

Enemy Swim Day School  
Out-of-School Time Program  
2019-2020



Family Handbook

# **Enemy Swim Day School Out-of-School Time Family Handbook Table of Contents**

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## **We welcome you to visit anytime!**

The Enemy Swim Day School Out-of-School Time Program Staff would like to welcome you and your family to our community.

You are invited to visit our Afterschool Program and Summer Academic Program. Just drop in, join an activity, and have fun! You are always welcome here!

About our program:

We provide students with fun games, craft projects, cooking classes, multiple sports games, computer time, and a wide range of other activities such as field trips, family fun nights, celebrations, and much more!

Important components of our program are integration of the Dakota Culture and Character Building into our daily activities.

We also provide educational enhancement opportunities, such as Reading/Math Clinics, Vocabulary Enrichment, Homework Help and Literacy/Math components. We emphasize safety and fun but are always trying to include educational opportunities into all activities offered.

A healthy snack and transportation are provided (lunch in the summer).

## **Mission Statement, Philosophy, Vision, and Expectations**

### **Mission Statement**

The mission of the Enemy Swim Day School Out-of-School-Time Program is to provide for all students educational opportunities to maximize academic potential while fostering cultural pride to promote lifelong learning.

### **Philosophy**

The Enemy Swim Day School Board will provide educational policies, facilities, programs and human support resources necessary to assist students in their goals.

### **Vision**

It is the continuing vision of the Enemy Swim Day School Out-of-School-Time Program that all students will reflect and display those significant values of wowicakupi (generosity), wowaditak(courage), woasake (fortitude), wokahniga (wisdom), tehinda (cherish), wowicaka (honesty), and woohoda (respect).

## **Expectations**

Enemy Swim Day School Out-of-School-Time Program expects its students to:

- Be Safe
- Be Respectful
- Be Caring
- Be Responsible

## **Student Rights and Responsibilities**

### Rights

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

### Responsibilities

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 student must refrain from inflicting bodily harm on self and others and respect the privacy of other persons and property.
4. To know the grievance procedure. The student must know and use the proper methods channels of complaint resolution.

## **Licensing**

The Enemy Swim Day School Out-of-School Time Program is licensed through the South Dakota Department of Social Services Child Care Services as a means of reducing the risk of harm to children in child care settings by establishing and enforcing regulations that require maintenance of minimum standards.

## Contact Information and Program Location

### **Mailing Address:**

Enemy Swim Day School Afterschool Program  
13525 446<sup>th</sup> Ave.  
Waubay, SD 57273

### **Phone:**

(605) 947-4605  
(888) 825-7738 Toll-Free

### **Fax:**

(605) 947-4188

### **Dr. Nadine Eastman**

Enemy Swim Day School Affiliation:  
Phone:  
Email:

Superintendent  
(605) 947-4605, ext. 3008  
[neastman@esds.us](mailto:neastman@esds.us)

### **Rebecca Dargatz**

Enemy Swim Day School Affiliation:  
Phone:  
Email:

School Community Director  
(605) 947-4605, ext. 3062  
[rdargatz@esds.us](mailto:rdargatz@esds.us)

### **Melissa Sichmeller**

Enemy Swim Day School Affiliation:  
Phone:  
Email:

Out of School Time Coordinator  
(605) 947-4605, ext. 3077  
[msichmeller@esds.us](mailto:msichmeller@esds.us)

### **Roxan Christensen**

Enemy Swim Day School Affiliation  
Phone  
Email

Community Education Coordinator  
(605) 947-4605 ext. 3066  
[rchristensen@esds.us](mailto:rchristensen@esds.us)

### **Deb Rumpza**

Enemy Swim Day School Affiliation:  
Phone:  
Email:

Business Manager  
(605) 947-4605, ext. 3002  
[drumpza@esds.us](mailto:drumpza@esds.us)

# Calendar

## Enemy Swim Day School | 2019-2020 Out of School Time Calendar

<p><b>JULY 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>4 Independence Day</p> <p>8-18 Summer Program M-Th</p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>JANUARY 2020</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p>1-2 Winter Break – No School/Work</p> <p>8: Teacher Work Day – No School</p> <p>20 M.L. King Day – No School/Work</p> <p>OST Dates 3:20-5:00pm</p>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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## **Staff**

### **Ratios and Group Size**

The program maintains a minimum staff-to-child ratio goal of 1:10 minimum and 1:15 maximum and a ratio of 1:10 if there is a 5 year old in the area. The staff-child ratio is adjusted to accommodate the youngest child per group. During high-risk or challenge activities such as field trips, woodworking, and water sports, the norm will be to maintain a ratio of 1:6 unless an even more decreased ratio is necessary based on the activity. The program has the ability to supervise an injured child or compensate for a sick staff member while still having an acceptable ratio of staff coverage by moving staff to/from areas where the additional coverage is needed for the unexpected reasons via staff communication with each other. The accommodation of a child with special needs will be considered on a case by case basis and appropriate accommodations made as deemed necessary and reasonable. Our group size in any one room will never exceed thirty children. The staff-child ratio in large groups is ensured and regulated by the accountability system in place at the choice board.

### **Staff Training and Professional Development**

It is the goal of Enemy Swim Day School Out-of-School-Time Program to provide its employees with continuous training in the areas of child care. The following is a list of required training opportunities that are scheduled throughout the year (dependent upon available funding).

- Annual Preservice for all employees prior to the beginning of each school year. Employees shall, as a condition of employment at the School, be required to participate in the Pre-Service Workshop each year.
- Pre-employment orientation and training
- On-site training
- Annual school-age care conference
- Use of library/resource materials
- Handouts and information sheets
- Manuals
- Visits and guidance from the administrative staff
- Employee attendance at community workshops and seminars with approval from the administrative staff
- CPR/AED and first-aid training

## **Children and Youth Served**

### **Inclusion Policy**

The Enemy Swim Day School Out-of-School-Time Program is committed to inclusion. The Program demonstrates dedication to all children and families, no matter what their needs or challenges.

The inclusion policy applies to all children. OST staff will ensure that children with disabilities will be included in all activities offered to students, and make accommodations based upon their needs to ensure their inclusion.

### **Commitment to Diversity**

Diversity includes culture, race, ethnicity, religion, and many more attributes that make each child unique. Dress, gender, body type, interests, and class are just a few examples. The Enemy Swim Day School Out-of-School-Time Program celebrates the differences and similarities between people and families.

## **Hours and Days of Operation**

### **Daily Hours**

- The Afterschool Program typically operates Monday through Thursday when school is in session. When school is closed for any reason, afterschool care is not available. The Afterschool Program begins at the official end of the school day and typically runs until five o'clock.
- The Summer Academic Program typically operates Monday through Thursday from 8am to 2:30pm for a total of 6 weeks in June and July.

### **Delayed Openings or School Closings**

- If school is closed (due to inclement weather, a malfunction of the school facilities, or when the safety or welfare of the student will be in danger) notices will be given over KELO and KSFY television stations, KBWS (102.9) and KIXX/KWAT (950) radio stations. The Bright Arrow alert system will be activated.

## **Intake and Enrollment**

### **Equal Opportunities**

Refer to Enemy Swim Day School Policy JAA.

### **Entrance Age/Admissions**

Refer to Enemy Swim Day School Policy JBB.

**The student must be enrolled at the Enemy Swim Day School to be eligible to participate in the Out-of-School-Time Program.** An exception will be made for a child of a staff person but this child must meet the age requirements.



The Enemy Swim Day School provides the family with the school admission procedures, as well as those for the Out-of-School-Time Program. Along with the school family orientation materials, all necessary paperwork is included to be completed by the family in order to enroll the child. All forms required by the school and Out-of-School-Time Program must be completed and returned to the school prior to the child being admitted into the Out-of-School-Time Program.

### **School Orientation**

Refer to Enemy Swim Day School Policy JBC.

Records are on file in the student cumulative file and in a database. Authorized Out-of-School-Time Program personnel are able to access the files and database as deemed necessary.

### **Out-of-School-Time Program Admission**

In addition to completing the necessary paperwork to be admitted to the school, the parent/guardian is required to complete all enrollment forms of the Out-of-School-Time Program prior to being considered to have full admission in the Out-of-School-Time Program. The forms include:

1. Permission and Waiver Form – Afterschool
2. Permission and Waiver Form – Summer Academic Program

### **Student Records**

Each student has a confidential student file that contains information regarding enrollment, incident reports, and other appropriate information.

Student records shall not be removed from the office in which they are kept. Access to student records shall be confined to authorized school personnel who require access to student records.

Except when required by law, person outside the school system shall not have access to any student's records without the parent(s)/guardian(s) written permission.

### **Interview Policy**

Refer to Enemy Swim Day School Policy JCC.

### **Family Separation/Divorce Policy**

Refer to Enemy Swim Day School Policy JGJ.

## **Confidentiality**

In order to show respect for the personal information of all children, youth, families, and staff it is very important that staff follow the confidentiality policy to create trust and a professional environment at our program. Each employee is responsible for safeguarding confidential information obtained during employment. In the course of their work, they may have access to confidential information regarding Enemy Swim Day School, Enemy Swim Day School Out-of-School-Time Program, its participants or families, or perhaps fellow employees. It is the staff's responsibility to in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of their duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by a supervisor. Gossiping about other people and sharing personal details about individual children or families is strictly forbidden. Any breach of this policy will not be tolerated, and legal action may be taken by Enemy Swim Day School.

## **Payment and Fees**

Enemy Swim Day School's Out-of-School Time Program services will include a \$2.00 per hour fee, which will be billed on the last working day of the month. The outstanding amount will be paid within 10 working days from the day which the bill was dated for. Payments received after the 10th working day will include a \$1.00 late fee for every day payment is late.

Enemy Swim Day School's Out-of-School Time Program will accept Child-Care Assistance Reimbursements from the Division of Child Care Services of South Dakota as payment. If families are unable to qualify for Child-Care Assistance or cannot afford payments, families will have the opportunity to qualify for scholarship assistance. No child enrolled with the Enemy Swim Day School will be turned away from Out-of-School Time care because of financial reasons.

## **Personal Property**

### **Care of School Property**

### **Valuables Brought to School**

### **Lost and Found**

Refer to Enemy Swim Day School Student Handbook.

## **Field Trips**

Field trip destinations and transportation should be confirmed well in advance. Students are always required to have a Permission/Waiver Form signed in order to attend a field trip.

## **Suspension and Termination**

Suspension and termination of a child from our program is a last resort. There may be times when behavior is so severe, disruptive, or dangerous to our program that serious action needs to be taken to ensure the safety of all participants. See Behavior Management section for policies.

## **PROGRAM PLANNING AND DELIVERY**

### **Programming and Activity Planning**

The staff will plan developmentally appropriate practices/activities and goals that respond to the ages, developmental stages, and individual differences of children and youth.

### **Acceptable Use Of Technology**

The computer labs are utilized for access to the internet and technology related projects. All students and staff will abide by the ESDS Acceptable Use of Technology Policy.

### **Parties**

Students may participate in Out-of-School-Time Program parties. The Out-of-School-Time Program will celebrate by having parties for various holidays, i.e., Halloween, Christmas, Valentine's Day, and Easter.

### **Activity Plans**

Leaders shall prepare activity plans in advance. The OST Coordinator shall monitor leaders' activity plans and keep an activity plan log to insure they comply with appropriate accrediting agency requirements.

### **Supplies and Materials**

Enough supplies and materials that are in good condition will be available for program children in order to prevent conflict amongst the children and to leverage learning opportunities.

## **Nutrition and Food Safety**

The program's nutrition and food safety policy promotes the nutritional health of the children enrolled at our program and cultivates healthy lifelong habits.

## **Supervision and Safety**

### **Basic Supervision and Monitoring Guidelines**

**The safety of the children is our first responsibility.** The choice board is the child's accountability system and provides them the opportunity for self-discipline and self-responsibility. All children are required to move their own magnet (student name on it) at the Choice Board so that the staff can track where the child is at all times.

## **High-Challenge Activities**

All staff will increase supervision and awareness of children when they are participating in high-challenge activities.

**Increased Supervision.** Staff-to-Child ratios will be decreased to ensure proper supervision. The ratio will be determined by the site director prior to the activity taking place. The norm will be to maintain a ratio of 1:6 unless an even more decreased ratio is necessary based on the activity.

## **Attendance and Absences**

### **Daily Attendance Records**

Daily attendance records must be maintained for all children. The daily Out-of-School-Time Program Sign-In Sheet is kept on file and each individual attendance record is entered into the out-of-school time administrative system.

### **Missing Child**

If a child is unaccounted for, the staff will follow the procedures for locating a missing child. Parents will be notified of missing child. Emergency contacts will be notified in the event parents cannot be immediately contacted. Law Enforcement will be contacted if needed.

### **Drop-In**

Drop-ins are permitted. Children that have been given "Choice" status by their parent/guardian may drop-in after school dismissal or leave before the afterschool dismissal. If they choose to leave before afterschool dismissal, they are not allowed to come back into the program on that day.

## **Arrival and Departure**

### **Arrivals-Afterschool:**

The Afterschool Program begins at the official end of the school day and typically operates until five o'clock. Determination of where the student is going at school dismissal is determined before the student leaves their last class.

### **Arrivals-Summer Academic Program:**

The Summer Academic Program begins at 8:00 am with students arriving by bus.

### **Departures-Afterschool Program, Summer Academic Program:**

The child rides the late bus home. The transportation staff person and bus driver are responsible to check out all children on the bus transportation sheet to verify all children have departed from the program after the late bus leaves. If the child lives in Enemy Swim, they may choose to walk home if permission granted.

### **Authorized and Unauthorized Pickup:**

Changes in child pickup by an authorized person must be phoned into the Enemy Swim Day School prior to the release of the child. A child can only be picked up by someone authorized either on the enrollment form (noted in school administrative program) or with a written dated notice to the Enemy Swim Day School staff. If an emergency arises and another person is needed to pick up the child the information should be provided to the Enemy Swim Day School staff.

### **Release of a Child: Special Circumstances**

#### **When there is a Restraining Order on a Parent**

It is our policy to release a child to either parent unless there is a court order restricting custody of the child.

### **Late Pickup Policy**

All students either ride the bus or walk home.

### **Smoking Policy**

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.

### **Field Trip Supervision and Safety**

#### **Transportation and Field Trip Policy:**

All vehicles used for transportation need to be Enemy Swim Day School approved and scheduled with the transportation department prior to usage. Appropriate permission/waiver slips are required.

### **Transportation Policy**

Refer to Enemy Swim Day School Policy JCDAD, Student Bus Conduct.

### **Illness and Communicable Disease**

#### **Health Examinations**

Refer to Enemy Swim Day School Policy JGCD, Health Services.

#### **Illness**

Children showing signs of illness will not be permitted at the center to help protect the health of everyone at the program. If children have already entered the program for the day before showing signs of illness, they will be kept comfortable but isolated in the school nurse's "sick" room until arrangements can be made to transport the child home.

#### **Communicable Diseases**

Refer to Enemy Swim Day School Policy JGCC.

### **Head Lice**

Refer to Enemy Swim Day School Policy JGCB.

If head lice is detected after a child has entered the afterschool program the same guidelines for contacting a parent/guardian of a sick child will be adhered to.

## **Chronic and Special Health Needs Health Services**

Refer to Enemy Swim Day School Policy JGCD.

### **Medications**

Refer to Enemy Swim Day School Policy JGCD, Health Services.

## **Preventing and Preparing for Emergencies**

### **Medical Emergencies and Accidents**

Refer to Enemy Swim Day School Policy JGFG.

### **First Aid Training/CPR Training/AED Training**

All staff are required to obtain certification in First Aid/CPR/AED prior to independently supervising children at Enemy Swim Day School Out-of-School-Time Program.

### **Records**

Staff should review the Medical Minder at the nurse's office of each child in the program, review for specific conditions.

### **Sanitation and Cleanliness**

All staff will clean and sanitized program areas, as it is very important to the health, safety, and emotional well-being of both children and providers.

### **Minor Accidents (Injury or Illness)**

### **Serious Accidents (Injury or Illness)**

### **Health Service (Accidents)**

Refer to Enemy Swim Day School Policy JGFG.

### **Accident Reports**

All employee must report accidents to the immediate supervisor. Employee accident form can be obtained from the Business Office staff. Complete and

return form immediately to your supervisor. Reports must be filed with the Business Office the day immediately following any accident to staff.

## **“911” Emergencies**

### **Emergencies Plan (Fire, Outdoor Weather, Natural Disaster)**

Refer to Enemy Swim Day School Policy JGFI. The Enemy Swim Day School Out-of-School-Time Program will adhere to the same guidelines with modifications made to the procedures for the extended day hours.

### **Preventing Child Abuse Reporting and Documenting Suspected 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 a school administrator.

## **Indoor Environment**

### **Indoor Facility Maintenance and Use**

All staff members must report unsafe conditions at their program areas to the OST Coordinator.

### **Center Environment**

#### **Indoor Environment**

The program’s indoor space meets the needs of children and youth.

- There is enough room for all program activities.
- The space is arranged well for a range of activities: physical games and sports, creative arts, dramatic play, quiet games, enrichment offerings, eating, and socializing.
- The space is arranged so that various activities can go on at the same time without much disruption.
- There is adequate and convenient storage space for equipment, materials, and personal possessions of children and staff.

#### **The indoor space allows children and youth to take initiative and explore their interests.**

- Children can get materials out and put them away by themselves with ease.
- Children can arrange materials and equipment to suit their activities.
- The indoor space reflects the work and interests of the children.
- Some areas have soft, comfortable furniture on which children can relax.

### **Care of School Property**

All staff persons are required to provide proper care to school desks, equipment, books and other property. Restitution by the responsible individual is required if there is any damage, vandalism or loss of school property. ESDS prohibits the writing of graffiti on any items including notebooks, books, binders, desks, clothing, homework, or any other object brought to school. Absolutely no gum chewing on school premises.

### **Valuables Brought to School**

Students are discouraged from bringing valuable items to school (i.e., cash, CD players, Game Boys and Nintendo cartridges, toys, beepers, cell phones, tablets, iPods, etc.). Mobile Device Acceptable Use Policy (Ref: IDAAA) will be adhered to. Students may not bring colognes, body sprays, deodorant, or any aerosol sprays to school. Students are responsible for their own personal items. School personnel will confiscate unauthorized items and they will only be returned to a parent/guardian. The school will not be held responsible for items lost, stolen, or damaged.

### **Lost and Found**

All items found on school grounds will be turned into Student Services.

### **Outdoor and Playground Maintenance and Safety**

The outdoor play area meets the needs of children and youth, and the equipment allows them to be independent and creative.

- Each child has an opportunity for play outdoors for at least 30 minutes for every three-hour block of time at the program.
- Children can use a variety of outdoor equipment and games for both active and quiet play.
- Permanent playground equipment is suitable for the sizes and abilities of all the children.
- The outdoor space is suitable for a wide variety of activities.

A daily safety check is completed for areas that will be utilized outdoors by staff before children are able to access the areas. The process includes checking out the equipment and checking to see if any apparent dangers are present. If the temperature or wind chill is approaching 0 degrees Fahrenheit, staff will use discretion whether or not the outside area will be open to the children.

### **Facility Security**

All building doors are locked. Visitors are allowed access in to the school by the front office personnel. Visitors are checked in at the front desk next to the entrance doors. Video Cameras monitor all hallways, classrooms, and outdoor areas of the school.



## **Partnership with Parents and the Community**

Refer to Enemy Swim Day School Policy Sections K & L.

### **Parent and Guardian Involvement and Communication**

Parents are always welcome to visit their child's program. ESDS staff encourages guest presenters. We communicate with families via phone, email, newsletters, flyers, newspaper articles, radio announcements, etc.

### **Community Partnership**

The OST Program will continue to build partnerships with key community organizations to enrich the children's experiences at the Out-of-School-Time Program.

Parent bulletin boards will reflect various community services and events. We also are establishing a file of community resources to make available to our families. This is a way to link our families with services that are available in the surrounding communities.

## **Behavior Management**

### **Guidance, Discipline, and Behavior Management**

Any guidance, discipline and behavior management needed will be according to the approved programs Conscious Discipline and Positive Behavior Supports and policies set by the ESDS.

### **Special Needs Behavior Management**

Consistent with the inclusion policy, the OST staff will ensure that every measure possible has been exhausted to remedy the situation of a child with special needs.

### **Use of Outside Specialists**

The use of resource persons are needed to supplement the resources of the OST staff.

- The school counselor works with our program to provide insight and further understanding into the special needs of individual students.
- The school nurse consults with our staff on medical issues that arise for special individual needs.
- The school student services staff communicates with our staff on a daily basis to keep Out-of-School Time Program updated on behavior or other issues that are pertinent for our staff to know about individual students.

### **Suspension and Termination**

Suspension and termination of a child from the OST program is a last resort. There may be times when behavior is so severe, disruptive, or dangerous to our program that serious action needs to be taken to ensure the safety of all participants.

**The following Behavior Management policies will be adhered to by the Enemy Swim Day School Out-of-School-Time Program:**

**ESDS Shall be Free of Discrimination and Harassment**

All students and staff members are to respect people of all abilities, ages, colors, creeds, gender, marital status, national origins, races or religions. Using hurtful words or actions will NOT be tolerated. Action will be taken if this policy is violated. If you are hurt by someone's words or actions, take these steps: (1) report the problem to a teacher, counselor or other staff member; (2) report the details of the situation; (3) if the problem remains unresolved discuss it with the OST Coordinator. 4) If the problem remains unresolved discuss with the School Community Director.

**Complaint Procedures**

Any student or parent/guardian who believes 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 complaint in the following manner.

- A. Concerns of students and parent(s)/guardians(s) should be submitted to the Leader 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 Leader does not resolve the complaint/concern, the Students and Parents(s)/guardian(s) should provide all the information to the OST Coordinator in writing within five working days of the incident.
- C. OST Coordinator must complete all efforts to resolve the complaint within five (5) workings days including meeting with the School Community Director to resolve the complaint.
  1. The OST Coordinator and/or School Community Director will meet with the parties involved to discuss the issues of the complaint.
  2. The OST Coordinator and/or School Community Director will seek a solution to the matter on an informal basis.
  3. The OST Coordinator and/or School Community Director will keep a written record of all activities and findings in the complaint.
  4. The OST Coordinator and/or School Community Director will make a written reply to the parent/guardian and Administration.
- D. If the School Community Director is unable to resolve the complaint to the satisfaction of the parties concerned, the complaint, in writing, will be brought to the attention of the Administration, within

five working days of the School Community Director level resolution.

- E. The Administration will follow the same procedure as the School Community Director in an effort to resolve the complaint within of five working days. If the Administration 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.

### **Playground Behavior Rules**

#### **Students will:**

1. Show respect. Keep your hands to yourself.
2. Be responsible. Return the equipment.
3. Be caring. Treat others as you want to be treated.
4. Be safe. Use the playground equipment properly.

#### **The following consequences will result from not following playground rules:**

1. Sitting out from recess (on steps or as assigned by playground supervisor).
2. Short term loss of playground privileges.
3. Serious infractions will result in referral for school wide disciplinary procedures.
4. Behavior plan.

### **GENERAL SCHOOLWIDE/OUT-OF-SCHOOL-TIME PROGRAMWIDE RULES**

Follow the directions of all staff members.

Stay in assigned areas.

Use school equipment properly.

Keep hands, feet and objects to yourself at all times.

Be respectful – speak politely to staff, students and visitors.

Do not bring illegal objects, weapons or substances to school.

Do not take or damage the school's or another person's property.

Fire extinguishers are designed to suppress a fire. When they are released by students, they can cause a hazardous situation. Any student found guilty of such conduct may pay for the cost of recharging as well as any damages they cause.

Fire Alarms are located throughout campus for safety and emergency reasons only; any student who deliberately engages a fire alarm in a non-emergency situation will be disciplined.

Students who deliberately will not follow emergency procedures or staff directions during an emergency situation are endangering themselves as well as others and they will be disciplined.

## **Conscious Discipline**

Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It will be implemented school-wide. 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.

## **Student Behavior and Discipline Plan**

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.

Parents shall be informed of any incident that involves any infraction or violation of any behavior boundary or limit of their child. Student Services shall be responsible for accurately recording and distributing reports to parents of incidents that have resulted in the application of disciplinary procedures with their child.

Deviation from acceptable behavior will result in immediate disciplinary action. Disciplinary action will be at the discretion of the school administrator and may include the following actions:

- Short-term Character Building Class.
- In-OST (loose choice privileges).
- Short-term OST Suspension.
- Recommendation for long-term OST Suspension.

If a student has had ESDS TRACKS intervention during the regular school daytime, then the student will not be allowed to stay for Out-of-School-Time Program on that date(s) unless permission is granted by ESDS personnel.

### **School Administration Intervention**

Administration may expel a student from the Out-of-School-Time Program for the balance of any semester or remainder of the year 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, excessive fighting, repeated/continued disregard for school rules/gross disrespect, criminal behavior, sexual harassment.

ESDS Behavior Matrix	"We will be known forever by the <b>tracks</b> we leave." E.Q. What DO OUR <b>TRACKS</b> LOOK LIKE?						
Expectations	All Common Areas Classrooms	Passing Areas Halls, sidewalks	Bathrooms	Cafeteria	PE/Gym/Recess	Gatherings/ Assemblies	Bus, Arrival and Dismissal Areas
<b>RESPECTFUL</b>	Enter and exit class respectfully Use the appropriate voice level, 0-4 Wait your turn Follow directions the first time Use materials and electronic devices appropriately	Maintain physical space Use appropriate voice level Keep hands and bodies off lockers Keep locker neat and clean Pick up litter	Wait your turn Clean up after yourself Give people privacy Use quiet voices	Wait in single file line with space for others Allow anyone to sit by you Try each food item Leave food you don't want on your tray Leave outerwear in lockers	Listen and follow adult directions Play fairly Include everyone Line up promptly Show good sportsmanship	Sit in assigned area Stay seated Give Speaker full attention Listen/watch Use appropriate applause	Be on time Pick up litter Water bottles only Use quiet voice Sit appropriately
<b>RESPONSIBLE</b>	Be Prepared Be where assigned Be on time & task Be honest Do your best Take care of all belongings and school equipment	Gather all materials needed for your next class Keep outerwear in lockers Stay in walking areas	Flush Use bathroom appropriately Get back to class quickly	Keep your area clean Eat the food you choose Make healthy choices Food stays in the cafeteria Dump neatly, silverware in container, food in the trash	Participate Keep track of personal belongings Put all equipment away	Be on time Listen to speaker and think about information provided	Check for belongings when exiting Get off at correct stop Adult riders assist with supervision
<b>SAFE</b>	Follow school rules Walk facing forward Keep hands and bodies to self Get adult help for accidents Use the Safe Place to handle upsets	Walk on the right Keep walking toward destination Stop when told to Use appropriate language	Feet on the floor Wash your hands Keep water in the sink Tell an adult when help is needed	Wash hands Use utensils safely appropriately Stay seated at your table and eat over your tray Stay seated until dismissal Eat only your own food	Stay in designated areas Use equipment appropriately Wear appropriate clothing and shoes Report broken or unsafe equipment	Walk to seat Stay seated Maintain physical space	Stay seated Keep hands and feet to self Enter and exit the bus slowly in single file Ride correct bus Wear seatbelt as required
<b>CARING</b>	Take care of our school Keep materials clean Ask permission Remind others to follow TRACKS	Choose a positive attitude Help someone who needs it Positive greetings	Tell an adult when supplies are needed Leave it better than you found it	Share your table Tell an adult if someone needs help Use your table manners Help new people with routines	Include others Help others Compromise	Share in celebration of/for others Model for younger students	Share your seat Assist others when needed
<b>KIND</b>	Use helpful words Share with others	Greet guests Speak politely	Let someone go ahead of you	Speak courteously Invite others to sit with you	Share equipment	Encourage others	Have positive conversations
<b>Students &amp; Staff</b>	<b>ALL OF US AT ESDS!</b>						

## Smoking/Possession of Tobacco Products

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

Level 3 RTC referral – student will not be allowed to return to the Out-of-School-Time Program until the student views a videotape and completes a behavior packet on the effects of smoking.

The student is required to have an exit interview with the counselor.

The parent and tribal court is notified of the violation.

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

Level 3 RTC referral – student will not be allowed to return to Out-of-School-Time Program until the student views another video and completes a behavior packet on the effects of smoking.

The student is required to have an exit interview with the counselor.

The parent, School Board and tribal court is notified of the violation.

The student is required to teach another student about the effects of smoking.

The student will serve 3 hours afterschool working on tobacco free materials.

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

The student will serve 9 hours afterschool on tobacco free materials.

The student is required to prepare and present a 10 minute presentation on the effects of smoking.

The parent, School Board and tribal court will be notified of the violation.

Additional Offenses will result in School Administration Intervention.

**Drug/Alcohol/Chemical Use**

Student is in violation of the drug/alcohol/chemical use policy JCDAC if he/she attempted use, abuse, distribution and possession of alcohol/drug/chemical substances (this includes inhalants). Out of Afterschool suspension until the ESDS Administration and Community Education Director meet to determine further actions. Law enforcement will be notified in cases of violations of Tribal Codes.