

Policy J Students

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### **JAA EQUAL EDUCATIONAL OPPORTUNITIES**

Every student shall have equal education opportunities and access to all extra-curricular activities and supportive services regardless of race, color, creed, disability, sex, sexual orientation, national origin or place of residence.

### **JBA COMPULSORY ATTENDANCE**

It will be the responsibility of the Administration and School Board to enforce the Compulsory Attendance Law as prescribed by Sisseton Wahpeton Oyate Ordinance.

### **JBB ENTRANCE AGE**

Children five years of age by September 1 of the ensuing school term will be eligible to enroll in Kindergarten. Students that transfer into Enemy Swim Day School must be 5 by September 1<sup>st</sup> to enter into Kindergarten or 6 by Sept 1<sup>st</sup> for the First Grade.

### **JBC SCHOOL ADMISSION**

The student must be living with parents or guardians within the attendance boundaries of the school. The bus boundaries set the boundaries of the school. Students are enrolled provisionally according to policy until approved for full admission by the school board at the next regular school board meeting. The school board reserves the right to deny admission if the school's requirements are not met or for other extenuating circumstances.

The parent/guardian is required to complete all enrollment forms of the school prior to being considered to have full admission. The forms include:

1. Medical (Immunization) Forms
2. 506 Form (If applicable)
3. Tribal Enrollment Card/Certificate
4. Social Security Card
5. Birth Certificate
6. Medical Consent Form
7. Bilingual Education Form
8. Medicaid Form
9. McKinney-Vento Form
10. Other forms as required by the School

Certification for all immunization is required for incoming Kindergarteners.

Student is considered provisionally enrolled on the first day of participation in activity or attending class pending school board approval.

### **JBCA TRANSFER STUDENTS**

Students that have previously been enrolled in either a public school, boarding school or a Tribal school sharing attendance boundaries with the Enemy Swim Day School shall file their request with the Enemy Swim Day School. The student will be allowed to be admitted to the Enemy

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Swim Day School during the open enrollment period pending School Board Approval. Requests that are not in the specified time will be presented at the next School Board meeting.

Students that transfer from outside the boundaries shall be admitted upon the completion of the admission process.

### **JBCB            STUDENTS IN TRANSITION (HOMELESS)**

Enemy Swim Day School will provide children or youth experiencing homelessness with services comparable to services offered to other students in the school. Enemy Swim Day School 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.
- A determined transportation plan to and from the school of origin, if requested by parent and feasible. Enemy Swim Day School will work with the school of origin and families to determine the best educational interest of children in transition and coordinate transportation to the school of origin. If applicable, ESDS will provide a written explanation of its determination not to coordinate transportation and inform parent of the right to appeal decisions.
- 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

Enemy Swim Day School 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 Policy JCE.

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### **JBCC JUVENILE SEX OFFENDERS (Ref: SWO-Chapter 75-05-12)**

All Juvenile Sex Offenders, age 14 and older are required to register with the Sisseton Wahpeton Oyate (SWO) Sex Offender Registry Office (SORO). The SWO SORO will also contact the School and provide notice that a student is registered with the SWO SORO.

Category 1 Juvenile Sex Offenders will not appear on the SWO Sex Offender Public Website.

Category 2 Juvenile Sex Offenders will appear on the SWO Sex Offender Public Website, however photographs will not appear on the Sex Offender Public Website.

Category 3 Juvenile Sex Offenders will appear on the SWO Sex Offender Public Website.

All Category 1, 2 or 3 juvenile sex offenders must request admittance to attend ESDS from the school board. The school board reserves the right to deny admission. (Ref. JBC) If the juvenile is already an ESDS student when the violation occurs, the administration must be notified immediately. The administration will take the following steps:

1. Request information regarding the student's juvenile record and any information regarding the offense committed, adjudication, probationary status and treatment status from the department of law enforcement and other appropriate entities.
2. Convene a board meeting to determine what administrative action should be taken to protect the health and safety of all students.

### **JBCCB ASSIGNMENT OF STUDENTS TO CLASSES**

Grade placement is made by the Principal according to the academic history and progress of the student. Admission will be granted once the application has been approved by the school board.

Transfers from other schools shall be honored in reference to the student's placement until such time as there may be evidence that the student would be better placed.

### **JBD ABSENCES AND EXCUSES**

An excused absence is an absence because of approved student activities: 1) prior approved cultural activities, 2) personal illness, 3) death in the family, 4) prior approved educational activities.

Approved absences for cultural or educational activities may be counted as school days with prior approval from an Administrator. Educational activities may be counted as school days with acceptable documentation.

### **ABSENCES**

If a student is going to be absent from school, an excuse signed by the parents or a phone call is required to be made to Administration. Administration will contact parents when no excuse is provided by parent. All Absences will be marked as unexcused if no contact is received from parent/guardian within 48 hours of absence.

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Parents will be notified in writing by Administration when a student reaches 3, 5, and 10 days of absence during the school year.

If a student misses 10 consecutive days, the school will drop the student from school enrollment. The student will have to petition the school board for re-enrollment.

Students absent for a total of 5 days excused/unexcused (or same class period) will be referred to the Student Assistance Team to determine an appropriate plan of action. Parent/Guardian and student will meet with the team. The team may consist of the following: The appropriate grade level team, administrator, student services, parents and guidance counselor.

If a student has 10 days of absences during the school year, the parent will meet with the Principal to develop an attendance contract. The students may be dropped from enrollment if the parent/student do not meet with the Principal. The principal will provide the school board with an updated student attendance report at the next regular school board meeting. If the attendance contract is violated, the parent will be scheduled to meet with the school board for possible disenrollment. Any student that has been on an attendance contract the prior two years will begin the new school year with an attendance contract. Students with attendance contracts for 2 consecutive years or who are in violation of current attendance contract will not have priority status for enrollment. The Board will review the application for approval of enrollment prior to starting school.

The school administrator will notify the Child Protection Program/Court Juvenile Services when a student reaches 10 days of unexcused/excused absences and again at 15 days of unexcused/excused absences during a school year.

If a student is absent for 3 or more consecutive days due to illness, they will be required to provide a doctor's slip or it is recorded by the school as an unexcused absence.

If a student is absent for a total of 15 days throughout the school year, they will be referred to a Student Assistance Team, to consider retention in their present grade level.

\*\*A waiver will be granted for those days absent due to influenza (symptoms from influenza checklist documented by school personnel as reported by parent when verifying excused absence). -School Board October 2009.

If it is necessary for a student to leave school during the day, Administration needs to be informed in writing or by phone, and the student needs to be signed out at the office by the parent/guardian.

K-8 Students who have been absent or plan to be absent will meet individually with their teachers to get their assignments as part of the classroom procedures. It is recommended that if a student misses school for several days and feels up to doing some work, a parent or other family member should contact the school to have make-up work prepared. Please allow 24 hours for the teachers to gather work together. Students who do not complete make up work within 2 days will be assigned to ZAP (according to the homework policy) until the work is completed.

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A student is counted absent in the morning if he/she leaves before 10:00 am or half-day absent if he/she comes in after 10:00 am. If he/she leaves before 2:00 pm, he/she is counted absent in the afternoon. They will be counted tardy if they come in between the hours of 8:20 am and 10:00 am (On early release days, students are counted half-day absent if they arrive at 9:00 am or leave before 12:00 pm).

Students are not permitted to leave the school grounds during recesses or before school, unless they have written permission from the parent or guardian and/or permission from the principal.

### **TARDIES TO CLASS**

Students are expected to report to class on time. A student is tardy if he/she arrives to class within 5 minutes after the scheduled time to begin class (bell). If excused, a pass will be given by the staff member responsible for the student when late to class.

### **PASSES**

Students are required to have a pass any time they are out of class. Teachers will issue passes for valid reasons only. Those without a valid pass will result in unexcused tardy or skipping.

### **Tardiness**

Unexcused tardies will result in classroom intervention/consequences according to classroom expectations and procedures. The teacher and student will meet to develop a plan after 2 tardies to same class period. Parent/legal guardian will be notified by the classroom teacher of students who are tardy 5 times-to the same class to determine an appropriate plan of action and the next steps.

### **Skipping**

Skipping is defined as missing from class for more than 5 minutes without permission (pass). Skipping class will result in In-School Suspension or after school detention.

## **JC                    STUDENT RIGHTS AND RESPONSIBILITIES**

### **RIGHTS:**

1. The right to a free and appropriate education; incorporating all applicable federal, tribal and statutory constitutions.
2. The right to freedom of religion and culture.
3. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
4. The right to freedom of the press, except where the material is libelous, slanderous, obscene, or prejudicial.
5. The right to freedom of speech and expression so long as the expression does not disrupt the educational process or endanger the health and safety of others.
6. The right to freedom from discrimination, based on sex, race, etc.
7. The right to be free from cruel and unusual punishment.
8. The right to peaceable assembly and to petition for the redress of complaint.
9. The right to due process.

### **RESPONSIBILITIES:**

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1. To obtain an education. The student must regard the opportunity of obtaining an education as one of their duties to the community. It is the responsibility of students to attend school/classes regularly, be prepared for class and complete their assignments.
2. To follow school rules. The student must obey recognized rules and procedures developed by the school.
3. To practice self-control. The students must refrain from inflicting bodily harm on self and others and respect the privacy or others' person and property.
4. To know the grievance procedure. The student must know and use the proper methods and channels of complaint resolution.

### **JCAA DUE PROCESS**

1. RIGHT TO A FAIR AND IMPARTIAL HEARING
  - A. The hearing must be fair and impartial. It is the responsibility of the school administrator to see that the hearing is fair.
  - B. Participants in the hearing may be limited to interested parties.
2. RIGHT TO COUNSEL
  - A. The student may use any person, including a student or other school personnel, as his/her counsel.
  - B. The student is entitled to the services of an attorney, at his/her own expense, if he/she desires legal representation.
3. RIGHT TO CROSS-EXAMINE
  - A. The student shall have the right to confront the witness against him/her.
  - B. The student has the right to examine evidence to be used against him/her far enough in advance to enable him/her to prepare his/her defense. The student must not be surprised with new evidence at the hearing.
4. RIGHT TO RECORD OF HEARING
  - A. The student will be provided a copy of the hearing upon request.
  - B. The school must provide an accurate resume of the hearing. There need not be a verbatim account of the proceedings.
  - C. Hearing records should be maintained for at least one school year.
  - D. In case of appeals, accurate accounts must be furnished to the office receiving the appeal.
5. RIGHT TO ADMINISTRATIVE REVIEW AND APPEAL
  - A. Students may appeal adverse decisions of the school administrator within five-working days of the decision to the school board.

### **HEARING PROCESS**

It will be the responsibility of the Principal to insure a fair and impartial hearing for any student facing allegations which could result in long-term suspension, expulsion, or transfer.

1. Allegations must be made in writing within 72 hours of the incident. They must specify each occasion of violation, the date, and the allegation.
2. The Principal will arrange for a special meeting, within of five working days.
3. The meeting will be to hear the case no more than five (5) working days after the student, his/her parent(s)/guardian(s) have been informed of the allegations in writing.



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4. The student must be given enough time to examine the evidence to be used against him/her to prepare a defense. If the student feels they have had not had enough time to prepare a defense, the chairperson may grant a reasonable postponement.
5. The student has the right to be represented by law or legal counsel of his/her choice. Attorney's fees are to be borne by the student.
6. The student has the right to confront and cross-examine all witnesses against him/her and to procure witnesses on his/her behalf.
7. No student shall be compelled to testify against himself/herself.
8. At all times during the hearing, the student has the right to have his/her parent(s)/guardian(s) or their designee present.
9. The school must keep accurate written account of the hearing. Upon request, the student will be given a copy of the hearing proceedings; including written findings of fact and conclusion in the case. The Board will have a decision within five (5) days.

### **JCAB           SEXUAL HARASSMENT**

Sexual harassment is illegal, unacceptable and is prohibited. No employee or student of the school may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for employees; and suspension or expulsion for students for violation of this policy.

Definition- Any unwelcome sexual advance, solicitation of sexual activity by promise of rewards, coercion or threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or education environment regardless of intent.

Responsibility- School administration, board members, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of this policy will be available at all administrative offices.

Complaints- Any student who believes that he or she has been a subject of sexual harassment by another student, a school employee, administrative person, school board member should report this incident immediately to the principal. If the principal is the accused, the violation should be reported to Human Resources. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

Prohibition against retaliation Policy JCDAF is applicable.

### **JCAC           BULLYING**

Bullying is unacceptable and shall not be tolerated and no employee or student of the school may bully another person. Bullying can be, but is not limited to: verbal, physical, gestures, look,

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intimidation or harassment. Students will treat students and other staff with mutual respect. Any employee or student in violation of JCAC will be subject to disciplinary action.

### **BULLYING**

ESDS has adopted the Olweus Bullying Prevention Program (OBPP), a comprehensive, research-based, system-wide approach. This plan is designed to deal with individual problems, create a more positive environment, nurture students, improve peer relations, reach out to parents, and leave no room for bullying. The objectives of the Olweus Bullying Prevention Program are to reduce existing bullying problems, to prevent the development of new bullying problems, and to achieve better peer relations at school.

#### **Definition of Bullying**

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

Another way of saying this:

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.

#### **Bullying has three parts:**

1. Bullying is *intentional aggressive behavior* that involves unwanted, negative actions. It is deliberate, being hurtful on purpose. This includes hurtful words (written and spoken), actions, gestures, false rumors, exclusion, and other unkind acts.
2. Bullying is *repeated over time*, involving the same or several different persons.
3. Bullying is *between two people with a difference of power* – the person doing the bullying may be physically stronger, have more powerful social connections (such as popularity), or other power such as money, or racial or ethnic heritage.

#### **ESDS four anti-bullying rules:**

1. We will not bully, disrespect or be hurtful to others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

#### **Bullying Intervention**

Any staff member observing or suspecting bullying toward another individual is required to report the issue to Student Services. Students, family, and concerned community members may also report suspected bullying. Following the OBPP guidelines, all reports will be investigated. Follow-up may include (but is not limited to) staff intervention, parent contact, and consequences. If an incident is determined to be an inappropriate reaction to normal conflict (disagreement between parties), conflict resolution may be utilized.

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### **JCAD CYBER BULLYING**

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff are prohibited from using communication devices or School property to harass or stalk another. The School's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are viewed as a violation of this policy and the School's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, social media, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school device, but brought to the attention of the school staff, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of the school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of School's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension, or termination for verified perpetrators of cyber bullying. In addition, any kind of threat or hate crime will be reported to law enforcement.

### **JCADA CELL PHONES AND OTHER ELECTRONIC DEVICES**

Personal cell phones and other electronic devices brought to school are the responsibility of the student. If cell phones and other electronic devices disrupt the educational process they will be confiscated. Mobile Device Acceptable Use Policy (Ref: IDAAA) will be adhered to.

### **JCAE ACCEPTABLE USE OF TECHNOLOGY**

#### **I. Introduction**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require schools to implement certain measures and actions to ensure that students are restricted from

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accessing inappropriate materials online using school-owned computers. This Enemy Swim Day School's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the ESDS's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all Enemy Swim Day School owned computers, servers, hardware or software, the ESDS's local area network, wireless access points, the Internet, Internet 2, the ESDS intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by ESDS regardless of the physical location of the user. This AUP applies even when ESDS provided equipment (laptops, tablets, etc.) is used on or off premises of School property.

### **II. Acceptable Use**

The Network may be used only as a tool to support and advance the functions of the Enemy Swim Day 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 responsible manner and in accordance with the ESDS's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the Enemy Swim Day School. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of ESDS. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by ESDS, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the ESDS.

### **III. Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of ESDS on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.

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- c. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

### IV. Prohibited Use

ESDS reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- 1) Violating any state or federal law or tribal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- 2) Criminal activities that can be punished under law;
- 3) Selling or purchasing illegal items or substances;
- 4) The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Global Address List and other ESDS directories;
- 5) Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- 6) Circumvention of the ESDS’s Technology Protection Measure/filter to access blocked sites;
- 7) Disclosure of minors’ personal information without proper authorization;
- 8) Students’ disclosure of personal information such as the student’s name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- 9) Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any ESDS computer to pursue “hacking,” internal or external to ESDS, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- 10) Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:
  1. Using another’s account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing your own or anyone’s password to others or allowing them to use your or another’s account(s).
- 11) Using the network or Internet for Commercial purposes:
  1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain; or

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3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

### **V. Off-Premise Use of Network**

Students under the age of 18 should only access ESDS-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of school premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

### **VI. Disclaimer**

ESDS makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the ESDS's network are to be borne by the user. ESDS also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of ESDS, its affiliates, or employees.

### **VII. Enforcement**

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said ESDS rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

## **JCC INTERVIEW POLICY**

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students, the parents, as well as to the authorities, such as law enforcement and the Department of Social Services. This policy attempts to balance the rights of students and parents with the rights and responsibilities of law enforcement and the Child Protection Program as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is therefore the policy of the School that:

- (1) Should a law enforcement officer wish to talk with a student under the age of 18 while the student is at school and interview the student for a reason other than investigating school related incidents or suspected child abuse or neglect, the School will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the

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law enforcement officer. The parents shall also have the right to be present should the parents grant permission to law enforcement officer to talk with the student.

- (2) Should the Child Protection Program or a law enforcement officer be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18 while the student is at school, the request to talk with a student shall be made to one of the school administrators at the school for approval of the interview. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Child Protection Program or law enforcement to talk with a student in such instances.

### **JCDAA TOBACCO**

#### **Tobacco-Free Areas and Activities:**

With the exception of limited occasions for traditional cultural use of tobacco, Enemy Swim Day School is a tobacco-free environment. Use of tobacco products of any kind, including electronic vapor devices, are prohibited in all areas of school property including building and grounds, parking lots, school-owned vehicles and at school sponsored events. Tobacco companies and organizations and users of tobacco products of any kind, including electronic vapor devices, will not advertise, promote, feature, sell or give away tobacco products on school property.

#### **Sign Requirements**

Signs stating the policy will be clearly posted on the perimeter of the property, at all entrances, and other prominent places. No ashtrays or other collection receptacles for tobacco trash will be placed on the property.

#### **Compliance**

Enforcement of this policy is the shared responsibility of all Enemy Swim Day School personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors.

Incidences of tobacco, including electronic vapor devices, by employees and students, are documented for supervisory follow-up and managed according to school policy. Trends in the use of tobacco incidences at the school are evaluated to develop cessation strategies and opportunities.

#### **Tobacco Cessation Opportunities**

Enemy Swim Day School encourages all employees who use tobacco products of any kind, including electronic vapor devices, to quit. Tobacco cessation information is available from the South Dakota Quit Line's toll-free number 1-866-737-8487, or by visiting:

<http://retinktobacco.com/>; <http://sdquitline.com/>; <http://befreesd.com/>.

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### **VIOLATIONS OF TOBACCO USE AND POSSESSION:**

Tobacco violations include, but are not limited to; those students who have in their possession, consumed/used, or are attempting to use or distribute tobacco products of any kind, including electronic vapor devices. The only exclusion is for cultural school approved ceremonies and activities. Tribal law (Juvenile Code 38-03-36-8) states that a neglected child is one who is under 18 and is allowed to have access to alcoholic beverages, drugs or tobacco. A physically abused child is one found whose health is endangered by exposure to alcohol, drugs and tobacco. Child neglect (penal Code 26-16-01 and 02) is defined as any person who willfully fails or refuses to provide care necessary for the child's health. Child neglect is punishable by a fine of up to \$350 and/or jail time of up to 90 days. Child abuse (Penal Code 26-14-01) is defined as any person who willfully causes or permits any child to suffer abuse of a physical nature.

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

The student will not be allowed to return to classes until the student reviews video on the effects of tobacco use and completes an RTC packet on the effects of tobacco use. The student will be required to attend one day of in school suspension. The student is required to have an exit conference with the guidance counselor. The student will be offered cessation resources. The parent and the tribal court will be notified of the violation.

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

The student will not be allowed to return to classes until the student reviews another video, completes RTC packet on the effects of tobacco use, and reviews cessation resources. The student will be required to attend 2 days of in school suspension. The student is required to have an exit conference with the guidance counselor. The student is required to teach another student about the effects of tobacco use. The student will serve 3 hours after school working on tobacco free materials. The parent and the tribal court will be notified of the violation.

#### 3<sup>rd</sup> Offense

The student will serve 9 hours after school working on tobacco free and cessation materials. The student is required to prepare and present a 10-minute presentation on the effects of tobacco use. The student will attend 1 day of out of school suspension and 2 days of in school suspension. The parent and the tribal court will be notified of the violation.

### **JCDAC      DRUG/ALCOHOL/CHEMICAL USE/POSSESSION**

One of the major goals of the school is to provide the structure and resources necessary to provide for health, safety, and individual development of students. It is a school wide goal to provide a structure in which students learn to become responsible for their own behavior.

Violations include: attempted use, abuse, distribution and possession of alcohol/drug/chemical substances.

1. Out of school suspension until the school board meeting.
2. School Board to determine further actions.



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3. Incidences will be reported and investigated by law enforcement.

Tribal law (38-33-01) Intoxicating Beverages and Controlled Substances: It shall be unlawful for any child under the age of eighteen (18) years to purchase, attempt to purchase, consume, or be under the influence of intoxicating beverages, or any controlled substance, or for any person to cause or contribute to any such child consuming or being under the influence of intoxicating beverages or any controlled substance.

### **JCDAD STUDENT BUS CONDUCT**

#### **RULES AND REGULATIONS FOR STUDENTS TRANSPORTED IN SCHOOL BUSES (Examples are listed but not limited to the following)**

1. All students shall be ready in the morning for the bus. The bus cannot wait for more than three minutes.
2. The driver is in full charge of the bus and students. Students will obey the driver.
3. For safety and behavioral reasons the bus driver will assign seats on the bus, and students will take the seats assigned.
4. Students must remain seated when the bus is in motion, do not stand, extend your arms out of the windows, move about, or leave or enter the bus.
5. Conversations must be appropriate, never loud or boisterous. No yelling, use an inside voice. Excessive noise distracts the driver and creates an unsafe situation, refrain from unnecessary conversation with the driver while the bus is in motion.
6. No rough housing, wrestling, name calling, profanity, littering or throwing of hats, caps, books, etc. will be permitted on the bus.
7. Always treat your fellow students and bus driver with courtesy and respect.
8. Students will help keep the bus clean. Do not throw paper or other refuse on the floor, trash containers are provided. Do not spit on the floor.
9. Damage done to seats or other equipment must be paid for by the student.
10. On leaving the bus, students must remain seated until the bus comes to a complete stop. If you need to cross the road, cross in front of the bus, after making sure the highway is clear. Students will only exit the bus at their assigned stop unless permission is given by the driver to exit at another location.
11. If a student rides the bus to a school function they must ride the bus home, unless proper written permission (by parent/guardian) is given to the bus driver. (Phone calls are acceptable, if it can be verified that it is the parent/guardian making the calls.)
12. ESDS students may only ride a bus to another ESDS students home if both students present a signed permission slips (from their parents/guardians) to Administration and the bus driver one day in advance. (Phone calls are acceptable, if it can be verified that it is the parent/guardian making the calls.)
13. Students who are not enrolled at ESDS may **NOT** ride our buses.
14. Regular bus students must have written permission and the driver must be notified when they will not be riding the bus.

The right of students to ride on the bus is conditioned by their behavior and observance of the above rules. The bus drivers are authorized to enforce these rules. Failure to observe the above rules and regulations of the school bus will result in the following:

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### First Offense –

1. The bus driver will provide a written disciplinary referral to Student Services. A copy will be given to the Transportation Supervisor and the Principal and the bus driver.
2. Appropriate action will be taken according to the RTC process.

### Second Offense –

1. The bus driver will provide a written disciplinary referral to Student Services. A copy will be given to the Transportation Supervisor and the Principal and the bus driver.
2. A letter will be written to the parent(s).
3. Appropriate action will be taken according to the RTC process.

### Third Offense –

1. The bus driver will provide a written disciplinary referral to Student Services. A copy will be given to the Transportation Supervisor and the Principal and the bus driver.
2. A letter will be written to the parents requesting a meeting between the student, driver, parent and administration.
3. A copy of disciplinary notices will be submitted to the School Board.

Further incidences or a major incident could result in a Student losing bus privileges and they will have to furnish their own transportation to and from school until his/her parents and the student meet with the school board at the next regularly scheduled school board meeting, at that time the school board will determine the length of their suspension from bus privileges.

## **JCDAE WEAPONS (Dangerous)**

The school board prohibits the use or possession of a dangerous and/or deadly weapon on or in any school premises, vehicle or building that is owned, leased, or used for school functions or any activity. A dangerous weapon is defined as any knife or other device, instrument, material or substance, whether animate or inanimate which is calculated or designed to inflict death, serious bodily harm and/or threatening or intending to cause harm. Exceptions would be weapons under control of law enforcement personnel, starting guns while in use at athletic events, and other supervised school training/activity. The student/persons in violation of JCDAE will be suspended and afforded due process. Law enforcement will be notified. The school board will determine disciplinary measures on a case by case basis, which could include up to and including suspension and expulsion out of school up to one year.

## **JCDAF WEAPONS (Fire Arms)**

The use or possession of a firearm is prohibited, on or in any school premises, vehicle or building that is owned, leased, or used for school functions or any activity. Exceptions would be weapons under control of law enforcement personnel, starting guns while in use at athletic events, and other supervised school training/activity. Law enforcement will be notified and a mandatory school board meeting will be set up within five working days. Student will be given an out of school suspension until the school board meeting. If, after due process has been

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accorded, the student/person is found to have violated JCDAF and the Gun Free Schools Act of 1994, an expulsion for a period of not less than one year will be mandated. The school board may modify the one year expulsion requirement on a case by case basis.

### **JCDB PROHIBITION AGAINST RETALIATION**

The Enemy Swim Day School strictly prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or adverse pressure, including the accused discussing the allegations directly with the accuser except where such discussion has been arranged and facilitated by the appropriate administrator. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against the offender.

### **JCDC STUDENT DRESS CODE**

Rules concerning student dress may be established by the administration to assure that student dress code meets standards of healthfulness and safety and does not disrupt the education process or oppose any policy of the school.

All students are expected to follow the rules of common courtesy and show proper respect in their dress. It is inappropriate to wear anything that distracts from or disrupts the learning environment or educational process. Examples of items or clothes that are distracting or disruptive are listed below.

1. Sagging pants (pants worn below the waist)
2. Obscene/Profane clothing (pictures, emblems, words)
3. Drug, alcohol or tobacco-related items on clothing
4. Very short skirts/shorts (hem must be 2 inches below fingertips with arms held parallel to body.)
5. Translucent clothing
6. Tight clothing, or clothing that reveals your underwear
7. Underwear (when worn as outer wear)
8. Headgear (hats, headbands, caps, bandanas and hoods)
9. Shirts that do not meet or fall below the waistband of your pants
10. Halter tops, midriff tops, spaghetti straps, clothing with holes, or otherwise revealing clothing
11. The exhibition of gang related clothing including gloves, scarves, colors, bandanas, headbands, caps, hoods, head wraps, same wear gang clothing, etc. will not be tolerated.
12. No heavy chains or chain style belts will be allowed.
13. Coats and jackets meant for outerwear
14. Hooded Sweatshirts may be worn as a second layer when the temperature is cold. Hooded sweatshirts must be clean and appropriated-sized (no oversized coats that could cause a security problem). No outer wear/oversized hooded sweatshirts will be worn in the dining room.
15. No heelines or wheelies or other unsafe footwear.

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16. Visible hickies must be covered up or student may be excluded from classroom
17. Shoes must be worn at all times.

If a student comes to school dressed inappropriately the student will problem solve with the classroom teacher.

### **JCDD            DISPLAYS OF AFFECTION**

Students will not engage in acts of affection to include but not limited to: hand-holding, hugging, kissing, body contact. Students must maintain a personal space of at least 12 inches.

### **JCE                COMPLAINTS**

Students are encouraged to talk to their Teacher, Principal or Counselor if they are having difficulties with students, staff, and other concerns at the school. Conflict is normal because people have different ways of looking at situations; different attitudes about things; different ways of resolving conflict; perhaps, different feelings about things that others have.

Students will conduct themselves in a manner that is consistent with the traditional virtues of the Dakota people and demonstrate the values of wowicakupi (generosity), woasake (fortitude), woohoda (respect), wowaditaka (courage), tehinda (cherish), wokahniga (wisdom), wowicaka (honesty).

Any student or parent/guardian who feels he/she has been discriminated against, believes her/his rights have been violated, or has any other complaint concerning affairs of the school, or administrative decisions, may report said concern in the following manner.

- A. Complaints and concerns of students and parent(s)/guardians(s) should be submitted to the Teacher in writing by the person (or by other persons acting in behalf of the person, in the case of a young child, or a person in physical or emotional pain or other reason they would be unable to write their own statement) within five working days of the incident.
- B. If the Teacher does not resolve the complaint/concern, the Students and Parents(s)/guardian(s) should provide all the information to the Principal in writing within five working days of the incident.
- C. Principal must complete all efforts to resolve the complaint within five (5) working days.
  1. The Principal shall meet with the parties involved to discuss the issues of the complaint.
  2. The Principal shall seek a solution to the matter on an informal basis.
  3. The Principal shall keep a written record of all activities and findings in the complaint.
  4. The Principal shall make a written reply to the parent/guardian.
- D. If the Principal is unable to resolve the complaint to the satisfaction of the parties concerned, the complaint may be brought to the attention of the school board, in writing, within five working days.

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### **JCEC DEMONSTRATIONS AND STRIKES**

Any disruption or interference of the operations of the school through violence, vandalism, seizure of any area of school property, sit-ins, walk outs, or other methods of disruption is prohibited. (Ref: GAEAC)

### **JD DISCIPLINE**

The school will utilize the seven basic skills for Brain Smart Classroom Management by Becky Bailey, the *Conscious Discipline* Philosophy, in the pre-kindergarten through the fifth grade. The sixth grade – eighth grade will model the Conscious Discipline Brain Smart Classroom but in an age appropriate methodology. The major focus on discipline is prevention rather than intervention. Discipline will be considered instructional discipline rather than punishment.

Conscious Discipline® is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline® has been specifically designed to make changes in the lives of adults first. The adults, in turn, change the lives of children.

Conscious Discipline® is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

Conscious Discipline® empowers teachers and other adults with the Seven Powers for Self Control. These powers change the adults' perception and relationship with conflict, empowering them to be proactive instead of reactive during conflict times. These core beliefs strengthen our utilization of the frontal lobes of the brain. The frontal lobes are to the brain as a conductor is to an orchestra. The frontal lobes are our moral leader.

From the beliefs instilled with the Seven Powers for Self Control emerge the Seven Basic Skills of Discipline. These skills change how adults respond to conflict in such a way as to facilitate the development of the frontal lobes in children. The Seven Skills are the only skills an adult needs to constructively transform conflict into teaching moments. Through the Powers and Skills, adults stay in control of themselves and in charge of children.

As adults begin to change their attitudes and behaviors, so will the children in their care. We cannot teach behaviors and skills that we do not possess ourselves. Dr. Becky Bailey, the author of Conscious Discipline®, originally designed the program for classrooms, but the Brain Smart strategies imparted by the Seven Powers for Self Control and the Seven Basic Skills of Discipline are seamlessly applied to all human interactions. She has since developed Conscious Discipline® for parents and Brain Smart strategies for businesses.

#### **Discipline Guidelines**

- A. Students are expected to adhere to reasonable standards of behavior and conduct themselves in an acceptable manner. To describe acceptable behaviors Enemy Swim Day School has identified DAKOTA VALUES wowicakupi (generosity), woasake (fortitude), woohoda (respect), tehinda (cherish), wowaditaka (courage), wokahniga (wisdom), wowicaka (honesty), which when exhibited, would demonstrate acceptable behavior and conduct.

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- B. Deviation from acceptable behavior will result in Positive Behavior Supports and intervention. The classroom teacher will inform Parents of first level classroom infractions (as described below) or violation of any behavior boundary or limit of their child. Student Services under the supervision of the Principal shall be responsible for accurately recording and distributing reports to parents of incidents that have resulted in the application of second level (as described below) disciplinary procedures with their child.
- C. Disciplinary action will be at the discretion of the school administrator and may include the following actions:
1. Short term Detention: Noon/Before school/After School
  2. In-school Suspension
  3. Short term out-of-school suspension
  4. Recommendation to the school board for long term suspension/expulsion
- D. On the day immediately following an out of school suspension, student(s) involved in the infraction and/or the parents will be required to conference with the Principal to discuss the situation, in an effort to resolve the conflict, depending on incident. At this time the Principal will be responsible for administering appropriate disciplinary action and behavior plan.

### **STUDENT BEHAVIOR**

The school administration reserves the right to discipline any student when, in the judgment of the administrator, the student knowingly and deliberately exhibits behavior that violates the rules of the school or the classroom. Students are to respect the rights and feelings of other students and staff members. Students will also respect the school building and property as well as the property of others.

### **THE RESPONSIBLE THINKING PROCESS**

*A discipline program that creates mutual respect*

For children to succeed, they must believe you care about them, that you have confidence in their ability to solve problems, and they must experience mutual respect. The stronger the relationship, the easier it is to resolve differences. If done in a calm, respectful environment, this responsible thinking process can help build that relationship. It also teaches self-discipline through responsible thinking.

### **First Level: Classroom Intervention**

*Behaviors to include, but not limited to: Non-removal of coats, gum chewing, note writing, note passing, eating in class, minor destruction of property, insubordination, disrespect, hurtful teasing, noncompliance and cheating.*

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Consequences for the above behavior shall be:

1. Staff/student discussion
2. Removal to a quiet area in classroom
3. Classroom plan.
4. Classroom plan approval, discussion, corrective actions instigated
5. Class time made up after school or at lunch with the teacher

### **Second Level: Responsible Thinking Classroom Intervention**

*Behaviors to include, but not limited to: Destruction or the defacement of property, uncooperative at classroom intervention level, leaving the classroom without permission, verbal abuse, use of physical force, intimidation, threatening, harassment, profanity, repeated insubordination, disrespect, disruption of class, repeated or continual disrespect, skipping and possession or taking of others' property.*

Consequences for the above behavior shall be:

1. Staff referral form completed.
2. Removal to the Responsible Thinking Classroom (no more than 30 minutes)
3. RTC plan development and/or conflict resolution packets.
4. RTC plan approval, discussion, possible referral, corrective actions instigated.
5. RTC parent notification.
6. RTC follow-up by student services
7. Class time made up after school with referring staff member.

### **Third Level: Parent Intervention**

*Behaviors to include, but not limited to: Destruction of Property (\$100.00), uncooperative at Responsible Thinking Classroom intervention level, fighting, excessive use of physical force, second offense bullying(continued intimidation, threatening, harassment), gross disrespect/insubordination, high level or multiple violations of second level offenses.*

1. Student is retained in the RTC until disciplinary procedures and plan are written.
2. Student discipline can be a combination of out of school suspension and in school suspension or other as determined by the Principal according to incident.
3. Parent/Student Assistance Team meeting and plan development. Student will not return to class until parent meeting is held. Plan will be monitored by Student Assistance or Positive Behavior Supports team.

If the behavior violates any tribal law, the Administrator will file a criminal complaint (SWST Chapter 38 – Juvenile Code and/or Chapter 24 – Penal Code)

### **Board Intervention**

*The School Board may expel a student for the balance of any semester for conduct that disrupts the educational process or endangers the health or safety of the student, other students or school staff. Behaviors to include but not limited to: use/possession of alcohol, illegal drugs, weapons,*

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*excessive fighting, repeated/continued disregard for school rules/gross disrespect, criminal behavior, sexual harassment.*

1. The Administrator will give the student accused and their parent's written notice of the charges against the student and the nature of evidence supporting those charges within five working days.
2. The Administrator will inform the student in writing of the date, time and location of the hearing for review within five working days prior to the hearing.
4. The Administrator will inform the students of their procedural rights prior to the hearing and provide the student with a written copy of their procedural rights at that time.
5. The School Board shall conduct a hearing in accordance with the basic principles of due process within five working days.
6. If the School Board so determines at any time, they may forego the expulsion and set an appropriate reprimand.

If the behavior violates any tribal law, the Administrator will file a criminal complaint (SWST Chapter 38 – Juvenile Code and/or Chapter 24 – Penal Code)

### **JDA CORPORAL PUNISHMENT**

The use of corporal punishment is prohibited: corporal punishment being defined as inflicting physical pain or injury upon a child in order to punish him or her for misconduct.

### **JDB PROFESSIONAL CRISIS MANAGEMENT**

In some situations, if all procedures for discipline have ineffectively been exhausted, ESDS has a certified Professional Crisis Management team. Certain staff are trained to handle situations that have escalated beyond normal circumstances. The staff are trained to work with students using safe, proactive strategies of intervention.

Professional Crisis Management (PCM) is a complete and fully integrated system designed to manage crisis situations effectively, safely, and with dignity. This management is accomplished through four primary strategies and interventions:

Crisis prevention strategies – the promotion of positive feelings, productive behaviors, rational thinking, and relaxed physiology

Crisis de-escalation strategies – the management of non-continuous behaviors that are disruptive, aggressive, or self-injurious

Crisis intervention procedures – the physical management (personal safety, transportation and immobilization) of continuous behaviors that are disruptive, aggressive and self-injurious

Post-crisis strategies – reintegration of the individual into existing treatment and teaching systems

Crisis is one or more of the following behaviors: Continuous aggression, and/or continuous self-injury, and/or high-magnitude disruption.

Only currently certified Practitioners or instructors are authorized to use PCM strategies and procedures. (Recertification is required every year.)



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### **JDD           SUSPENSION**

The school administration reserves the right to immediately suspend in-school or out of school or a combination of both any student when, in their judgment, the student knowingly and deliberately exhibits behavior that endangers the health and safety of self, other students or staff, or behavior that causes damage to school property.

### **JDE           EXPULSION**

Enemy Swim Day School may prohibit a student from enrolling in ESDS if the student is under suspension or expulsion from another school. Upon receiving a request for a student's permanent school records from the receiving district, the sending school shall provide the receiving district with written notice of any suspension or expulsion.

### **JE           GUIDANCE PROGRAM**

Guidance services shall be available for every student. The guidance curriculum is approved by the school board, implemented and directed by the Counselor in conjunction with the teachers. Guidance personnel will use varied delivery systems consisting of small group, individual counseling, structured training sessions, and other processes. Guidance personnel will assist in developing, gathering and disseminating effective learning activities to instructional personnel as resource material for incorporating learning activities designed to enhance the total development of students.

### **JGCB        HEAD LICE**

Head checks will be done weekly. If head lice is detected, parents will be notified by the school nurse. Head rechecks will be done the following morning. After repeated infestations of the same student, Indian Health Service and/or Child Protection Services may be notified. The following are steps to take if your child comes home with head lice:

1. Check every member of the family.
2. Use an effective head lice treatment (i.e., Nix, Rid, etc.) (check the school nurse's list on the esds.us website).
3. Remove all nits (preferably with a nit removal comb).
4. Wash clothes, bed linens, towels, hats and coats.
5. Soak combs, brushes, etc. in hot water.
6. Vacuum carpets, pillows, mattresses, etc.

### **JGCC        INFECTIOUS DISEASE PROTOCOLS**

#### **INFECTIOUS DISEASE GUIDELINES AND PROCEDURES**

No child having any contagious or infectious disease or living in any house in which such disease exists may attend school until permitted to do so by written doctor's permission or unless otherwise noted below.

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Enemy Swim Day School has developed these guidelines and procedures with the understanding that:

- All Staff have a role in prevention of communicable disease.
- The school nurse is responsible for education, identification, reporting, notification and follow-up.
- These Guidelines and Procedures are not exhaustive, but relative to that most often seen in the school setting.
- Environmental safeguards through custodial responsibility are essential.
- Emphasis is on prevention efforts and school attendance and is based on current healthcare standards of practice as well as recommendations and laws set forth by the South Dakota Department of Health.

### **INFECTIOUS DISEASES**

Infectious diseases are illnesses caused by a few specific organisms such as viruses, bacteria, fungi or parasites. These infectious diseases which can be spread from person to person are referred to as contagious or communicable diseases.

In a school setting infectious disease control measures include, but are not limited to:

- Prevention of the spread of infection
- Immunization requirements
- The temporary exclusion of students and staff who are ill and may be incubating a communicable disease
- Preparing a response to outbreaks and emergencies of all types
- The reporting of some illnesses to the South Dakota Department of Health.

For our purposes infectious diseases are divided into the following 6 categories.

1. Vaccine-Preventable Diseases
2. Diseases Spread Through the Intestinal Tract
3. Diseases Spread Through the Respiratory Tract
4. Diseases Spread Through Direct Contact
5. Diseases Spread Through Blood Contact
6. Zoonotic Diseases (Those Spread from Animals to People)

### **INFECTION PREVENTION AND CONTROL IN THE SCHOOL SETTING**

The spread of communicable disease can be controlled by the use of good infection control practices including: age-appropriate immunization requirements for school entry; utilization and education on proper hand hygiene, respiratory hygiene/cough etiquette and standard precautions; utilization of personal protective equipment as needed and a custodial protocol for cleaning and disinfecting.

Some diseases require more specific prevention measures and are located in the individual disease sections that follow.

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### **HAND HYGIENE**

Proper hand hygiene is the single most effective way to prevent the spread of most infections. Several studies have indicated an association between hand washing (and the use of alcohol-based hand sanitizers) and a reduction in school absenteeism due to infectious illnesses.

Staff and students should practice hand hygiene:

- before eating or handling food
- after toileting
- after contact with blood or body fluids, non-intact skin, or nasal and respiratory secretions

To properly wash and clean hands, the following procedures should be followed:

- Wash hands with soap and water when they are visible soiled (alcohol-based hand sanitizers can be used to sanitize your hands when they are **not visibly soiled**.)
- Wet hands first with warm water
- Apply soap and rub hands together vigorously for at least 20 seconds
- Rinse hands with warm water
- Dry hands thoroughly with paper towels
- Use a paper towel to turn off the faucet

### **STANDARD PRECAUTIONS**

Standard precautions need to be followed for all contact with blood, secretions, excretions, other body fluids, non-intact skin and mucous membranes. These precautions **must** be used at all times, regardless of a person's infection status or diagnosis.

Standard precautions include:

- Follow hand hygiene guidelines (see above).
- Wear gloves (clean, nonsterile) when touching blood, body fluids, non-intact skin or other contaminated items. Always practice hand hygiene upon the removal of gloves. Gloves are not a substitute for good hand hygiene.
- Gowns, masks, and eye protection should be worn during procedures and activities that are likely to generate splashes or a spray of blood or body fluids. Appropriate equipment must be readily available to staff members who are responsible for the clean up of bodily spills.
- Disinfect surfaces and equipment contaminated with blood or body fluids using a 1:10 ratio of bleach to water that needs to remain on the contamination for 30 seconds. EPA-approved disinfectants can be used according to manufacturers' recommendations.
- Dispose of all sharps in appropriate puncture-proof containers, this would include any cutting tools that may have caused injury during use. (scissors, exacto, etc.)
- Dispose of infectious waste (anything contaminated with blood or body fluids) in a leak-proof sealable bag.

### **RESPIRATORY HYGIENE/COUGH ETIQUETTE**

Posters and signs to remind students and staff about cough etiquette and hand hygiene will be displayed in bathrooms, cafeteria, classrooms, hallways, etc. In addition, parents/guardians will

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receive similar information through school communication, and will be reminded to keep sick children home from school.

Education of students and staff on appropriate cough etiquette includes:

- Cough or sneeze into elbow crease if no tissue is available.
- Cover the mouth and nose with a tissue when coughing or sneezing and immediately disposing of tissue into wastebasket.
- Practice hand hygiene often.

## **VACCINE-PREVENTABLE DISEASES**

### **Immunizations and Requirements**

Vaccine-preventable diseases include chickenpox (varicella), diphtheria, Haemophilus influenzae type b (Hib), hepatitis A, hepatitis B, invasive pneumococcal disease, pertussis, polio, measles, mumps, rubella and tetanus.

South Dakota law (SDCL 13-28-7.1) requires students entering school or early childhood programs to present certification that they have been adequately immunized, according to the recommendations of the Department of Health. The law applies to all children entering a South Dakota school for the first time, including students who transfer from out of state. It is the responsibility of the school nurse to obtain the most current version of the childhood immunization schedule and requirements for school entry.

South Dakota Department of Health in accordance with state law and regulations, provides for exclusion of students from school if immunizations are not up to date, but exemptions are permitted at school entry for medical and religious reasons. The only exception for exclusion of unimmunized or partially immunized children without medical or religious exemptions is for homeless children: the federal McKinney-Vento Homeless Assistance Act of 2001 stipulates that homeless children cannot be denied entry to school for not possessing immunization records.

## **REPORTABLE INFECTIOUS DISEASES**

### **Category I: Report immediately upon suspicion of disease**

- diphtheria
- pertussis
- polio
- measles
- rubella
- others, as listed at <http://doh.sd.gov/Disease/report.aspx>

### **Category II: Report within 3 days**

- chickenpox (varicella)
- Haemophilus influenzae type b (Hib)
- hepatitis A
- hepatitis B
- mumps
- others, as listed at <http://doh.sd.gov/Disease/report.aspx>

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Category I diseases are reportable immediately by telephone on the day of recognition or strong suspicion of disease. South Dakota Department of Health Office of Disease Prevention's telephone number is 1-800-592-1861 or 1-800-592-1804.

Category II diseases are reportable within 3 days of recognition or strong suspicion of disease through a secure reporting website: <https://www.state.sd.us/doh/diseasereport>

### **STANDARD MEASURES**

The following measures will be taken in the event of the occurrence of any of the vaccine-preventable diseases listed above. Exceptions and additional measures will be noted in sections discussing each disease. The school nurse will notify the South Dakota Department of Health's Office of Disease Prevention and under their direction may:

- Exclude infected individuals during their infectious period.
- Collaborate with South Dakota Department of Health Public Health Nurses when required to identify who has been exposed and determine the "zones of exposure" for the disease.
- Identify all susceptibles among students and staff
- Identify high-risk, exposed susceptibles and refer them to their health care providers.
- Notify students, staff, parents/guardians, and others as deemed necessary

### **SCHOOL ATTENDANCE GUIDELINES**

**Varicella/Vaccine Modified Varicella Syndrome:** Exclude until rash or lesions have crusted over.

**Shingles (Herpes zoster):** Generally no exclusion if lesions can be covered. If lesions cannot be covered exclude until rash or lesions have crusted over.

**Diphtheria:** Follow recommendations from South Dakota Department of Health, Office of Disease Prevention. Generally excluded until two cultures from the nose, the throat or skin sores are negative for the bacteria.

**Haemophilus Influenzae Type B Illness (Hib Disease):** Exclude until after 24 hours of antibiotic treatment.

**Measles:** Exclude for 4 days after appearance of rash.

- Measles is one of the few diseases that can be prevented through prompt immunization after exposure. If a case is reported or suspected, all susceptible students and staff who are without contraindication to vaccine should be immunized within 72 hours of exposure.

**Mumps:** Exclude for 5 days from the onset of parotid gland swelling.

**Pertussis (Whooping Cough):** Exclude until 5 days of appropriate antibiotic therapy has been completed.

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**Polio:** Follow recommendations from South Dakota Department of Health, Office of Disease Prevention.

**Rubella:** Exclude for 7 days after the appearance of rash (counting the day of rash onset as day zero).

### **DISEASES SPREAD THROUGH THE INTESTINAL TRACT**

Students and staff that have intestinal diseases do not always feel sick or have diarrhea. Because of this an ongoing prevention program is the best method for prevention of this type of disease. The school nurse should, through education, stress the importance of hand hygiene after toileting and before preparing or eating food.

#### **Prevention Guidelines for Infectious Diarrhea:**

- Strictly enforce all hand washing, bathroom, and cleanliness procedures.
- Carefully monitor field trips to farms, cider mills, and petting zoos. Students should not be allowed to drink raw or unpasteurized milk or apple cider, and they should wash their hands after contact with animals. If hand washing facilities will not be available, provide students with waterless, alcohol-based hand sanitizers.
- Be careful about choosing pets for the classroom. Reptiles such as snakes, iguanas, and turtles can shed salmonella and are poor choices as classroom pets.
- Enforce environmental cleaning and sanitation
- Instruct students and staff not to share food, drink, or eating/drinking utensils.
- Sharing of water bottles by sports teams should be particularly discouraged.

**Diarrheal Diseases:** Exclude while symptomatic only if person is unable to practice independent hygiene.

**Hepatitis A virus infection:** Students and staff with acute hepatitis A will be excluded from school for 1 week after onset of the illness or jaundice (if symptoms are mild).

**Giardia:** See Diarrheal Disease guidelines above.

**Norovirus:** See Diarrheal Disease guidelines above.

- Since norovirus is very easily transmitted person-to-person, staff and students should be reminded not to share food, drink, or eating utensils during an outbreak. It is essential to strictly follow the precautionary measures; monitor and enforce hand washing and ensure that hand washing facilities are properly supplied. When norovirus outbreaks are identified, thorough environmental cleaning is essential, especially where vomiting has occurred.

### **DISEASES SPREAD THROUGH THE RESPIRATORY TRACT**

Respiratory tract diseases are spread through microscopic infectious droplets which have generated in or settled on the mucous membranes of the nose, mouth, throat or eye. These droplets are spread by an infected person during coughing, sneezing, talking or nose blowing.

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Respiratory tract diseases may be mild (viral colds and strep throat) or life-threatening (bacterial meningitis). Some of these diseases are more common in children; others, like a viral cold, affect all ages equally.

### **Prevention Guidelines:**

- Proper hand washing is the number one defense against the spread of all respiratory tract diseases. Hands should be washed with soap and warm running water or an alcohol-based hand sanitizer.
- Encourage staff and students to wash their hands after wiping or blowing Noses; after contact with nose, throat, or eye secretions; and before preparing or eating food.
- Dispose of towels or tissues contaminated with nose, throat, or eye fluids in a trash can with a plastic liner.
- Teach students and staff to sneeze and cough into a tissue or their elbow and if they sneeze or cough into their hand or a tissue they must properly dispose of the tissue and wash their hands.
- Discourage the sharing of food and/or beverages, including water bottles.

**Colds and Influenza:** The school nurse, through clinical assessment, will determine when a student or staff member should go home. Fever guidelines are 100 degrees Fahrenheit. Sick students and staff should stay home from school until they have been without fever for 24 hours, to help prevent the spread of the illness to others.

**Strep Throat and Streptococcal Skin Infections:** Exclude until after 24 hours of antibiotic treatment.

**Meningococcal disease (Neisseria Meningitis):** Exclude until after 24 hours of antibiotic treatment.

**Tuberculosis:** Exclude until physician and the South Dakota Department of Health determine the person is no longer infectious.

### **What School Administrators, Staff and Parents/Guardians should know:**

- Infants and young children under the age of 10 with TB lung disease are usually *not* contagious.

## **DISEASES SPREAD THROUGH DIRECT CONTACT**

Diseases spread through direct contact include impetigo, ring worm, conjunctivitis, scabies, pediculosis, and herpes simplex infection and are caused by superficial bacterial or viral infections or parasitic infections. These diseases are common and are generally not serious. They are spread by direct contact with infectious secretions, infected skin areas, or contaminated objects. Because students are constantly touching their surroundings and the people around them, these infections are easily spread among students and staff.

### **Prevention Guidelines:**

- Follow hand hygiene guidelines.
- Encourage staff and students to wash their hands after contact with any possibly infectious secretions.

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- Keep alcohol-based hand sanitizers and tissues in classrooms and encourage their use.
- Discourage the sharing of food and/or beverages, including water bottles.
- Wash frequently used surfaces such as; tables and counters daily.
- Do not permit students to share personal items such as; combs, brushes, hats or clothing.
- Wash and cover sores, cuts, and scrapes promptly, and keep infected eyes wiped dry.
- Report rashes, sores, runny eyes and severe itching to a students parents/guardians so they may contact their health care provider for diagnosis and appropriate treatment.

**Ring Worm:** No need for exclusion of students or staff that day if the affected area can be covered. The School Nurse will notify parent/guardian and student may return to school as soon as treatment is started.

**Conjunctivitis (Pinkeye):** Conjunctivitis is not an emergency, so students and staff who are identified as having conjunctivitis at school do not need to be sent home from school that day. The School Nurse will notify parent/guardian and student may return to school as soon as treatment is started.

**Scabies:** Scabies is not considered an emergency so generally there is no exclusion. The School Nurse will notify parent/guardian and the student may return to school once treatment is started.

**Herpes Simplex Infection:** Exclusion of students and staff with cold sores is not indicated.

**Pediculosis (Head Lice):** Students need not be sent home early from school because of head lice. The School Nurse will notify parents/guardians of affected student to inform them that their child must be properly treated and may return to school as soon as they are treated.

**MRSA (Methicillin-resistant Staphylococcus Aureus):** Exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.

### **DISEASES SPREAD THROUGH BLOOD CONTACT**

Bloodborne infections such as hepatitis B (HBV), hepatitis C (HCV), and Human Immunodeficiency Virus (HIV) are serious illnesses that are spread through direct contact with blood and body fluids. Because intimate contact is required for these diseases to spread, the risk of transmission in the school setting is negligible. Available evidence also indicates that the risk of transmission of these diseases is low during contact sports.

Recommendations issued by the American Academy of Pediatrics (AAP) in 1999 for the prevention of HIV and other bloodborne pathogens in the athletic setting include the following:

- Athletes infected with HIV, HBV or HCV should be allowed to participated in all sports and do not need to disclose their infection status.
- Coaches and athletes should be educated on the use of standard precautions and specific ways to prevent direct contact with blood or body fluids.



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- Athletes must cover existing cuts, wounds or other areas of broken skin with dressing before and during participation.
- Disposable gloves should be worn to avoid contact with blood and body fluids, as well as equipment contaminated with these fluids. If gloves are not available the wound should be wrapped with a towel until a location is reached where gloves can be donned for treatment.
- Hands should be washed with soap and water or alcohol-based sanitizer immediately after removing gloves.
- Athletes with active bleeding should be removed from competition until bleeding has stopped and the wound has been covered with dressing.
- Equipment and inanimate surfaces contaminated with blood or body fluids should be disinfected with a 1:10 dilution of bleach for 30 seconds, or with any EPA-approved disinfectant.
- Mouthpieces or resuscitator bags should be available for use whenever resuscitation is carried out.

**HIV, Hepatitis B, Hepatitis C or other blood borne diseases:** Generally no exclusion; consideration may exist if there is a potential for blood borne exposure.

**Additional information on HIV:** No cases of HIV transmission have ever been confirmed from saliva, sweat, or tears. HIV is also *not* transmitted by:

- Casual contact such as kissing or hugging
- Insect bites
- Food handled, prepared or served by a person with HIV/AIDS
- Toilets, telephones, or clothes
- Shared eating utensils or drinking glasses
- Physical proximity to people with HIV/AIDS, in schools or other places
- Feces or urine
- Blood donation
- Swimming pools and hot tubs
- Shared musical instruments

The Board recognizes the importance of protecting the health, safety and welfare of students, employees, and other community members from the spread of Acquired Immune Deficiency Syndrome (AIDS) or any other communicable disease, including instruction which is intended to impress upon the minds of students the importance of sexual abstinence. The following policy statement will be reviewed and revised regularly as necessary to reflect current medical research and legal opinion:

### 1. STUDENTS:

**Confidentiality:** As with any other medical information, the diagnosis of HIV infection and AIDS is confidential, and students are not obligated to disclose it. Since individuals with AIDS or HIV infection typically pose no public health threat their medical information is protected. Routine AIDS screening of children is not recommended. Screening should not be a requirement for school entry.

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### **2. EMPLOYEES:**

Employees who have been diagnosed as having the AIDS virus should be allowed to continue working as long as they are able to maintain acceptable work performance and do not pose a safety or health threat to children or other employees. The school administrator, in consultation with the employee, employee's physician, and health care professionals, will determine on a case-by-case basis whether or not the employee should remain in his/her current assignment. The employee's medical documentation and other information related to their condition will remain confidential in compliance with policy and privacy act regulations. Employees with ADIS or related viruses shall be entitled to the same benefits as other employees. Screening for AIDS or AIDS associated viruses will not be a requirement for employment. AIDS and other communicable disease information will be provided to all employees on an on-going basis.

### **3. DUE PROCESS:**

Whereas a student or employee is infected with AIDS or ARC, or any other communicable disease, or where the Board has reasonable cause to believe that such is the case, a due process hearing shall be held if requested by the student or the employee.

### **4. EDUCATION:**

Enemy Swim Day School shall provide educational programs to students and employees on AIDS or other communicable diseases, how they're spread their effects, and updated information regarding prevention and control. Prevention will be the focus of the education approach regarding all communicable diseases.

## **DISEASES SPREAD FROM ANIMALS TO PEOPLE (ZOO NOTIC DISEASES)**

Diseases spread from animals to people are called zoonotic diseases. Some foodborne and waterborne diseases that may be traced to disease in animals are salmonellosis, campylobacteriosis, and giardiasis. For guidelines on these diseases see the section on *DISEASES SPREAD THROUGH THE INTESTINAL TRACT*.

**Animals in the classroom:** Animals can be effective teaching aids in the classroom. However, if you are going to have animals in the classroom certain safeguards should be in place. Animals may carry parasites, bacteria and other organisms which can be transmitted to people by direct contact with the animal or its feces, through insects that bite or live on the animal or from organisms that live in the environment where an animal lives. In order to prevent the transmission of some of these zootonic diseases students should receive very clear instructions on how to wash their hands thoroughly after handling the animal, their cage or surfaces the animal may have come in contact with.

**Tickborne Diseases:** There is no need to exclude students or staff bitten by a tick, diagnosed with tickborne illness or exposed to an individual diagnosed with tickborne illness.

**Prevention Guidelines:** When outdoors, on field trips or in areas that may harbor ticks, students and staff should:

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- Stick to main pathways and the center of trails when hiking
- Wear long-sleeved, light colored shirts and long pants tucked into socks
- Use repellants when available
- When returning indoors, students should be told to:
  - Check for ticks immediately
  - Wash repellent-treated areas with soap and water
- If an attached tick is found:
  - Students or staff should notify the School Nurse immediately

The determination whether an infected student should be excluded from the classroom or school activities shall be made on a case-by-case basis under the direction of the building administrator or his/her designee. In situations where the decision requires additional knowledge and expertise, the administrator will refer the case to a team for assistance in determining the proper course of action.

The team may be composed of:

1. Representation from the State Health Department and/or an individual with expertise.
2. The student's physician.
3. The student's parents or guardian(s).
4. The school administrator.
5. School contracted nurse.
6. Primary teacher(s) and other appropriate school personnel.

The team shall consider the following in their determination:

1. The behavior, development level and medical condition of the student.
2. The expected type(s) of interaction with others in the school setting.
3. The degree to which the pathogen is transmittable to others based on current knowledge.
4. The impact on both the infected student and others in the setting.
5. The South Dakota Department of Health's policies and guidelines.

The team may officially request assistance from the State Department of Health.

If an infected student is restricted from attending classes, the school will provide the student with an appropriate educational program. If that requires personal contact between the 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 principal; Information will be provided by the principal to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

School personnel shall keep this information in strict confidence. 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 will be informed of the child's condition.

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Staff members assigned to work with students suspected of being infected with a communicable disease, or those having a confirmed infection, will be given instruction in the appropriate handling of body fluids. Recommended personal hygiene measures will be observed and practiced in order to create and maintain a healthy environment.

Staff members who have a specific concern about a student's health may request a team determination for school attendance or activity participation. All requests shall be submitted to the administrator.

Health guidelines for school attendance/work performance are established and interpreted within the context of the situation. The guidelines are not inclusive but are available to be used as a resource.

\*\* If student has a temperature of 100 or over or is vomiting the student will be sent home.

ALL communicable and chronic diseases should be reported to an Administrator and Health Services.

### **JGCD HEALTH SERVICES**

Professionals from Community Health Services will conduct periodic health screenings to all students (i.e., vision, hearing, dental, etc.).

Students will not take medication, whether prescription or other drugs, including Tylenol/ibuprofen, while at school unless such medicine is given to them under specific written permission of the parent or guardian.

All medications must be checked in with the school nurse and must be in the original labeled container they came in. They will be locked in the medical cabinet in the Nurse Office.

In order for the school to dispense prescription medications to a student a Medication Authorization Form must be on file in the Nurse's Office.

### **JGF SAFETY/SUPERVISION**

The safety of students will be secured by the school through close supervision of students in all school buildings, school grounds, and off-site activities, through attention to the following:

1. Maintaining a safe school environment (the physical condition of all buildings and grounds will be inspected);
2. Observation of safe practices on the part of school personnel and students, particularly in those areas of instructions or extra-curricular activities offering special hazards;
3. Offering safety education to students related to subjects such as laboratory courses in science, other courses, and health and physical education;
4. Providing the first-aid care for children in case of accident or sudden illness;

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The administration shall develop safety rules and regulations to carry out the above policies, including other ways in which student safety requires special supervision and school protection. These shall include precautions at dismissal and instruction for safety on the way home from school.

### **JGFC           DISMISSAL PRECAUTIONS**

If school is dismissed during the school day in the event of inclement weather, power outage, etc., the students will be transported to their home or the emergency home listed.

If school is dismissed because of inclement weather, the Administration will notify parents and students via text/call/email system and local radio and television stations.

Any student wishing to leave the school during the school day must be signed out in the office by a parent or guardian or must have a note from his/her parent giving permission for the student to leave the premises on that day at a designated time. Any student leaving school without obtaining permission will be considered truant.

Children of estranged parents may be released only upon the request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school records.

### **JGFF           AUTOMOBILE USE**

Driving on school roads and parking on school property is a courtesy offered by the Board. The school will not assume any responsibility for damage to vehicles or for theft, or accidents on school premises. Student drivers must have valid driver's license and proof of insurance. Students will apply for an ESDS parking permit from administrative office.

### **JGFG           MEDICAL EMERGENCIES AND ACCIDENTS**

Medical emergencies and accidents can occur at any time and may involve a student or employee. Some emergencies may only require first aid care, while others may require immediate medical attention. Medical emergencies involving any student or employee must be reported to the Administration.

Procedures:

- **Dial 911** or direct someone to do so.
  - Provide the following information:
    - Building address
    - School or site name
    - Exact location within the building
    - Your name and phone number
    - Nature of emergency
    - **Do not hang up until advised to do so by dispatcher.**
- Notify the Administrators and School Nurse that an individual has been Injured and an ambulance has been called.

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- Ask someone to dispatch a first aid/CPR trained employee to the victim.
- Stay calm. Keep victim warm with a coat or blanket.
- Do not move victim unless there is danger of further injury.
- Do not give victim anything to eat or drink.
- Provide an incident report to the Principal before the end of the day.
- Accidents to students shall be reported to the parent/guardian as soon as possible.

### **JGFH VISITATIONS**

Tanyan owas yahipi Toka Nuwan Wayawapi! Visitors are welcome at Enemy Swim Day School! Parents are an important part of a child's education and learning. (Ref: GBDB) You are welcome to visit their child's classroom to observe instruction and participate in class activities. Student visitors to classrooms are allowed when accompanied by a parent. To help maintain a continuous and effective learning environment, please follow these guidelines to schedule and visit your child's classroom:

- Parents are welcome to visit their child's classroom or participate in class activities at any time.
- Please contact your child's teacher (or admin office 947-4605 or 1-888-825-7738) at least 24 hours in advance if you would like to set up a specific time to conference about concerns. The office staff will notify the teacher of the time and date of arranged visit.
- The classroom teachers encourage guest presenters. Please call the principal or the classroom teacher to make arrangements if you are interested in special areas of instruction.
- When you arrive at school, please stop in the front office. The entrances to the ESDS building are locked for security of our students and staff. Visitors use the front (south) doors and press the entrance button to alert the office personal for admittance. Once buzzed in, take an immediate left when you enter through the front doors. Please come into the administration office to sign the register and receive a visitor's badge.
- Office personnel will call to the classroom to announce your arrival. You may be escorted to the classroom if you need directions.
- While visiting the classroom, parents are asked to quietly observe during instruction. Parents are welcome to interact with their child during student engagement activities. There may be opportunities for parents to provide assistance to the teacher or students, if desired.
- For the safety and privacy of all our students, please take photographs of your children only. ESDS staff can take class pictures of activities and ensure permissions before sharing with others or newspaper.
- During your visit, the teacher will continue to provide instruction to the students. Any questions should be addressed to the teacher at a later time. You may leave a note or email the teacher with your comments, questions and contact information.
- If you would like to meet with your child's teacher, please contact the teacher with 24 hour advance notice to make an appointment.

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- Parents are welcome to join their child for lunch at anytime. ESDS will pay for parent meal once per week. Additional meal tickets may be purchased for more frequent lunch dates.

### **JGFI            PREPAREDNESS PLAN**

The preparedness plan outlines the procedures in the case of a disaster/drill. The School Emergencies Team will maintain and update the plan on an annual basis.

### **JGFJ            COMMUNICATION OF A TERRORISTIC THREAT OR HOAX**

According to the South Dakota law SDCL 22-14A through 22-14A-27 enacted by the 2002 Legislature, the communication of a terroristic threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison. Actions that were previously considered pranks or vandalism may now rise to criminal activity in some circumstances. The activity can be verbal, written or physical in nature. (For example, a student who etches terroristic threats on a bathroom wall, calls the school threatening violence or uses a hoax substance to make people believe it is dangerous chemical can now face serious criminal penalties.) The school board and administration will ensure that all students are informed of this law and the repercussions they could face if they engage in such criminal activity.

### **JGGE            BICYCLE USE**

Bicycles are permitted for those living close enough and bicycle users must park their bicycles in the designated area. Bicycles are not to be used during school hours. Bike locks are a suggested use to deter other students from using others' bikes. The school is not responsible for lost, stolen, or damaged bikes. Students who misuse bicycle rules will not be able to ride their bikes to school.

### **JGH            FOOD SERVICE**

Non-priced breakfast and lunch is provided to children.

### **JGI            CHILD ABUSE**

Any school employee that suspects a child has been abused or neglected is required by law to report their suspicions to Department of Social Services (SWO Child Protection) or law enforcement. The school employee will make the report with the school principal (or acting administrator).

### **JGJ            FAMILY SEPARATION/DIVORCE POLICY**

The Enemy Swim Day School shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the School to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the School of any Court Order affecting student

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contact/visitation and/or student records by submitting a certified copy of the Court Order to the Principal.

### **JH            ACTIVITIES**

The school encourages the involvement of students in regular and extra-curricular programs and activities at the school. Students have accomplished significant honors and established fine traditions – in academics as well as athletic activities.

1. The student/athlete must be academically current with assignments or successfully participating in ZAP program and must attend last practice before game day. Athletes are responsible to check their grades on their Infinite Campus Student Portal. All students will be taught how to use the student portal as part of the regular curriculum. The coach will check the posted ZAP list to assist the student athlete. Coaches and the Athletic Director will communicate with teachers and para-educators to support student eligibility.
2. Must not have any insubordination, disrespect, profanity, destruction of property or be in “RTC”. The first minor violation will be a verbal warning and an apology from the student/athlete to the parties involved. The second and third minor violation will be a one game suspension and an apology. The fourth minor violation will be dismissal from the team. The first major violation will be acted on according to the handbook and/or a one game suspension. The second major violation will result in a 7 school-day suspension. The third major violation will be dismissal from the team. The athletic/activities director in conjunction with the Principal reserve the right to discipline as needed.
3. Must be in good standing.
4. Must be at all practices/meetings unless otherwise excused by the coach and/or athletic/activities director before practice begins, unless absent from school that day. The first unexcused absence will be a verbal warning. The second and third unexcused absence will be a one game suspension. The fourth unexcused absence will be dismissal from the team.
5. The student/athlete must be in school before 1:00 pm to participate in activities. If the student/athlete is not there before 1:00 pm, he/she will not be able to participate in that days activities.
6. Must not be involved with any drug, alcohol, tobacco, weapons, or in trouble with tribal or any other law enforcement. If violated the student handbook will be followed.
7. Any participant leaving any premises during an activity without permission will receive a one game/activity suspension.
8. The student/athlete must be in school the day following an activity. After the first absence after an event the student/athlete will not be allowed to play the first half of the next event. After the second absence and any future absences after an event the student/athlete will not be allowed to participate in the next event.
9. Any other problems will be acted on by the Athletic Director and the School Administration.
10. The Athletic/Activities Director reserves the right to handle each incident on an individual basis.



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### **JHA           ACTIVITIES FUND MANAGEMENT**

The management of student activities funds shall be conducted in the following manner, under the immediate supervision of the Administration: (refer to: DK)

1. All fundraising must be approved by the Administration.
2. All fundraising must have an activity accounting sheet submitted to the Business Manager.
3. All funds raised by students or student activity sponsors must be deposited in the appropriate account.
4. The Business Manager shall be responsible for documenting all revenue.
5. Activity Admission charges or fees assessed for sponsored events through student activities shall be established by the Business Manager.
6. The Administrator shall provide monthly reports to the Board as needed.

### **JHC           ORGANIZATIONS**

- A. Students shall be free to organize with the school for political, social, service, athletic, and other proper and lawful purpose. No student will be discriminated against because of membership of any such organization.
- B. Student organizations require staff sponsorship.
- C. The use of school facilities and others may be made available through the normal channels.
- D. Any official publication of the school will enjoy freedom of expression. The assessment of dues for such clubs is prohibited.

### **JHCB          STUDENT COUNCIL**

The student council is comprised of ten members consisting of 2 representatives from each of the 4<sup>th</sup> to the 8<sup>th</sup> grade classes. The functions of the Student Council includes:

- a. Formulating policy regarding students, instruction, and other areas of school operation for presentation to the Administrator for review and approval.
- b. Provide student Board representatives with ideas and suggestions regarding school operation and development.
- c. Assign grade committees to work tasks for data gathering or coordination of activities for school students, pending approval by the Principal.
- d. Make suggestions or recommendations to the school administration regarding school operations, development, improvement and evaluation.

### **JHCC          PEER MENTORSHIP/TUTORING**

The basic purpose of Peer Mentorship/Tutoring is to provide support, help and assistance to the needs of the students in lower grade levels. This will provide that support that is considered significant. Sample activities, which could be implemented with Mentor recipients, include:

1. Provide assistance by helping to tutor students.
2. Help with their class fund-raising activities.
3. Go along on field trips to provide assistance in supervising and helping younger students.
4. Be a listener for the younger students; help them work through some of the difficulties that they encounter so that they have a good self-image.

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5. Be a support resource and friend to younger students.
6. Be their advocate.
7. Provide a good role model for them; help them to protect their health and safety.
8. Help them get student activity programs or other activities started.

### **JHD SOCIAL EVENTS**

Providing students with appropriate social activities is beneficial to their overall development. These events may be on a school-wide basis or limited to a portion of the students in a school. All events will be under the authorization of administration. Supervision is the responsibility of the adult in charge of the organization sponsoring the event. Students sponsoring such activities will be responsible for cleaning any school facilities utilized for their particular activity, advertising, acquiring necessary law enforcement for monitoring, or other organizational and planning activities.

### **JI STUDENT VOLUNTEERS**

To promote the concept and value of generosity, students will participate in the design and implementation of community service activities in the school and within the community to demonstrate their competency and commitment to assisting the Dakota People.

The Board encourages the use of student volunteers in the educational program and in useful community services. All sites will be approved to insure student safety. However, student volunteers should be able to carry the additional load without interfering with their academic achievement.

### **JFGAF STAFF-STUDENT RELATIONS**

Employees of the school shall regard each student as an individual, shall assist each student in their learning, and shall treat each student with courtesy and consideration.

Employees shall relate to students within guidelines established in the Code of Ethics portion of this policy manual (refer to GAF, GBU). Failure to adhere to policies regarding staff-student relations shall result in disciplinary action of the employee. Specific limitations in regard to staff-student relations shall include:

1. No employee shall without just cause restrain students from independent action in their pursuit of learning.
2. No employee shall without just cause deny student's access to varying points of view in the classroom.
3. No employee shall deliberately suppress or distort subject matter for which they bear responsibility.
4. Employees shall make reasonable effort to maintain discipline and order in the classroom and within the school system to protect the students from conditions harmful to learning, health, and safety.
5. Employees shall conduct professional business in a way that does not expose students to unnecessary humiliation or disparagement.

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6. Employees shall accord just and equitable treatment to every student, regardless of race, color, creed, sex, sexual preference, age, marital status, handicapping situation, national origin, or ethnic background.
7. Employees shall be prohibited from exploiting a professional relationship with a student for private or personal gain or advantage.
8. Employees shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves a professional purpose or is required by law.
9. Employees shall maintain professional relationships with students in a manner that is free of vindictiveness and recrimination.
10. Employees shall maintain professional relationships with students in a manner that promotes the self-esteem of the student.
11. Employees shall be prohibited from fraternizing with students in an unethical manner, inclusive of, but not limited to the following situations:
  - a. Having a romantic or intimate relationship with students.
  - b. Contributing to the delinquency of students.
  - c. Violations of any Tribal, State or Federal Laws and ordinances.
  - d. Providing overnight or other lodging of students without parental or legal guardian permission or knowledge (parental permission also required if a school-sponsored activity).
  - e. Providing of distribution of or consumption of alcohol/drug substances with students.
  - f. Inappropriate interactions with staff and other students on social networking devices and services.
  - g. Other unethical conduct of the employee regarding this item as prescribed by community norms.

### **JGH            DROP-OUTS**

A dropout student shall be defined as a student who has withdrawn from the school and has not enrolled in an appropriate grade level educational program in another institution.

### **JR                STUDENT RECORDS**

The Enemy Swim Day School will keep a cumulative permanent record on every student that enrolls in school according to the BIE guidelines.

Guidelines for Collection and Release of All Records:

1. The Principal must approve all information.
2. If a student transfers to another school, a copy of the cumulative folder will be sent to the new school upon their request.
3. The permanent record will be kept permanently on file at the school.

In accordance with the Rights and Privacy Act, all parents/guardians may review their child's/children's school records at any time. Parents are requested to see the Principal for this information.

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### **JS                   STUDENT FEES, FINES, AND CHARGES**

It is the school policy to provide a free education to students enrolling at the school. Materials and books will be supplied to students within budget limitations. Extra supplies or materials needed by students must be supplied by the student or parent. Student fines and charges will be assessed for all lost or destroyed books or materials.