under any circumstances Crow Creek Tribal School will act to investigate all complaints, formal or informal, of sexual harassment or sexual violence and to discipline any student or employee to the school system.

Support Services and Program Resources

11.01 Mental Health

Student's social and emotional development is an essential aspect of school readiness and academic success. Support services provided by school nurses, school family advocates, school psychologists, and the school counselor will be available for students with social and emotional difficulties that impact learning.

11.02 Special Education

The Crow Creek Tribal School will work with parents to assure them that all children with disabilities are provided with a free and appropriate education. The CCTS system ensures that an Individual Education Plan (IEP) is developed and implemented for each student who qualifies for special education services. More specific information on our Special Education Program is available upon request.

EDUCATION OF CHILDREN WITH DISABILITIES PROCESS

1. Child find.

All children with disabilities residing in the School service area, including children with disabilities who are homeless children or are wards of the Tribe or the State and children with disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services, will be identified, located, and evaluated, the CCTS Special Education Department will determine which children with disabilities are currently receiving needed special education and related services. The Special Education Director shall develop and implement a method for CCTS to identify children with disabilities eligible for services under Section 504 or the IDEA. This method shall be documented with all documentation kept confidential.

Activities to further public awareness which may be provided include: 1) sending pamphlets to the parents regarding the special education services available during school registration; 2) placing notices in the tribal agenda/newsletter periodically; 3) announcing the special education programs on the tribal radio station periodically; 4) advising local physicians and health providers of the special education program and its services; 5) and providing training and in-service to CCTS staff regarding the special education program.

To identify children eligible for CCTS Special Education Program services, the Director shall give all staff training and in-service to screen for children with disabilities and discuss the process the staff member should follow once a child with disabilities is identified. The Director shall also ensure that all students testing, grades and assessments are reviews on an annual basis to also identify potential children with disabilities.

2. Child with a Disability

The term 'child with a disability' means a child:

- A. With cognitive impairment, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance (referred to in this title as 'emotional disturbance'), orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities; and
 - a. Who, by reason thereof, needs special education and/or related services.

3. Procedural Safeguards Notice

A copy of the procedural safeguards available to the parents of a child with a disability must be given to the parents only one time a school year, except that a copy also must be given to the parents:

- A. Upon initial referral or parent request for evaluation;
- B. Upon receipt of the first State complaint under and upon receipt of the first due process complaint in a school year;
- C. In accordance with the discipline procedures (on the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the Local Education Agency must provide the parents the procedural safeguards notice; and
- D. Upon request by a parent.

4. Initial Evaluation

Either a parent/guardian of a child or a public agency including the School may initiate a request for an initial evaluation to determine if the child is a child with a disability.

- A. The initial evaluation must be conducted within 60 days of receiving parental/guardian consent for the evaluation; and
- B. Must consist of procedures to determine if the child is a child with a disability and to determine the educational needs of the child.

5. Reevaluation

The School will re-evaluate a child with a disability:

- A. If the School determines that the educational or related service needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or
- B. If the child's parent or teacher requests a reevaluation.

A reevaluation:

- A. May occur not more than once a year, unless the parent and the School agree otherwise; and
- B. Must occur at least once every 3 years, unless the parent and the School agree that a reevaluation is unnecessary.

The School will ensure that assessments and other evaluation materials used to assess a child are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to provide or administer.

A parent/legal guardian is permitted to request a reevaluation of their student child at any time. If the parent insists upon additional testing, the Case Manager shall work with the parent through the established resolution process to seek resolution of the disagreement between school and parent.

A parent/legal guardian is also permitted to request an independent evaluation. All requests made for an independent evaluation are forwarded to the Superintendent. The Case Manager

sends a packet of information to the parent requesting such independent evaluation which includes, but is not limited to, where an independent evaluation may be obtained, the required qualifications of an independent examiner, the eligibility for specific disability categories, and the maximum allowable charges for specified assessments to eliminate unreasonably excessive fees, including travel costs. The superintendent can make any one of the following decisions once an independent evaluation is requested: wait for the parent to act on the request, or request the parent/legal guardian to enter into the conflict resolution process. If an independent evaluation is completed by the parent/legal guardian, the Multidisciplinary (MDT) Team shall include that information in with all other information in developing or amending the student's IEP.

6. SECTION 504 PLAN

- A.** Section 504 is the part of the Rehabilitative Act of 1973 that applies to individuals with disabilities. This act protects the civil rights of persons with disabilities. A free appropriate public education is one provided by the elementary or secondary school that includes general or special education and related aides and services that:
 - i. Are designed to meet the individual educational needs of an eligible student with a disability as adequately as the needs of an eligible student who is non-disabled are met; and
 - ii. Are based on adherence to evaluation, placement, and procedural safeguard requirements.
- B.** Section 504 of the Rehabilitation Act of 1973 protects students from discrimination based on their disability status. A student is eligible for accommodations under Section 504 if the student has a mental or physical impairment that substantially limits one or more of a student's major life activities that impacts education. "Major Life Activities" include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. When a condition does not substantially limit a major life activity that impacts education, the student does not qualify for protection under Section 504. Principals are responsible for initiating and monitoring of any 504 plans for students in their learning circle/building.

7. Students Served under the Individuals with Disabilities Education Act. (IDEA)

A. Identification and Evaluation

- i. To be eligible for services under the CCTS Special Education Program, a child must have a disability that adversely affects educational performance and requires specially designed instruction as defined in Section 5.06 (2) of this Policy.
- ii. When any parent, child, family member, public or private agency, school personnel or screening refers a child for the CCTS Special Education Program, the Child Study Team shall conduct a meeting in order to complete any additional required fact-finding, to brainstorm, and to establish a plan and time line with specific direction to appropriate staff to address whether further evaluation is needed. The Child Study Team shall be comprised of the following: Special Education Coordinator/Director, Principal, Counselor, Special Educator, one General Educator, and the parent/legal guardian and any person the parent/legal guardian wishes to bring to the meeting. The parent must be

- notified by the Special Education Coordinator/Director of the referral if the parent did not make the referral. If further evaluation is needed, the parent's consent must also be obtained to complete further evaluation. Note, if the child is emancipated due to age or otherwise, the child must also be notified and included in the process and all rights possessed by the parent in this process now become the rights of the adult student. The parent must remain involved after the student obtains age eighteen (18) if the parent has obtained a guardianship over the student.
- iii. If further evaluation is not warranted, the Child Study Team will work together to provide other services for the child. The parent/legal guardian and/or child must be notified of the reasons the child will not be considered for the CCTS Special Education Program. If further evaluation is warranted, the information shall be turned over to the Multidisciplinary (MDT) Team. The Multidisciplinary (MDT) Team shall consist of a Special Educator, the Special Education Coordinator/Director, the Principal, one General Educator and the parent/legal guardian of the referred child and any person the parent/legal guardian wants to be present. The Case Manager shall complete an Evaluation Plan for the child. The Evaluation Plan may include, but is not limited to: medical history; health status; motor skills, speech/language or hearing evaluations; classroom observations; family history; psychological information; all academic achievement information including assessment results; and educational history.
 - iv. The MDT Team shall determine whether a child is eligible for services under the IDEA under an Individualized Education Plan (IEP) based upon the results of the Evaluation Plan. The MDT Team is required to make the following determinations, all of which are required to determine a child is eligible for IDEA services and an IEP:
 - a. Whether the child has a disability;
 - b. Whether that disability adversely affects the child's educational performance;
 - c. What specific special education and/or other related services are required based upon the findings in 1 & 2; and
 - d. If the child is eligible under 1 & 2, and based upon the determination in 3, what placement is the least restrictive environment for the child.
 - v. The parent shall receive prior written notice ten (10) days in advance of any Multidisciplinary Team (MDT Team) meeting and prior to any evaluation. The notice shall be conveyed to the parent in a language they can understand (orally or in writing, but when orally notations must be made regarding the oral notification), shall include a description of the proposed evaluation, and an explanation of why the evaluation is taking place. All of the documentation generated throughout the entire process shall be held in the child's student file confidentially. All communication with the parents (whether oral or written) shall be documented in the student's file especially with regard to attempts to notify of meetings, consents, and additional information regarding the student's needs.
 - vi. If the parent refuses to consent to evaluation, CCTS may still be required to provided special education services. The Special Education Coordinator/Director shall develop a process by which to resolve issues between the school and a non-consenting parent. The parent may also refuse the special education services proposed by the MDT Team. When this occurs, the Special Education Coordinator/Director shall develop a process by which to resolve the

issues between the school and the non-consenting parent.

B. Individualized Education Plan (IEP).

The term Individualized Education Plan or IEP means a written statement for each child with a disability that is developed, reviewed, and revised in a meeting. For every child eligible under the IDEA, the CCTS Special Education Department shall ensure an IEP is in place, and is reviewed not less than annually. An IEP must include:

- i. A statement of the child's present levels of academic achievement and functional performance;
- ii. A statement of measurable annual goals, including academic and functional goals
- iii. designed to:
 - a. Meet the child's needs that result from the child's disability to enable the child to be involved in and make progress in the general education curriculum; and
 - b. Meet each of the child's other educational needs that result from the child's disability;
- iv. For children with disabilities who take alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives;
- v. A description of:
 - a. How the child's progress toward meeting the annual goals will be measured; and
 - b. When periodic reports on the progress the child is making toward meeting the annual goals (such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided;
- vi. A statement of the special education and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the child, or on behalf of the child;
- vii. A statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the child on School assessments; and if the MDT Team determines that the child must take an alternate assessment instead of a particular regular School assessment of student achievement, a statement of why the child cannot participate in the regular assessment and why the particular alternate assessment selected is appropriate for the child.

C. Educational Placement.

Once it is determined that a child is eligible for the CCTS Special Education Program, CCTS shall provide an education through the least restrictive environment. The cost of the CCTS Special Education Program shall be borne by CCTS unless the child is placed there by another school, agency or court order. If the child is placed in the Program by another school, agency or court order, the other school, agency or court shall be responsible for the costs of the Program. The responsibility of CCTS to pay for such an education begins when an eligible child is five (5) years of age and enrolled in CCTS. The responsibility ends when the child receives a regular high school diploma as discussed below, no longer qualifies for special education, OR the child turns age twenty-two (22), whichever occurs first.

D. Services.

CCTS shall make available the following services through its Special Education Program:

- i. Educational programs and services available to other children serviced by the school;
- ii. Non-academic and extracurricular activities available to other children serviced by the school;
- iii. Physical education available to other children serviced by the school unless the child is enrolled full time in a separate facility OR the child needs a specially designed physical education program due to the child's IEP or disability(ies).

E. Notices

The Case Manager shall do their best to communicate all notices in a language and manner (if parent is blind or deaf, Brail or sign) which the parent understands. A minimum of ten (10) days' notice is required when any of the following are going to occur with the student child:

- i. Initial evaluation;
- ii. Initial eligibility determination;
- iii. IEP review and amendment;
- iv. Reevaluation;
- v. Reevaluation of the eligibility determination;
- vi. Significant discipline incidents.

Written notice shall include:

- i. A description of the action proposed or refused by the school;
- ii. An explanation of why the school proposes or refuses to take the action and a description of each evaluation procedure, assessment, record, or report the school used as a basis for the proposed or refused action;
- iii. A statement that the parents of a child with a disability have protection under the procedural safeguards of this part and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained;
- iv. Sources for parents to contact to obtain assistance in understanding the provisions of this part;
- v. A description of other options considered by the MDT Team and the reason why those options were rejected; and
- vi. A description of the factors that are relevant to the school's proposal or refusal.

The parent shall receive prior written notice ten (10) days in advance of any Multidisciplinary Team (MDT Team) meeting and prior to any action taken regarding a child on an IEP. The notice shall be conveyed to the parent in a language they can understand (orally or in writing, but when orally notations must be made regarding the oral notification), shall include a description of the proposed action to be taken, and an explanation of why the action is taking place. All of the documentation generated throughout the entire process shall be held in the child's student file confidentially. All communication with the parents (whether oral or written) shall be documented in the student's file especially with regard to attempts to notify of meetings, consents, and additional information regarding the student's needs.

F. Re-Evaluation and Case Management.

The Case Manager shall keep a list of all special education students and the dates of their next reevaluation is due. This information will be provided to the child's special educator(s). The Case Manager shall notify the parent at least thirty (30) days prior to any reevaluation so the parent may be included in that process as well. The Case Manager will establish the Multidisciplinary (MDT) Team and the decision-making process for the reevaluation.

G. Transition Services

Every child on an IEP that is The term "transition services" means a coordinated set of activities for a child with a disability that:

- i. Is designed to be within a results-oriented process, that is focused on improving the academic and functional achievement of the child with a disability to facilitate the child's movement from school to post-school activities, including postsecondary education, vocational education, integrated employment (including supported employment); continuing and adult education, adult services, independent living, or community participation;
- ii. Is based on the individual child's needs, taking into account the child's strengths, preferences, and interests; and
- iii. Includes instruction, related services, community experiences, the development of employment and other post-school adult living objectives, and, if appropriate, acquisition of daily living skills and functional vocational evaluation.

H. Transfer of Rights.

Beginning not later than one year before the child reaches the age of eighteen (18), the IEP must include a statement that the child has been informed of the child's right, if any, that will transfer to the child on reaching the age of eighteen (18).

I. Manifestation Determination.

- i. Within ten school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the School, the parent, and relevant members of the child's MDT Team (as determined by the parent and the School) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:
 - a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
 - b. If the conduct in question was the direct result of the School's failure to implement the IEP.
- ii. A child with a disability who is removed from the child's current placement (a disciplinary change in placement for more than ten (10) consecutive school days where the behavior is determined not to be a manifestation of the disability) or (a removal for special circumstances related to drugs, weapons or serious bodily injury) must:
 - a. Continue to receive education services, as provided in 34 CFR 300.101(a) (free appropriate public education (FAPE) requirements), so as to enable the

- child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and
- b. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
 - iii. If the School, the parent, and relevant members of the MDT Team make the determination that the conduct was a manifestation of the child's disability, the MDT Team must either conduct a functional behavioral assessment, unless the School had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child or, if a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; return the child to the placement from which the child was removed, unless the parent and the School agree to a change of placement as part of the modification of the behavioral intervention plan.

J. Discontinuation of Services, Graduation and Grading

If it is suspected that a student no longer meets the eligibility criteria for the CCTS Special Education Program, the reevaluation team, including the parent, must meet to review existing data and arrange to have additional assessments if necessary. If the student is not eligible, the Director must provide the parent with written notice of the decision to discontinue special education services. Services will not be discontinued if the parent files a grievance pursuant to the appropriate provisions of the CCTS Policies and Procedures.

CCTS's obligation to provide special education services ends when the student meets the school's requirements for the receipt of a high school diploma. The coordinator must provide the parent with a written notice prior to graduation of the discontinuation of special education services. For children who have not yet graduated from high school by meeting the requirements for receipt of a high school diploma, CCTS is obligated to provide special education services until the student reaches age twenty-two (22). If a child is turning twenty-one (21), the Director will provide the parent/legal guardian with prior written notice regarding discontinuing special education services, and develop a transition plan.

CCTS's obligation to provide special education services also ends when: 1) the student transfers to another school; 2) the parent/legal guardian withdraws the student from school and the parent has made other provision for the student's educational needs, or the student is eighteen (18) years of age, is deemed legally competent, and withdraws from school; and 3) the student drops out of school.

If a parent requests that a student be withdrawn from special education services, the MDT Team must determine whether the student is still eligible for special education services. Written notice must be sent to the parent following the determination. If the MDT Team, including the parent, determines that services need to continue, CCTS will provide services unless the parent has invoked the grievance procedure appropriately under the CCTS Policies and Procedures.

11.03 Student Teacher Assistance Team (STAT)

There will be a core team consisting of an administrator, counselor and teacher who will meet as necessary to discuss students concerns. STAT uses interventions and strategies for the student to use for educational or behavioral needs. The STAT cannot diagnose any student. However, upon recommendations of the STAT, a referral can be made for an evaluation or other services for the students. When a student seeks evaluation or other services outside the school setting, Crow Creek Elementary School will not accept the responsibility for payment of the services. In order to carry out its purpose, the STAT will function within the following guidelines:

1. The responsibility to maintain appropriate levels of academic performance and general conduct remains with the student. If school performance and/or conduct is inappropriate, the student will be given the choice of:
 - A. Improving conduct or performance and/or
 - B. Accepting the appropriate disciplinary action and/or
 - C. Accepting the referral to the appropriate school, community or state agency.
2. Any staff member may refer a student to the STAT team if the student:
 - A. Exhibits pattern of definite or repeated unacceptable performance.
 - B. Exhibits a need for academic modification
 - C. Violates school policy, local, state or federal statute
 - D. Manifest any signs of at risk behavior
 - E. Is affected by a person who is engaging in at risk behavior. Students may self refer.
3. It is the prerogative of the student, parent/legal guardian to accept or reject the STAT recommendations. It is the student's responsibility to bring performance up to appropriate standards or to face warranted actions determined by STAT.
4. A student's participation in the STAT will be subject to state and federal regulations governing confidentiality the release of information.

11.04 School Counseling Program

The counseling program provides individual counseling, group counseling, and group guidance for all students. If you would like to visit with the counselor with concerns about your child, please feel free to contact the office. Classroom guidance lessons are built into the elementary school master schedule. These lessons provide students with targeted opportunities to develop social and emotional skills that further support their academic growth. Small group and individual counseling services are available to students. Students are encouraged to meet with the school counselor to discuss anything that is of concern to them. The counselor will use strategies to help students reach their goals and resolve problems in their lives. The school counselor is held to ethical and legal standards of confidentiality. If a student requires more intensive help, it is suggested the student seek assistance outside the school with a counseling agency. In some cases, school counselors can help coordinate services. When a student seeks counseling services outside the school setting, Crow Creek Elementary School will not accept the responsibility for payment of these services.

The Crow Creek Tribal Schools Guidance Counselor and Career Counselor strive to aid each student in utilizing his/her abilities to the fullest in making sound choices and developing self-understanding. Guidance services available include:

1. Individual counseling- Students may schedule visits with the guidance counselor through the office during the school day when the counselor is present. Students must have permission from the counselor to be dismissed from classes.
2. Testing Services- The counselor will provide information and application forms for various college entrance examinations. The office will also administer and interpret other standardized tests throughout the school year.
3. Junior evaluation- All students are encouraged to meet with a counselor the second semester of their junior year to evaluate their permanent records to ensure graduation requirements will be met.
4. Assistance with Post-High School Education- The office will provide information and application forms for college, technical, and vocational training and financial assistance.
5. Referral Services- The office will provide referral services to area agencies as needed. Referrals may be made for counseling or educational purposes. The school does not accept any responsibility for payment of services referred.

11.05 Homeschool Liaison and Attendance Clerk

These individuals work with parents and staff to ensure effective communications between home and school and to monitor attendance.

11.06 Talented and Gifted

These individuals work with parents and staff to ensure effective communications between This federally funded program is designed to offer students the opportunity to develop skills beyond the regular academic setting. Students involved in this program will participate in projects designed to stimulate their intellect and creativity in ways that fit into their area of talented and gifted needs.

12.01 Rights and Responsibilities

Students:

- The school shall provide appropriate printed materials describing the rights and responsibilities of students. A handbook of student rights and responsibilities will be provided including a copy of the federal regulations governing such rights.
- Students have the responsibility to be attend school regularly and be in class according to schedule.
- Students have the responsibility to come to school each day ready to learn and participate in class.
- Students have the responsibility to complete and return homework assignments and complete any make up work.
- Students who are absent for a school activity or who anticipate an absence must make up all work prior to the absence.
- Students have the responsibility to do their best on all tests.
- Students have the responsibility to behave in a manner that contributes to a classroom in which learning can take place.

Parents/Guardians:

- It is important for the parent/guardian to encourage their child to achieve by doing the following:
 - See that my child attends school regularly and arrives on time.

- Support the school in its efforts to maintain proper discipline.
- Establish a time and place for doing homework and review homework regularly.
- Encourage my child's efforts, be aware of his/her interests, and keep the lines of communication open.
- Read with my child and let my child see me read.
- I have been given a copy of the community resource directory.

Teacher and Administrator

- It is important for teachers to help the student to achieve academic success by doing the following:
- Demonstrate professional behavior and a positive attitude.
- Maintain open lines of communication with students and his/her parents.
- Encourage students and parents by providing information about student progress.
- Provide homework assignments as necessary to reinforce learning and teach responsibility.
- To treat each child in a fair and equitable manner.
- Help each child reach his/her maximum learning potential.

In order to accomplish the achievement of all the mutual goals listed above, the administrator agrees to provide an environment that allows for positive communication between the school and the home.

12.02 Student Records

An up-to-date cumulative record shall be kept of every student. Students and parents have the right to see the cumulative record upon request and may require the removal of any material from such record which does not pertain specifically to the educational process of the moment.

Records will be made available to appropriate individuals, with a right and need to see the records, subject to procedures established by the superintendent.

All student records will be handled according to the privacy act and other applicable laws, regulations and policies of the board.

Access to records relating to children shall be granted to parents and/or guardians in accordance with the regulations of the privacy act and other pertinent community and federal regulations.

Records which relate to handicapped students are governed by the regulations of p.l. 94-142, education of all handicapped act.

Individuals placing materials in a student's record are responsible for that material. Upon receipt of an official request, with parental consent, cumulative records will be sent to the receiving school where a student is enrolled. If a student leaves the school, the file will be placed in the school office.

Documents which pertain to the functions of the school, curriculum, administration, finance, special programs, etc. are all general activity documents which can be made public

upon request.

Transfer of Records: Crow Creek Tribal Schools will not release any records or transcripts to any other agency or institution without written permission of the student (if 18 years of age) or parent or guardian. These records will not be released unless all bills owed by the student are paid in full and all school-owned property held by the student returned to the school in proper condition.

12.03 Change of Address or Telephone Number

If there is a change of address or telephone number during the school year, please report the change to the front office immediately. In case of an emergency or unplanned school dismissals and cancellations, it will be necessary to contact you by telephone as quickly as possible.

12.04 Loitering

Students must leave the school and school grounds promptly after classes or activities are dismissed. This includes waiting for school-sponsored functions. Parents and guardians are responsible for children during school-sponsored functions such as Parent Involvement, sporting events, etc. Loitering will not be permitted.

12.05 Annual Review of Policy

Annual review of the CCTS's drug free program will be made in order to determine the effectiveness and implement any revisions required; and, to ensure that appropriate disciplinary sanctions are consistently enforced.

12.06 Public Performance by Students

Teachers and administrators are encouraged to provide students for public/community performances when such performances contribute to the educational processes and objectives of that particular class and when it does not interfere with other scheduled activities or classes within the school.

The use of school sponsored student groups for non-school parades, performances, or other activities shall be limited primarily to those activities which have widespread community interest. Any participation of school sponsored student groups in parades or activities outside of the community and/or which require overnight accommodations must be approved by the superintendent prior to the event. The superintendent may approve all other requests as are within the intent of this policy.

12.07 Contests for Students

Contests or other activities involving participation by students or the granting of awards or prizes to students which are sponsored by outside agencies may be permitted in the school with the approval of the superintendent.

12.10 Fund Drives

There shall be no selling or advertising to students or school personnel on school property without being cleared through the superintendent's office and shall take place only before or after school hours. There shall be no community drives of any nature conducted within the school without approval of the superintendent.

12.11 Publications and Activities

Publications prepared by the school children or by the staff for release to parents of the children shall be the responsibility of the administration. Activities designed in the same manner i.e. parent's night, etc., shall also be the responsibility of the administration.

Publications or activities which involve visual presentations designed for the general community must be approved by the school board. Any such publications or presentations must be determined to be of competent journalistic nature, factual, and in good taste.

12.12 News Releases

News releases to the press of a noncontroversial nature and stories of general interest may be released through the office of the superintendent. However, when any newsworthy event or other subject is to be released that might stir controversy; it must be cleared through the chairperson of the school board prior to release.

12.13 School Meetings and Activities

Every effort will be made to announce school meetings and activities early enough that the community will be aware.

Parent Involvement Activities: Each month, the School Improvement Team will coordinate activities that invite families for fun activities. The activities are planned to encourage family involvement. A meal and door prizes are included along with educational programming for participants.

News of open houses, exhibits, displays, productions, sports events, parent-teacher meetings shall be publicized by the school.

12.14 Survey and Research

The use of school facilities, personnel, students, etc. for surveys, research, university studies, etc. are not permitted without prior approval of the board.

12.15 School Visits

The School Board encourages parents/guardians and other community members to visit the School. The School welcomes parents/guardians and other community members at all times. Any student wishing to bring a visitor for a day to the Crow Creek Tribal School must notify the administrator in writing two school days before the visitor comes to the school. All student visitors must also have a release from their school in writing in order to be a visitor; this release must be in writing to the Principal. The administrator will then approve or deny the visit.

If visiting during school hours, all visitors must report to and sign-in at the front office. Please use the visitor parking by the south east door of the office. Use main entrance (east doors) all visitors/parents will be escorted to the designated areas. People popping into a classroom unannounced are disruptive to the learning atmosphere. All visitors must obtain a visitor's pass and wear their visitor's pass while on the School grounds. All visitors shall adhere to the rules of the School. Since parents/guardians and other adults are role models for the students, such adults who intimidate, bully, and/or harass staff or students shall not be tolerated.

12.16 Interviews with Students

Any person requesting an interview with a student during school hours, such request shall be made through the office of the superintendent who will then decide whether or not to grant the interview and the condition under which it will be granted.

12.17 Law Enforcement

The School will notify the parents/guardian when law enforcement interviews their children. In abuse/neglect cases, if law enforcement suspects that a crime has been committed, they or BIA Social Services can take the child into custody and interview the child outside the presence of the parents/guardians as they deem necessary.

12.18 Business or Sales

No sales or other commercial business shall be conducted with teachers, students, or other educational personnel on the school grounds and during the course of the school day.

Representatives of educational services supplies and products shall be welcomed as a means of keeping the staff abreast of the latest educational products and services available to schools. However, their activities must necessarily be controlled so as not to interrupt the school or take undue time of the superintendent.

The superintendent shall develop regulations to govern the visits of sales representatives. No one shall sell or offer for sale any subscription, policy. Service article or thing whatsoever to any teacher or student in the school while such teacher or student [s] upon the school premises.

12.19 Individual (Community Assistance) to School Personnel

The school board wishes to encourage those qualified and interested community members who wish to volunteer their time in the school where needed.

The indigenous qualities of our culture, history, and life style can best be transmitted to our children through the adult community members who have knowledge and wisdom. The superintendent shall develop rules within the federal and community laws which will make it possible for volunteer use of community members and shall maintain a roster or listing of such volunteers, their specific competencies and availability.

12.20 Religious Programs

Religious programs may be conducted at the school under conditions determined by the superintendent prior to use with agreement to assume all responsibilities for facilities, property, etc. of the school and other conditions as may be determined.

Religious programs will only be permitted after class instructional hours.

Students will not be permitted to attend without proof of prior written consent of the parent/guardian.

Transportation, safety and welfare of the students at religious programs are the responsibility of the organization/person conducting the program.

12.21 Parent-Teacher Organizations

The school board welcomes the interest of parents in their children's school life and the assistance that any parent organization can make to upgrade our school. The administration and the teachers shall cooperate with any such parent organization where the goals are to assist in obtaining a better education for the students. All parent organizations (pac, p-to, etc.) shall be under the general auspices of the board. By-laws of such groups will be submitted to the board for approval.

12.22 Student Driver Requirements

In the interest of safety, the CCTS Board requires that all students who drive Personally Owned Vehicles to school must provide the following to the Principal's Office:

Proof of a valid South Dakota driver's license pursuant to Crow Creek Tribal Code 11-1-4 and 11-1-5 or valid Restricted Driver's permit pursuant to SDCL 32-12-12; Under SDCL § 32-12-12, a minor who is at least 14 years of age, who has successfully passed all applicable tests and completed the requirements of an instructional permit according to SDCL § 32-12-11 and has not been convicted of a traffic violation during the past six months may be granted a restricted driver's permit.

The restricted driver's permit allows the minor to operate a motor vehicle between the hours of 6 a.m. and 10 p.m. with the permission of the parent/ guardian who owns the vehicle.

Proof of a valid South Dakota vehicle registration; and Proof of valid vehicle insurance.

A student must provide proof of the documents set forth above within the first two weeks of the school year and upon request by the Principal/Dean of Students. The Principal's Office and the Security Office will enforce this Policy and maintain an updated list of students who are allowed to drive or park their vehicle on school grounds. The CCTS reserves the right to search student vehicles on the CCTS property based on reasonable suspicion that the student has violated the CCTS drug, alcohol, or weapons policy. In specific cases of ABSOLUTE NECESSITY, permission to drive will be authorized by the **Administration only**. A vehicle parked off the school grounds must obtain permission as well.

The following regulations will govern student parking and vehicle operation:

- In the event of a problem, keys will be turned into the office upon arrival at school
- No vehicles are to be moved during the school day.
- Vehicles must remain unoccupied during the school day.
- Students will not be permitted to retrieve items from vehicles during the school day without administrative approval.
- Drivers are expected to operate their vehicles in a safe and prudent manner at all times in the parking lots and around school.
- The student parking areas are only to be used to park your vehicle. Students are prohibited from gathering, visiting, smoking, or eating on the school parking lot.
- Upon arrival at school students are expected to exit their vehicles and enter the building.

- Students should park in an orderly manner in the parking areas designated for students.

1st Offense: Any student who chooses to violate this policy will be placed on a driving contract. The School shall notify the parents/guardians by written letter and by phone.

2nd Offense: A student's driving privilege shall be revoked until a conference is held with the student's parent/guardian. If the student is 18 years old or older, a conference with the Principal/Dean of Students shall be required before the student's driving privilege is restored.

12.23 School Bus Transportation Policy

Bus transportation is a privilege, not a right. The bus driver has the same authority over students riding the bus as a teacher has in the classroom. All misbehavior incidents will be reported to the principal. Repeated problems may result in the student being suspended from the bus. Activity buses are provided for those students who remain after school for athletic practice, meetings and detention. Students must have a valid reason and be under supervision of a staff member if they stay for the late (activity) bus. The bus driver may ask for the student's reason for staying after school. Teachers or Para-professionals are expected to walk out to the buses with students so they can, in the least, visually see the student get on the correct bus.

Bus Rules to be followed at all time:

- Fighting and rough housing are not permitted.
- The driver has the right to assign seats.
- No eating, drinking or smoking
- No chewing tobacco or spitting
- No profanity or loud noises.
- Throwing things in and out of bus is not permitted.
- Remain seated and keep aisles clear.
- Keep head, arms and hands inside the bus.
- Keep the bus clean and free of damage.
- Be courteous to fellow passengers.
- Do not distract the driver.
- Loud stereos or boom boxes are not allowed.
- No sunflower seeds.
- No hitching

Failure to observe these rules as determined by the principal, bus supervisor or bus drivers will necessitate the following action:

1st offense: Warning from bus driver and written report to the school principal to be passed on to the parent/guardian but some offenses may result in automatic suspension

2nd offense: Notice to the parents/guardians and 1-3 days suspended bus privileges

3rd offense: Notice to the parents/guardians and 4-10 days suspended bus privileges

*Parents/Guardians are responsible for students' transportation during suspended bus privileges- failure to pick up your child at designated time may result in the Crow Creek Tribal Police or proper authorities being contacted *

Special Transportation Issues: The school will not be responsible for transporting day students to court or medical and dental appointments. The school will not transport students who miss the bus unless authorized by the Principal.

Notice to Parents/Guardians: Continued violations could result in further 10 day suspensions or suspension of bus privileges for the remainder of the school year. If this action is taken, parents will have the opportunity to visit with bus driver, the bus supervisor, and the principal.

Parents' and students' complete support and cooperation with the bus rules/regulations and disciplinary action is needed at all times to ensure the continued safety for bus students to and from school.

Parents/Guardians are not allowed on the bus at any time to threaten, intimate, or abuse the students. Legal action will be taken and child abuse charges may be filed.

Video Cameras on School Buses:

The Board authorizes the use of video cameras on any or all school buses to promote transportation safety, to prevent vandalism, to monitor bus drivers, to identify disruptive students and to document the activities of riders during their transport to and from school and school activities. All school buses with video systems will display a warning sign within the bus indicating that video and audio surveillance can occur on that bus to encourage transportation safety and proper student behavior. Video cameras will generally be placed in the interior front of school buses, facing the rear. Parents and guardians also will be notified annually that video cameras are being used on school buses. Students found to be in violation of the District's bus conduct rules will be subject to discipline in accordance with District policy and applicable law.

Bus and Bus Passes:

The parent/guardian must provide the school with a written note or phone call to the office by 2:00pm if their child needs to ride a bus that is different from their regular bus. If there is not a note or phone call, your child will be sent home on their regular bus.

Parents are responsible for transporting their child to school if they miss the bus and for all non-school related appointments during the school day. Emergency transportation from the school will be provided due to child illness, disciplinary action, or in special circumstances that have been preapproved by the principal.

Walking:

Students must have a note on file with the office if the parent/guardian wishes for their student to walk to and from school bus stops.

12.24 School Activities

The primary purposes of any student extracurricular activity shall be to broaden and enrich the learning experiences of the student; to allow for exploration into various activities; to put into practice many of the concepts learned in the classroom; and to learn to work in harmony with their peers.

Student activities shall be defined as any activity under the sponsorship of school and outside the normal classroom. The board expects these activities to be closely supervised by the staff in the best interests of the students.

12.25 Open Gym Policy

- An adult supervisor must be present at all times.
- The gym and restrooms must be kept clean and all trash must be picked up.
- Any damage to facilities must be reported.
- Abuse of any of the above will result in the closing of the gym for everyone.
- If you do not take care of the facilities, you will not be allowed to use them.
- No street shoes, all students are required to have extra gym shoes in order to participate in open gym.

12.26 Student Council

Student council is a group of students chosen by the student body to voice their opinions, ideas, and feelings through an organized body. The Crow Creek Tribal School Student Council (9-12/Alternative) consists of the President (Sr. Class President), Vice-president (Senior Class Vice-President), and Secretary-Treasurer (Junior Class President) one representative from each of the grades 6-12/Alternative. Class presidents are also members of the council. The student council adviser supervises the student council. The Student Council President is a seated board participant.

12.27 Special Events and Projects

Special events and ceremonies will be held after being approved by the superintendent under procedures developed by the superintendent.

No individuals, class or groups will organize projects to be participated in by the school without clearance from the superintendent.

All events and projects will have a chaperone/sponsor assigned by the superintendent, who shall be responsible for the students.

No student will participate in events or projects, away from the school, without prior written approval of the parent. If the activity is school; -wide, all classes should participate.

All clubs and/or groups shall:

Work in cooperation with the advisor of the activity at all times.

Exist for the benefit of all children of the school.

Extend membership opportunities to all registered students who meet reasonable standards of conduct and scholarship.

12.28 Field Trips

All classes may participate in field trips. Field trips constitute an educational experience that requires transportation from the school. Field trips would include contests and/or visitations to sites that would provide enrichment experiences for the student. All field trips and excursions must be approved by the Principal and cleared through the Superintendent's office. The Superintendent's office will arrange for transportation with the Transportation Supervisor.

The School shall furnish forms for the parents/guardians whose children will participate on a field trip. **All students must submit a signed parental permission slip to the School before riding the bus for a scheduled trip.** All students who attend a School sponsored activity or field trip are required to follow all Crow Creek Tribal School Policies including those policies related to proper behavior and conduct. Any students who have failed to abide by the School Policies related to classroom behavior throughout the school year may be subject to discipline including exclusion from the field trip and may be given an alternative assignment at the teacher's/administration's discretion.

Any student riding to an activity on school transportation must return on school transportation unless the parent/guardian is present and submits a written request to the sponsor and takes responsibility for the student's return. Family members or friends are prohibited from taking responsibility of a student. Parents/guardians must make any other arrangements in advance and in writing with approval by an administrator or sponsor.

Any student charged/caught using or in possession of alcohol/drugs on a school sponsored overnight outing will not be allowed to go on any future overnight outings for the remainder of the school year. Supervisors are required to follow the School Policies regarding incidents of drug/alcohol use.

12.29 Senior Trip

Crow Creek Tribal School Seniors are allowed to have a senior trip provided they have the appropriate funding available for the trip. The following guidelines will be adhered to for the Senior Trip:

The trip and itinerary should be proposed to the Crow Creek Tribal School Board by February 1st and presented by the Senior Class. The proposal should be narrowed down to the one destination with an alternate location place to go.

Trip must be during the school year or with one week of graduation and coordinated with the administration. Trip must have at least one (1) educational tour

There must be at least one (1) chaperone per every ten (10) students and at least one (1) chaperone must be a school employee.

Length of trips will be at the discretion of administration/Principal.

12.30 Dances and Parties

Each class and organization may sponsor a dance once a year. The dances shall be scheduled at least two weeks in advance. High school's dances shall be chaperoned by four teachers or staff members, and also include parents. High school dances will end at an appropriate time

on week nights as agreed by the superintendent. Outside guests are invited by written invitation by the students and approved by the faculty sponsoring the dance.

Students who leave a school function without permission, will be denied permission to re-enter that function. There will be no new arrivals after the dance has been going on for one hour unless previous arrangements have been made for late arrival.

The school does not recognize or condone any activities concerning initiation of any students. There shall be no smoking by students in or about school property. There shall be no smoking while in route on any buses to and from school functions.

There shall be no drinking of alcoholic beverages by anyone in or about any school property; or near school property and in school buses at any time at or during school activities (the smell of alcohol on the breath is sufficient evidence of drinking).

12.31 Social Events/Dances

With few exceptions, school parties are for CCTS students ONLY.

Students are to observe the following rules and regulation for school dances/activities:

Students must remain in the building until departing the dance.

Students may not return to the dance after leaving the building.

All other rules and regulations are in effect.

All dances will be concluded by 12:30a.m. Midnight.

Any misbehavior will result in removal from the dance and your parents called.

The student council will meet to determine eligibility requirements for those to attend the function based on grade level, discipline records, tardies, attendance, etc. Only those with good citizenship will be allowed to attend.

12.32 Junior/Senior Prom/Banquet

The junior class each year will invite only students in 9-12 grade. All other attendees will be to the discretion of the Jr/Sr. classes and their advisors. The formally approved rules for the Crow Creek Tribal School Junior/Senior Prom are with the building principal.

Rules Governing the CCTS High School Junior-Senior Prom. Prom is a formal occasion and all students and their guests are expected to behave accordingly. Appropriate attire is expected. The Grand March is a public event and will be conducted in a formal fashion. The Grand March begins promptly at 8:00 p.m. Prom will commence at 9:00 p.m. and end at 12:00 a.m. Once prom starts all doors will be locked. No one will be admitted after that time. Students who leave early will not be allowed to re-enter.

This is a school function and all attendees will be expected to abide by school policy. The use of alcohol, drugs and tobacco is strictly forbidden. Anyone caught with these products will be turned over to authorities and suspended from school. Any suspicion of drinking will be handled by the authorities. Inappropriate behavior will result in students being removed.

Only Crow Creek juniors and seniors and their dates may attend prom. Guests must be at least high school freshmen and younger than the age of 21. Crow Creek students will be responsible for the actions of their dates. All dates who are not students of Crow Creek High School must be registered in the office by Wednesday of prom week. Practices, policies, and rules regarding Royalty at Prom will be established by the Junior Class representatives with approval from advisors and administration.

Advisors are expected to be present during set-up, at the prom, and during take-down.

12.33 School Hours

Breakfast Program: Breakfast will be served daily from 7:45-8:10. The school doors will be open at 7:45 A.M. each morning. All school offices and the classrooms will be open at 8:00 am. Teachers are in their classrooms at 8:00 A.M. School begins at 8:15 A.M. The first bell rings at 8:20. Students are expected to go to their desks when they enter the room. School hours are 8:20-3:30.

12.34 Telephone and Technology Usage

Students will not be called to the office for phone calls unless it is an emergency. In other nonemergency situations, a message will be given to the students between class times or at the end of the day. Students may only use school phones in the presence of a counselor or a teacher.

Students are not allowed to use cell phones, tablets, mp3 players and any other electronic devices during the school day.

The school network may only be used as a tool to support and advance the function of the school as well as its curriculum and educational programs. Access to the school's network is a privilege and not a right. Users of the network are responsible for their behavior and communications over the network and access to network services will be provided only to those staff and students who agree to act in a considerate and appropriate manner.

12.35 Soliciting

Anyone wishing to promote or sell on the school property must first obtain permission from the building principal.

12.36 Student Alcohol and Drug Abuse

Students shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs, including any controlled substances or CBD products, which effect the educational process of CCTS. CBD products may contain THC, which is a controlled substance, and for this reason, CBD items are prohibited unless prescribed, and are subject to polices governing the dispensing of prescriptions. Controlled

substances include any drug or substance, or its immediate precursor, included in schedule I, II, III, IV, or V of part B of 21 U.S.C. Chapter 13, Subchapter I as set forth in 21 C.F.R. §§1308.11 - 1308.15. The term does not include distilled spirits, wine, malt beverages, or tobacco, as those terms are defined or used in subtitle E of the Internal Revenue Code of 1986. It does include, but is not limited to marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). Students shall not engage in alcohol and/or drug use and abuse, nor possess paraphernalia specific to 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 pupils conform to the prescription and appropriate school policies. A student on a prescription drug is prohibited from giving a prescription medication or any other over the counter or non-prescribed medication or drug said drug to other students.

12.37 Alcohol, Controlled Substance, and Other Drugs Ingestion Response

Any time a student is suspected of ingesting alcohol, a controlled substance, CBD, or any other substance that negatively impacts the students' behaviors or mental state, CCTS personnel observing the student will follow the following processes:

Immediately report the matter to the School Nurse and the School Principal and escort the student to the Nurse's Office. The School Nurse will notify emergency medical personnel if medical attention is needed. Any time a student is drowsy or shows signs of impairment after a confirmed ingestion, CCTS shall secure medical attention for the student.

The School Principal will notify law enforcement and will immediately conduct an investigation to determine if any other students have been ingested alcohol or a drug or other substance. Any student suspected of ingestion will be referred to follow this same procedure to ensure student and employee safety. Law enforcement will be contacted immediately. Law enforcement contact will be followed up with a written report filed with law enforcement within twenty-four hours;

The School Principal will notify a parent or legal guardian.

The School Principal will determine within twenty-four (24) hours whether a SCANS Report needs to be filed and will ensure a SCANS report is filed when required by CCTS Policies.

12.38 Anti-Bullying Policy

School Board Approved: September 10, 2010

School Board Amended: November 2, 2011

School Board Amended: January 12, 2012

Amendment A: Bullying is repeated and intentional harmful behavior initiated by one or more students/staff and directed toward another student/staff. Bullying exists when a

student/staff with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated over a period of time. Bullying differs from conflict. Two or more students/staff can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student/staff that has difficulty defending himself or herself.

Amendment B: The committee (staff and parents/guardians) recommend that the Anti-Bully Policy be implemented for one whole school year.

Amendment C: Parents/guardians of both students involved will be given the option throughout all steps (1-3) to meet with a mediator to resolve the situation (*meeting will exclude the students involved*).

Forms are attached to this Policy as Appendix 8.

Everyone at Crow Creek Tribal School is committed to making our school, buses, and dorms safe and caring places for all students, staff, parents/guardians and visitors. We will treat each other with respect, and we will refuse to tolerate bullying. In addition, cyber bullying, even it occurs off school grounds, which creates a hostile environment at school for target, infringes on their rights at school or materially and substantially disrupts the education process or orderly operation of a school will not be tolerated.

Our schools define “**bullying**” as follows:

- One or more students and or staff that repeatedly causing harm (or fear of harm) to a person’s body, emotions, and or property;
- Causing a situation where a person is scared, intimidated, or fearful at school;
- Interfering with a person’s education;
- Or disrupting the school day or activities
- Using technology or any electronics (e-mail, text messages, social networking sites, and so on) to bully
- Engaging in acts of bullying toward a person as revenge because he or she reported bullying or provided information during a bullying investigation (retaliation)
- Instigate or encouraging others to do acts of bullying listed above
- Some examples of bullying are but not limited to:
- Pushing, hitting, kicking or throwing things at someone;
- Stealing or damaging another person’s property;
- Name calling or teasing;
- Threatening to hurt someone;
- Leaving someone out on purpose and without good reason;
- Spreading rumors about someone;
- Social Networking to use as a means to bully (any electronic device);
- Any act of intimidation

Consequences for Bullying are explained in Student Discipline Matrix.

Parent Notification.

The parents and or/guardians of both the student who was bullied (target) and the student (aggressor) will be notified of all incidents of bullying that involve their student within 24 hours of the incident being reported to Crow Creek Tribal School staff. The parents and or/guardian of the student who was bullied will also be notified of the action taken by the

school to prevent any further acts of bullying or retaliation toward their child.

Protecting Students and Staff Who Report.

The administration and school staff will support students and coworkers making reports and protect them against any potential retaliation for making such a report. Retaliation against students for reporting bullying is prohibited. Students who retaliate against others will receive appropriate consequences as outlined in our school handbook. Students may report bullying anonymously. No disciplinary action will be taken solely on the basis of an anonymous report unless substantiated by further investigation. False accusations of bullying against others are not allowed and will result in consequences outlined in our school handbook. When interviewing the student accused of bullying or other students about bullying, do not name the student who reported if possible. In some cases, however, the bullying may be too severe to protect confidentiality. In these cases, assure the student that the adult will do everything they can do to protect them from retaliation.

Staff Education and Responsibilities.

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

Closely supervise and interact with students in all areas of the school, bus, dorms, and playground. Watch for signs/signals of bullying and (preceding bullying when possible) stop it when it happens incorporate lessons that support social and emotional skills

Teach students about bullying Respond quickly and sensitively to all reports of bullying Take families' concerns about bullying seriously. Complete all documentation within 24 hours of incident being reported (incident forms and or NASIS). Report suspected bullying to the administration

Family Education.

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

Policy Dissemination.

This policy shall be disseminated annually to all school staff, students, and parent/s or legal guardian/s during functions such as Open House, Parent-Teacher Conferences, other school sponsored activities/programs, and other written communications. The Policy will also be posted on the school's web site. Additionally, a written or verbal statement will explain that this Policy applies to all acts of bullying that occur on school property, at school sponsored functions, or on any form of school transportation. The principal or his/her designee shall develop an annual process for discussing with the students and school staff the district policy on bullying. All employees, and students, will sign a written statement indicating they have received, read, and understood the policy and agree to abide by the provisions of the policy. Failure to abide by this policy or neglecting to report acts of bullying will result in

administrative action.

12.39 Internet Usage Policy

The Crow Creek Tribal School offers the students a wide range of access to information and programs via the internet, the school network, and a variety of media. Use of the Crow Creek Tribal school technology is a privilege and the staff and students who access their email and the network resources must abide by the following rules or expect the consequences indicated below the rules:

INTERNET AND NETWORK USAGE

Students must obey the following rules or expect the consequences indicated below the rules:

- Students must log onto the network with their own username and password each time they use a school computer.
- Damaging computers, computer systems or computer networks by any means, including the deliberate spreading of viruses, is not permitted. Students will be financially responsible for damages caused by them.
- Intentionally wasting limited resources, such as paper and printer ink, is not permitted.
- Users will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyrightowner.
- Users should not trespass in another's folders, work or files, or use another's password.
- Software cannot be downloaded from the Internet without the permission of the technology coordinator.
- MP3 and other music files are not allowed on school computers.
- Creating free web-based home web pages is not allowed.
- All floppy disks, flash (jump) drives, etc. brought from outside the school must be virus-scanned BEFORE they are used on school equipment.

You are responsible for your network file account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

You should expect limited privacy in the contents of your personal files on the network system. The situation is similar to the rights you have in the privacy of your locker. Routine maintenance and monitoring of the Crow Creek Tribal Schools network system may lead to discovery that you have violated the Crow Creek Tribal Schools Acceptable Use Policy or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy.

12.40 Attire and Apperance

Students in the Crow Creek Tribal Schools should be suitably dressed at school and at any

school related activities. The general appearance of all students should be clean and neatly dressed. Students should not wear clothing or hairstyles that interferes with the educational process or can be hazardous to them in their school activities such as woodshop, auto, lab work and physical education. Dress shall be considered inappropriate anytime it causes a distraction from the primary purposes of education.

The administration reserves the right to determine whether a student's attire and appearance are disruptive to the educational process, appropriate or acceptable. Failure to meet the dress code will result in the student(s) being asked to change to appropriate clothing provided by the school or sent home/dorm to change.

The following items of clothing will be considered inappropriate:

- Clothing that displays derogatory, obscene, and suggestive or off colored messages or advertisement/promotes alcohol, tobacco, or drug use.
- Clothing that is unnecessarily distracting in the school and learning environment.
- Low riding jeans, pants, or shorts that permit undergarments or skin to show. Even when a shirt is used to cover the top of jeans, it is unacceptable to wear jeans with the waist below bottom of the tailbone.
- Clothing that is cut up, shredded, or full of holes and that is excessively soiled.
- Undergarments that are worn as outer garments.
- Tops or shirts that do not touch the top of the jeans or skirt.
- Tops, such as mesh tops where undergarments are visible are not permitted.
- Tops that are excessively revealing or permit excessive exposure. Tanks tops must have high back and high necklines, small arm holes and cover all undergarments and straps. All tops worn by females are to have at least a one-inch width strap or sleeve, tops should cover the stomach area.
- Shorts or skirts excessively tight or short are not appropriate. Skirts must extend past the fingertips when arms are held at their side. This area of inappropriate dress includes but is not limited to shorts, mini-skirts, cutoffs, gym shorts, etc.
- Any tank or muscle shirts or any shirts not covering the underarm area.
- Bandanas, sunglasses are not to be worn during school hours (only to the discretion of the building supervisor/chaperone discretion while on or at activities).
- Shoes must be worn at all times.
- No Hats or Hoods (or any material covering the head) allowed in classrooms.
- Public display of affection (PDA) in school or school related activities does not add to good appearance and is a distraction. Keep your hands to yourself. Undergarments are to be covered up.

12.41 Complaints Concerning Students or Employees

The Board shall establish, in writing, the procedures to be used to bring complaints of students or employees before the Board. The policies established by the Board must recognize the right to privacy of individuals. The Board shall not honor any request of individuals or groups who desire to discuss or present complaints against students or employees, either singularly or collectively, until or unless such complaints have gone through the proper channels and the Superintendent has received the complaint in writing.

Step 1 – Informal:

If a person has a grievance (complaint), they should first discuss the matter with the person who is directly responsible for the grievance in an effort to resolve the problem informally. Grievances directed to the Board, administration, supervisor or other staff member should be re-routed to include this informal step. If the informal meeting fails to solve the situation, the grievance can then be filed with the immediate supervisor on a form supplied by the administration. The immediate supervisor will provide copies to both parties and seal one in an envelope to be delivered to the Superintendent.

Step 2 – Formal: Principal/Immediate Supervisor:

Once a grievance form has been filed, a meeting shall be scheduled within five school days. All parties involved will all be asked to participate. At the meeting, both sides will present their side of the story. The Principal and or supervisor will render a decision and its rationale in writing to both sides within five days school days.

Step 3 – Formal: Superintendent:

If either side is not in agreement of the decision, Step 2 will be repeated with the Superintendent.

Step 4 – Formal: School Board:

Any person or group wishing to make a presentation to the Board will make their request to the Superintendent and be placed on the agenda. In the event of this formal appeal, the Superintendent will schedule a Grievance Hearing with the School Board within five school or working days unless there are extenuating circumstances. The Board may set conditions i.e. time allotted, number of persons to be heard, for the presentation. The resolution offered by the Board shall be the School's final decision.

12.42 Complaints Concerning School Personnel

This Policy has been established to ensure that a citizen's complaint is given respectful attention and that the integrity of all concerned is upheld. The term "complaint" in this policy is restricted in meaning to that criticism of particular school employees, by a citizen of the Crow Creek Tribal School, which includes and/or implies a demand for action by the School authorities.

Oral Complaint.

A complaint which comes first to the employee against whom it is directed shall be listened to courteously. The employee shall try to resolve the difficulty by explaining the background and educational purposes involved. The employee shall refer the complaint to the superintendent/principal if the complainant remains unsatisfied. Complaints terminated on this level shall be logged on the employee's contact log.

A complaint which comes first to the superintendent/principal shall be listened to courteously. There shall be no commitments, admissions of guilt, or threats. A complaint which involves a particular employee shall be referred to the employee immediately by the superintendent/principal. A conference shall be recommended between the complainants and the employee criticized. If the complainant has already conferred with the employee criticized and remains unsatisfied, the superintendent/principal will immediately invite the complainant to file his complaint in writing and provide the complainant with the appropriate form; FORM (1) found in Appendix 7, together with a complete copy of the

District's complaint policy.

Any other school employee or Board of Education member who receives a complaint shall refer the complainant to the employee criticized. The procedure in paragraph one shall then be followed. No further action shall be taken unless the complainant submits a written record. Efforts to improve the school operation shall continue.

Written Complaint Appendix 7, FORM (1).

A copy of the written complaint shall be given to the employee criticized at least 24 hours before any action will be considered. A written reply from the employee will be required.

The criticized employee shall have the right to counsel. NOTE: (All persons involved must treat the written complaint and response as confidential material.) The superintendent/principal shall schedule a conference with the complainant, the criticized employee, and other personnel selected by either the administrator or the criticized employee who could contribute to settling the problem.

If the complaint is settled to the mutual satisfaction of all parties involved, in Step 2, a written statement Appendix 7, FORM (3) outlining how the Complaint was resolved will be drawn up by the administrator involved. A copy of the complaint, the criticized employee's response, and the written statement outlining how the complaint was resolved will be placed in the District's "Complaint File".

Board of Education Action.

The Board will consider hearing the complaints only when the complaints cannot be resolved by the administrator and the employee involved. Matters referred to the Board must be in writing and be specific in the terms of the complaint and action desired. The Board will only consider or act on complaints that have been explored and processed in accordance with this procedure by the appropriate administrative level. When the Board considers complaints it shall do so in executive session in the presence of the complainants and the employee against whom the complaint has been raised. All parties to such executive sessions shall have the right to the representative of their choosing, the right to present evidence, and the right to cross-examine the witnesses. The Board shall conduct the meeting(s) in a fair and just manner. Hearsay evidence shall be discounted by the Board in such proceedings. The Board has the right to request a disinterested third party to act as a hearing officer to help the Board reach a mutually satisfactory solution.

Written Solution Appendix 7, FORM (3)

Solutions on any level of the Complaint shall be logged on Appendix 7, FORM (3). NOTE: (All persons involved must treat this completed form as confidential material.)

Miscellaneous

13.01 Right to Amend

The administration, in conjunction with the Crow Creek Tribal School, School Board reserves the right to amend this Handbook at any time during the school year. Parents/Guardians will be informed about any amendments that are adopted.

13.02 Elastic Clause

It is understood that this Handbook cannot cover the myriad of events that may arise. In the case a situation not covered in the Handbook arises, the Principal or Principal's Designee will work to resolve the situation according to the best interests of the School and the students while adhering to Tribal, State, and Federal laws.

CCTS HANDBOOK ACKNOWLEDGEMENT FORM
(Parent-Guardian Copy with signatures)

In attempt to go green and save money, CCTS has placed a copy of the CCTS Student-Parent handbook on the school website under the Elementary, Middle School, and High School Link. We would like to do a trial run to see if this is convenient and practical for all families. If you would like a paper copy, you can request that in the school office at any time.

Please read the following statements and sign below.

I have access to the internet or received a paper copy and I will review the CCTS Student-Parent Handbook with my child(ren). I understand that I am responsible for being familiar with the contents and agree to abide by all the provisions outlined:

- **CCTS Attendance Policy (Section 10-5-5 Failure to Send Children to School and Section 10-5-6 Truancy Laws)**
- **Crow Creek Behavioral Expectations**
- **Transportation Policy (Parent Bus Policy Agreement)**
- **All other guidelines outlined in the CCTS Parent-Student Handbook**

Parent-Guardian Signature

Date:

Student Signature

Date:

Teacher Signature

Date:

Principal Signature

Date:

PLEASE COMPLETE AND RETURN TO SCHOOL

CROW CREEK TRIBAL SCHOOLS ACCEPTABLE USE POLICY AGREEMENT

Student user's full name (print) _____

Address _____

Phone _____

Parents and students: After reading the Acceptable Use Policy, please choose the options below that suit your needs in both Section "A" and Section "B". It is the policy of Crow Creek Tribal Schools to never directly associate a student picture with a full student name on the Internet.

Please check one of the three choices below:

_____ My child's work and his/her picture may be displayed on the Internet. I realize that his/her full name will not be directly associated with his picture on the Internet.

_____ My child's work may be displayed but his/her picture may not be displayed on the Internet in any way.

_____ My child's work AND picture may NEVER be displayed on the Internet.

Please check one of the two choices for computer laptop checkout use.

_____ My child MAY check out a school-owned laptop for educational use at home. I understand that I may be held accountable for any damages that may occur to the laptop while my child has possession of the laptop.

_____ My child does NOT have my permission to check out a laptop for home use.

Student's Agreement:

I have read, understand, and will abide by the Crow Creek Tribal School District's acceptable use policy for computers and the network. I understand that any violation of this policy will result in consequences stated in the acceptable use policy. I agree to fully comply with all the terms and conditions of the Crow Creek Tribal School Acceptable Use Policy.

Student signature

Date

Parent/Guardian Agreement (If the student is under the age of 18 a parent or guardian must also read the Acceptable Use Policy and sign this agreement.)

As a parent/guardian of the student signed above, I have read the Crow Creek Tribal Schools Acceptable Use Policy. I understand that the school's computer system is designed for educational purposes. I realize that even though the school's Internet access is filtered for content, it is impossible for the Crow Creek Tribal Schools to restrict access to all controversial materials, and I will not hold Crow Creek Tribal Schools responsible for materials acquired on the computer system. I hereby give my permission to grant access for my child and certify that the information on this form is correct.

Parent/Guardian (Please
print)_____

Parent/Guardian Signature

Date

Parent/Guardian Signature Page

As a Parent/Guardian I have received a school handbook and I understand that I am responsible for being familiar with the contents.

I have also read and understand the discipline policy (Section 3), the Attendance policy (Section 4), and the Acceptable Use Policy of the Crow Creek Tribal School (Appendix 9).

I am aware that electronic devices are not allowed in school and cell phones will be confiscated if visible. These items will only be released to a parent/guardian. Crow Creek Tribal School is not responsible for any lost, damaged, or stolen items.

Students Name
(Print):_____
ID Number:_____House Office:_____
Advisory:_____

Parent/Guardian Name: _____
Address:_____
Apt. # _____ Zip Code: _____
Home Phone Number: _____
Work Number: _____ Cell Phone: _____
Emergency Phone Number: _____
Emergency Contact Number: _____ Relationship: (i.e.
Grandparent, uncle, friend, etc.) _____

Parent/Guardian Signature: _____ Date: _____

Crow Creek Tribal School Anti-Bullying Policy Checklist

Student Name: _____

Date Initiated: _____

Initiated by:

___ Student report to staff member

___ Parent report to staff member

___ Witnessed by school staff member

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

Step 1: Intervention, Warning, Redirection and Team Meeting

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

Staff Member: _____

Date: _____

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

Staff member: _____

Date: _____

___ 3. Parent of student who bullied notified by phone call or personal visit.

Staff member: _____

Date: _____

___ 4. Parent of student who was bullied notified by phone call or personal visit.

Staff member: _____

Date: _____

___ 5. Team meeting with student who bullied, principal, dean of students and or counselor.

- Discuss the problem
- Solutions to the problem
- Reinforce that bullying will not be tolerated
- Plan will be developed which includes future consequences if the behavior continues.
- Student will sign the plan.

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

Date Mailed: _____

___ 7. Student will meet with family advocate or school counselor for bully education.

Staff member: _____ Dates

of meetings: _____

Step 1 Bully Prevention Plan

Student: _____

Date: _____

Presenting Problem:

Why I think it happened:

Possible solutions or ways to prevent future incidents:

My Plan:

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

Student Signature: _____

Witness: _____

Step 2: Formal meeting with parents, administration and/or dorms

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

Staff Member: _____ Date: _____

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

Staff member: _____ Date: _____

___ 3. Parent of student who bullied notified by phone call or personal visit. A date will a formal meeting will be selected.

Staff member: _____ Date: _____

___ 4. Parent of student who was bullied notified by phone call or personal visit.

Staff member: _____ Date: _____

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

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

___ 6. Student will begin individual counseling sessions with school counselor or with another therapist. (i.e. Indian Health Service Behavioral Health professional, Capital Area Counseling or Family Advocate.) *Recommendations will be forwarded to administration.*

Counselor: _____ Dates: _____

___ 7. Consequences to be assigned by principal or dormitory supervisor (select from list below)

- ___ a. Temporary removal from the classroom and/or dorm
- ___ b. Loss of privileges
- ___ c. Bully Education sessions with Family Advocate or School or Dormitory Counselor
- ___ d. Classroom or administrative detention
- ___ e. Referral to disciplinarian
- ___ f. In-school suspension or placed on restriction during the school week or the weekend

if a dorm incident

- ___ g. Out-of-school suspension (1-9 days)
- ___ h. Legal Action
- ___ i. _____

Step 2 Individual Behavior Plan

Student Name: _____

Date: _____

My bullying behaviors:

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

To prevent future incidents I will:

People I can go to if I need assistance:

I understand that it is my responsibility to prevent future bullying incidents. If I need help, I need to ask for help before it is too late. I understand that if I continue to bully my peers or adults in the school or dorm, I may face suspension from Crow Creek Tribal School because it is the school's responsibility to protect all students from bullying or any situations which interfere with the learning process or the physical safety and mental well-being of all students and/or staff.

Student Signature: _____

Date: _____

Witness:

Witness:

Step 3: Student Hearing

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

Staff Member:

Date: _____

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

Staff member:

Date: _____

___ 3. Parent of student who bullied notified by phone call or personal visit. Parent/guardian will be notified that a hearing will be scheduled.

Staff member:

Date: _____

___ 4. Parent of student who was bullied notified by phone call or personal visit.

Staff member:

Date: _____

STUDENT SIGNATURE PAGE
CCTS Anti-Bully Policy

I have received the Crow Creek Tribal School Anti-Bully Policy and I understand that I am responsible for being familiar with the contents and agree to abide by the provision in the policy.

Students Name (Print): _____

Parent/Guardian Name: _____

Address: _____

Home Phone Number: _____

Parent/Guardian Work Number: _____ Cell Phone: _____

Emergency Phone Number: _____

Emergency Contact Name: _____

Relationship: (i.e. grandparent, uncle, friend, etc.): _____

.....

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Staff Signature: _____ Date _____

FORM 1

**CROW CREEK TRIBAL SCHOOL
COMPLAINT CONCERNING SCHOOL PERSONNEL
(SEE CONFIDENTIALITY NOTE AT END OF FORM)**

Answer all questions. If a question is not applicable, state such.

Please print or type.

FULL NAME _____ DATE _____
ADDRESS _____ TELEPHONE _____

Complainant Represents:

Himself/Herself _____

Others (Please identify) _____

Organization (Please identify) _____

What specific actions, statements, or negligence do you object to?

When, and how often, do you believe these have occurred?

How and on what evidence did you learn of the situation?

What action do you feel should be taken to correct the situation?

Comments:

Signed _____

NOTE: This form when completed is confidential and must not be reproduced or copied for any reason other than stated in this procedure.

FORM 2
CROW CREEK TRIBAL SCHOOL
EMPLOYEE/EMPLOYER RESPONSE COMPLAINT CONCERNING SCHOOL
PERSONNEL
(SEE CONFIDENTIALITY NOTE AT END OF FORM)

Response of Employee Complaint Against:

Date/Time contacted about complaint: (Please Describe)

Employees Response to Complaint:

Supporting Evidence or Witnesses:

I have been informed of the complaint and have been given an opportunity to respond.

Employee's Signature _____

Date _____

NOTE: This form when completed is confidential and must not be reproduced or copied for any reason other than stated in this procedure.

FORM 3
CROW CREEK TRIBAL SCHOOL ADMINISTRATOR/BOARD
RECOMMENDATION COMPLAINT CONCERNING SCHOOL PERSONNEL
(SEE CONFIDENTIALITY NOTE AT END OF FORM)

Recommendation

_____ It is recommended that no record be made and no further action be taken.

_____ It is recommended that a record be kept but no further action be taken regarding this complaint.

_____ It is recommended that the following action be taken.

Signature of Administration/Board President _____

The above recommendation resolves my complaint regarding this matter.

Complainant Signature _____
Date _____

I have been informed of the complaint, have been allowed to respond, and have been informed of the above recommendation.

Employee Signature _____
Date _____

NOTE: This form when completed is confidential and must not be reproduced or copied for any reason other than stated in this procedure.

Crow Creek Tribal School Foster Care Plan

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

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

1. Foster Care Point of Contact and responsibilities

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

The POC will work closely with the Child Welfare Agency (CWA) to:

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

2. Decision-making process

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

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

3. Documentation or records that should be shared between parties:

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

- Power of attorney
- Affidavit
- Court Order

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

4. Collaborative structure

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

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

Crow Creek Tribal School shall utilize a sample form (located at the end of this policy) in making a "best interest" determination

for each child in foster care. The final determination as to what is in the best interest of the child will be made by the CWA.

6. Transportation procedures.

Children in foster care will be entitled to transportation services in the same manner as all other children in the school district. In addition to regular transportation routes, the school district will collaborate with the CWA when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or district when it is in the best interest of the student. Under the supervision of [School's Designee], the POC will invite appropriate district officials, the CWA, and officials from other districts or agencies to promptly arrange cost-effect transportation for the student.

7. Responsibilities and costs related to student transportation.

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

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

Crow Creek Tribal School board of education has modified existing board policy to eliminate any barriers to enrollment and/or transfer of educational records for children in foster care.

Best Interest Determination Evaluation

Child's Name: _____ Birthday: _____ Age: _____ Grade: _____ Date: _____ Current District: _____ Current Site: _____ <i>Student will remain in the current school unless consideration of the following factors indicates a change of school placement is in the child's best interest (check all that apply.)</i>			
	School of Origin (A)	Receiving School (B)	Other Previous School Attended (C)
Which school will better meet the relational needs of the child? Select all that apply: ☐ Siblings ☐ Relationships with peers ☐ Relationships with staff Describe the relationship connections at current school: List strategies for maintaining important connections should other best interest determination be made:			

Which school will better meet the individual academic needs and challenges of the child? Select all that apply: ☐ IEP ☐ 504 Plan ☐ Gifted Program ☐ Career Tech ☐ EL Services			
Which school will better meet the social/emotional needs and challenges of the child? Select all that apply: ☐ Social ☐ Emotional ☐ Safety			
Which school will better meet the unique needs and interests of the child? Select all that apply: ☐ Extracurricular Activities ☐ Sports ☐ Other Student will describe the areas of desired school involvement: _____			
Which school will best meet the permanency goal and likelihood of reunification with parents or siblings?			
Which school is more appropriate for the child's age and length of travel? Explain: _____ _____			
Describe the child's transfer history. _____			
Which school does the student prefer to attend? Explain: _____ _____			
Which school does the caregiver or current placement provider recommends the student attend? Explain: _____			
Identify strategies for successful transition to new school and/or support in current school: _____ _____			
Supporting Documentation Attach any supporting documentation used to determine best interest of child: ☐ Report Cards ☐ Progress Reports			

- Achievement Data (test scores)
- Attendance Data
- IEP or Section 504 Plans
- Other: _____

Determination

Based on the information provided and considering the best interest of the child, the team has determined the following school is the most appropriate educational placement for the child:

Team Members:

LEA representative: _____

Printed name *Signature*

CWA representative: _____

Printed name *Signature*

Education Decision Maker	<i>Printed name</i>	<i>Signature</i>
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Other: _____

<i>Printed name</i>	<i>Signature</i>
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CCTS STUDENTS IN TRANSITION (HOMELESS) POLICY – School Board Approved 4-10-24

Crow Creek Tribal Schools (CCTS) will provide children or youth experiencing homelessness with services comparable to services offered to other students in the school. CCTS will ensure the immediate enrollment of children or youth experiencing homelessness regardless of a lack of records and will work to quickly secure records for children and youth. The school will ensure the elimination of stigma or segregated services while working to eliminate identified barriers for homeless children and youth.

Students in transition will be identified through the Student Residency Verification Document which is part of the school enrollment packet. Homelessness is defined as students living:

- In a Shelter
- In a Motel or Campground due to lack of an alternative adequate Accommodation
- In a Car, Park or Abandoned House or Building or other Public space
- Doubled up with other people due to loss of housing or economic hardship

Students in transition have the right to:

- Receive a free, appropriate public education.
- Enroll in school and attend classes immediately while the school gathers lacking documents normally required for enrollment.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that

is parent preference and is feasible.

- Receive educational services comparable to those provided to other students, according to the student's needs.
- School nutrition programs
- Referrals to outside agencies that may be able to assist families experiencing homelessness

CCTS provides a McKinney Vento liaison to work directly with students and families experiencing homelessness and to coordinate services with outside agencies.

Should a dispute arise concerning services for students and families in transition, the McKinney Vento coordinator will assist families in filing a complaint using the school's complaint procedure found in CCTS handbook.