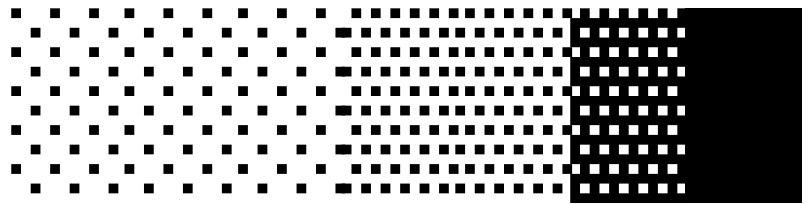


Enemy Swim Day School



Toka Nuwan Wayawa Tipi

2023-2024 Student Handbook

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SUPERINTENDENT'S WELCOME

Welcome Back! We missed you, although we did see a few of you at our summer program. We also want to offer a warm welcome to our new students and thank you for joining our school family. We think it will be another great year at Enemy Swim Day School. A copy of the complete Enemy Swim Day School Student Policies is posted online on our school webpage at www.esds.us and is available upon request. We will again be expecting everyone to follow our TRACKS expectations of Safe (Awaŋcihdaka), Caring (Wauŋsida), Kind (Caŋwašte uŋ), Respectful (Woohoda), and Responsible (Waokihi).

Since the pandemic was declared over, we have returned to our new normal that still keeps safe procedures such as masks for students that have sickness in their family or may have a contagious virus such as a cold or even just want to wear them. We will still emphasize hand washing, and we will still use social distancing in the common areas. We will continue having vaccination clinics at the school and recommend that all students remain fully vaccinated.

Our Theme for the 2023-24 school year is

“Oyate tokaheya hib hena yuonihanpte hehan siceca wayawapi taku ota unspeunkiyapte heced tokata tanyan yuha yapi kte”


“Honoring the ones who came before, then we teach the students many things so they may go forth in a good way with it.”

When everyone was working on the next 5-year Strategic Plan, the thought that we need to honor those that came before us while we are reaching our potential for the future kept coming up.

We have a goal to increase attendance back to 94% or above. We are asking parents to help us by getting their children to school daily unless there's a medical reason. The late bus is only available to students once a week at a maximum on Mondays through Thursdays. We will resume our Friday dismissal at 1 pm after closing. We are continuing to strengthen the Dakota language and culture in our school. We have a whole team of Dakota Language teachers that will be working with classes in larger blocks of time generally twice a week in order for them to have the Dakota language immersed with hands-on activities. Our goal is to continue to increase the proficiency of all our students and staff in the Dakota language and to extend that learning to all the parents and relatives of our students. We also have a focus on Indigenous Responsiveness so we can be the best school for your child. Finally, a part of the Strategic Plan is to help students become independent learners and problem solvers. Of course we appreciate the parent partnerships that strengthen the education of your child.

Welcome to a new year at Toka Nuwan Wayawa Tipi

--Wopida Eciciyapi,



Dr. Nadine Eastman, Superintendent

MISSION STATEMENT

Toka Nuwan Wayawa Tipi, an indigenous school of the Sisuṭuṭuṭuṭuṭuṭuṭu Oyate, honors those who have come before by providing a safe environment, immersing cultural teachings, and inspiring learners to develop a foundation of critical thinking and social-emotional skills to be good relatives.

VISION

The vision of Toka Nuwan Wayawa Tipi is to keep students, their education, and their well-being at the heart of our school by:

- Providing a nurturing, safe secure, and caring environment, and by
- Immersing the Dakota Values, Language, and Dakota Wicoḥaṇ, and by
- Recognizing the importance and promoting family involvement, and by
- Demonstrating understanding and retention of essential learnings.

BELIEFS

- Our school Tiwahe is unique and creates success through high expectations.
- Dakotah Values and rigorous education prepare students for Dakotah Wicoḥaṇ.
- Dakotah culture and language is a path to enhance cultural identity that builds confidence and resilience.
- Through ESDS education, students honor and carry the spirit of their ancestors.
- ESDS is intentional in working with school partnerships and communities to provide a variety of experiences to strengthen our Tiospaye.
- Through mutual respect, our environment is welcoming, comfortable, safe, caring, and kind.

JA EQUAL EDUCATIONAL OPPORTUNITIES:

Applicants for admission and employment, students, parents, person with disabilities, employees and all unions or professional organizations holding collective bargaining or professional agreements with the Enemy Swim Day School are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, gender, gender identity, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, the American with Disabilities Act (ADA) or Section 504 is directed to contact Dr. Eastman, Superintendent.

JB ADMISSION AND ATTENDANCE:

REQUIREMENTS FOR KINDERGARTEN ATTENDANCE

A child must be five (5) years old on the first day of September to be eligible for enrollment in Kindergarten during that school year. Students may enroll in first grade if they have attained the age of six (6) years prior to September 1st of the ensuing year.

SWO Tribal Educational Code Chapter 66-10-01 Mandatory Attendance - Every person who has a child under their care between the ages of five (5) and eighteen (18) years should assure the attendance of child(ren) in school according to the juvenile and penal codes. South Dakota Law (SDCL 13-28-7) requires that any student entering school shall prior to admission, be required to present to school authorities' certification from a licensed

physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubella (measles), rubella, mumps, and tetanus, according to the recommendations of the State Department of Health.

South Dakota Law requires incoming Kindergarteners need to show documentation of receipt of four (4) or more doses of poliovirus vaccine (IPV), four (4) or more doses of diphtheria, pertussis and tetanus containing vaccine (DTAP), two (2) doses of measles, mumps, and rubella vaccine (MMR or MMRV), and two (2) doses of varicella vaccine (Varicella or MMRV). A parent may choose to sign the Medical Exemption to Immunization Law Form, for medical or religious reasons. The school Nurse will send this document to the State of South Dakota.

REQUIREMENTS FOR SIXTH (6th) GRADE ATTENDANCE

A child must have the following immunizations prior to their first day of school as a 6th grader at Toka Nuwan Wayawa Tipi: Tdap (Tetanus, Diphtheria, Pertussis), MCV4 (Meningococcal), *HPV (Human Papillomavirus), and *Flu (Influenza). Any child transferring into Toka Nuwan Wayawa Tipi from an out-of-state school must have all the required immunizations prior to their first day of school at Toka Nuwan Wayawa Tipi. The *HPV (Human Papillomavirus), and *Flu (Influenza) are optional for students.

STUDENT ENROLLMENT/ADMISSION

The student must be living with parents or guardians within the attendance boundaries of the school. A student is considered provisionally enrolled on the first day of participation in an activity or attending class. Student enrollment is not complete until all records and documents are received by ESDS. Teachers will be given one day to prepare for new students that are enrolling mid-year. Administration reserves the right to declare a student “not enrolled” when student records are not complete. 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, to restrict class sizes, and ESDS expect students to be in attendance for at least 94% once they are enrolled.

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 WHO HAVE BEEN EXPELLED FROM A PRIOR SCHOOL

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.

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.

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.

ATTENDANCE POLICY

JBD ABSENCES AND EXCUSES

An excused absence is an absence because of approved student activities: 1) prior approved cultural activities for students that collect their assignments before absence, 2) personal illness, 3) death in the family, and 4) prior approved educational activities for students that collect their assignments before an absence. 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 AND EXCUSES

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.

Parents will be notified in writing by Administration when their student drops/falls below 90% accumulative attendance rate. If a student misses ten (10) consecutive days, the school will drop the student from school enrollment. The student will have to petition the School Board for re-enrollment.

When a student drops/falls below 90% accumulative attendance rate, parent/guardian will be required to attend a Student Assistance Team meeting for attendance. The team may consist of the following: the appropriate grade level team, Administrator, student services, parents and guidance counselor.

If a student has ten (10) days of absence (AE or AU, excluding documented AEM days) during the school year, the parent will meet with the Principal to develop an attendance contract. Administration may determine a contract is not necessary, due to documentation of legitimate excused absences and demonstration of improved attendance. The students may be dropped from enrollment if the parent/student does 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 year unsuccessfully, will begin the new school year with an attendance contract. Students with attendance contracts for two (2) consecutive years or who are in violation of a current attendance contract will not have priority status for enrollment. The School Board will review the application for approval of enrollment prior to starting school.

The school Administrator/Truancy Interventionist will notify the Child Protection Program/Court Juvenile Services when a student reaches ten (10) days of unexcused absences and again at fifteen (15) days of unexcused absences during a school year.

If a student is absent for three (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. A student with a total of fifteen (15) absences throughout the school year will be referred to a Student Assistance Team to consider retention in their present grade level.

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. Students who do not complete make up work within two (2) days will be assigned to ZAP (according to the homework policy) until the work is completed.

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 9:30 am. If he/she leaves before 2:30 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 9:30 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.

Students arriving tardy to school or leaving early are missing significant teaching and learning time. This time may be counted as an additional absence when equivalent to one 7-hour school day, in consideration of the need for a Student Assistance Team meeting or an attendance contract.

LATE BUS

ESDS offers a late bus for occasional, unexpected reasons when students have missed their bus on Monday through Thursday. Each student will be granted a total of one (1) late bus tardy per week during the school year. Additional late bus use will be considered chronic and counted as a ½ day absence. Chronic use of the late bus may result in a Student Assistance Team meeting or an attendance contract.

TARDIES TO CLASS AND PASSES

Students are expected to report to class on time. A pass will be given by the staff member responsible for the student being late to class. Students are required to have a pass any time they are out of class. Teachers will only send one student at a time with a pass. There are NO exceptions. Teachers will issue passes for valid reasons only. (Those without a valid pass can result in an unexcused tardy or skipping.)

HABITUAL SKIPPING AND TARDINESS

Parents/guardians will be notified of students who are tardy or miss five (5) of the same class period. (The teacher and student will meet to develop a plan after five tardies to the same class period.) The teacher will set up a parent meeting to determine an appropriate plan of action and the next steps. Skipping class will result in In-School Suspension/Lunch detention (or After-School detention). The student would be required to make up missed classwork.

REMOTE LEARNING POLICY

IEP REMOTE LEARNING

Definition: Remote Learning is education provided away from the physical school building during a time of administrative approved closure.

Remote Attendance: Students must complete a daily remote assignment or participate in class video conferencing to be considered present that day for that class. Students must be in attendance in 75% of core classes to be counted as a full day. Students must be counted in attendance for at least 35% of core classes to be counted as a half-day present.

The school will provide online instruction for FACE through Eighth (8th) grade on their google classrooms and/or paper packets. Students will have access to appropriate educational materials and receive daily interaction with their certified teacher. Student learning supports that are identified on a student's Individualized Educational Program (IEP), 504 Plan, or Gifted program, will be provided remotely. Remote learning includes blended learning solutions with packets and/or online or virtual educational options.

The Administration oversees the implementation and continuation of Remote Learning with support for teachers, students and parents. ESDS' Network Administrator will be available for support, and will maintain the infrastructure of all platforms. The confidentiality of student and staff information will be protected. The school will ensure the online platforms, class meetings and all other communications are secure and will not allow for the release of protected student or staff information.

DAKOTA EDUCATION

Our focus for the school year is on having culturally responsive classrooms. The Enemy Swim Day School Board recognizes the importance of maintaining the Dakota history, culture, language and way of life. The school will emphasize Dakota History, Culture, Language and Life Ways programs that will continually enhance the students understanding and awareness of the language, history, culture and way of life. The programs will encourage and seek out the participation of students, parents, and the community. Curriculum for the Dakota Culture, Life Ways, History and Language are available. All students attending Enemy Swim Day School will be required to attend Dakota Studies classes and are expected to attend the Opening and Closing Ceremonies.

GRADING

Rubric	Score	General Scoring Rubric	Student self- assessment: "I can" statement
Advanced	Score 4.0	In addition to Score 3.0 performance, the student demonstrates inferences and applications that go beyond what was taught in class. Student consistently demonstrates accurate and complete knowledge of content and skills specified in the course standards and performance expectations and who applies that knowledge to solve problems in a variety of settings. They meet all standards and performance expectations and exceed beyond grade level or content explicitly taught with consistent accuracy.	I know (can do) it well enough to make connections that weren't taught, and I am right about those connections.
Highly Proficient	Score 3.5	In addition to score 3.0, performance, the student demonstrates partial success at inferences and applications that go beyond what was taught in class. Student consistently demonstrates accurate and complete knowledge of content and skills specified in the course standards and performance expectations and who applies that knowledge to solve problems in a variety of settings. They meet all standards and performance expectations and partially exceed beyond grade level or content explicitly taught.	I know (can do) it well enough to make connections that weren't taught, but I am not always right about those connections.
Proficient	Score 3.0	The student demonstrates grade level mastery with no major errors or omissions to the more complex ideas and processes or the simpler details and processes. Student demonstrates knowledge of content and skills specified in all course standards and performance expectations and apply that knowledge to solve problems in a variety of settings.	I know (can do) everything that was taught (the easy and harder parts) without making mistakes.
Partially Proficient	Score 2.5	No major errors on simpler details and processes and partial knowledge of more complex ideas and process.	I know (can do) all the easy parts and some (but not all) of the harder parts.
Basic	Score 2.0	The student demonstrates errors or omissions with the more complex ideas and processes, but no major errors on simpler details and processes. Student demonstrates knowledge of basic content and skills specified in the course standards and performance expectations, but require additional practice and	I know (can do) all the easy parts, but I don't know (can't do) the harder parts.

		instructional experiences for skills necessary to solve problems and meet all standards.	
Partially Basic	Score 1.5	Partial knowledge of simpler details and processes, but major errors or omissions regarding complex ideas and process	I know (can do) some of the easier parts, but I make some mistakes.
Below Basic	Score 1.0	With help, the student demonstrates partial understanding of some of the simpler details and processes and some of the more complex ideas and processes. Student needs additional practice and instructional experiences to acquire knowledge of basic content and skills specified in the course standards and performance expectations necessary to solve problems. Student may not be meeting all standards and the mastery of course content which is needed for success at the next level in a sequence of courses.	With help, I know (can do) some of the harder parts and some of the easier parts.
Below Basic	Score .5	With help, the student demonstrates partial understanding of some of the simpler details and processes, but none of the more complex ideas and processes.	With help, I know (can do) some of the easier parts, but not the hard parts.
	0	Even with help, the student demonstrates no understanding or skill of both complex and simpler details and processes	I don't know (can't do) any of it.

STUDENT RECORDS

Each student has a confidential student file that contains information regarding grades, physical examinations, incident reports, immunization records, achievement and other testing results and other 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, persons outside the school system shall not have access to any student's records without the parent(s)/guardian(s) written permission.

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.

JC GENERAL INFORMATION:

SCHOOL BREAKFAST AND LUNCH PROGRAM

Students are encouraged to participate in the breakfast and lunch program. Breakfast and lunch is provided to all students free of cost to families. It is the responsibility of the parent to inform the school staff of any food allergies. Students are encouraged to try every food item on their tray. Students can request an alternative of bread and peanut butter to the main entre. Excessive noise is undesirable during lunch. All books and materials should be placed in students' lockers before coming to the cafeteria. There is not space for safe storage. Students are expected to wait in line and take their turn. All students must follow the social distancing measures in the lunch room. This includes the markers located on the floors for spacing between students while in line and the seating spaces at the lunch tables. Running, pushing and shoving are unsafe. Students should be seated while eating and avoid wandering. Containers are provided for litter, paper and food. Items are to be placed in containers, not thrown. Food and drinks are not to be taken into classrooms except for scheduled breakfast or lunch in the classroom. Students should clean their eating area before they leave. All students and staff should help maintain a neat and clean lunchroom. ESDS promotes wellness through nutrition education, physical activity, nutrition guidelines and wellness policies. There is no pop available in vending machines, only healthy drink alternatives. Out of respect, our students will refrain from wearing their hoodies and/or caps.

SCHOOL CELEBRATIONS

Students may participate in school celebrations. If you do not want your child to attend a school celebration for any reason, please inform the teacher and they will be excused. The school will have the following celebrations: Halloween, Christmas, Valentine's Day, Dr. Suess Week and Spirit Weeks. Students may furnish nutritious treats for their classmates on their birthday and at school celebrations. ESDS discourages non-nutritious snacks (pop, candy, etc.).

Healthier Schools Approved Snacks: fresh fruit; canned fruit (lite); dried fruit (without added sugar); Sunkist Fruit Snacks; baked chips; popcorn (light or low fat); Chex Mix; pretzels; Trail Mix; nuts (lightly salted); Animal Crackers (unfrosted); graham crackers; Teddy Grahams; whole grain crackers; Goldfish crackers; whole grain bagels; low fat muffins; Nutri-Grain Bars; unfrosted Pop Tarts; Nature Valley Granola bars; Quaker bars (fruit and granola, breakfast squares, granola with yogurt); Special-K bars; Cheerios Breakfast bars; oatmeal raisin cookies; fig bars; beef or buffalo jerky; beef or buffalo sticks; cheese sticks or low-fat cheese; Lean Pockets; cheese pizza (low fat); Pudding Pops (low fat); Pudding Cups (low fat); frozen yogurt (low fat); frozen fruit bars (fruit juice); yogurt (low fat or light); Juicy Gels.

BICYCLE/AUTOMOBILE USE

Bicycles are permitted. Bicycle users must park their bicycles in the designated area. Bicycles are not to be used during school hours. Bike locks are a recommended. 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. 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.

VISITATIONS

Visitors are always welcome at ESDS. Parents are always welcome to visit their child's classroom to observe or participate in class activities with their child. The classroom teachers encourage guest presenters. If you are interested in a special area of instruction, please call the Principal or the classroom teacher so you will be able to visit that particular class. If you would like to meet with your child's teacher about a concern, please make an appointment to meet after school. FACE parents are always welcome, but are required to check-in at the Main Office daily.

To help maintain a continuous and effective learning environment, ESDS does require ALL visitors to follow the guidelines listed below.

1. ALL visitors must check in at the reception desk in the administrative offices where they will receive a visitor badge.
2. Visitors must check out at the reception desk before leaving campus.
3. Visitors who wish to observe classrooms or tour our campus must arrange the visit in advance with Administration.

SEX OFFENDER VISITATION (Ref: SWO-Chapter 75-05-12)

Registered Sex Offenders (RSO) are not allowed within 500 feet of any school. There may be instances when a RSO may need to visit ESDS for a legitimate purpose. RSO may be the parent, step-parent or legal guardian of an enrolled student at ESDS. Under no circumstances is a RSO allowed on school premises without first contacting the Sisseton-Wahpeton Oyate Sex Offender Registry Office (SWO SORO). These are the steps that must be followed prior to a school visit:

- a. The RSO must contact the SWO SORO, three (3) days in advance of a school event.

- b. The SWO SORO will contact the school at least two (2) days in advance of a school visit to confirm event and approval for visit and to ensure the school has a designated monitor.
- c. The school will provide information to the SWO SORO regarding the event date and time frame a RSO will be allowed access to the school.
- d. The SWO SORO will meet with the RSO, sign an acknowledgement of the event date and time frame that they will be allowed on campus.
- e. ESDS will designate a Monitor to escort the RSO for the full duration of their visit. RSO may have access to the cafeteria restroom only or the alternative outdoor facility.
- f. The RSO is required to take the most direct path to the school event. The parent must only be in attendance five (5) minutes prior and five (5) minutes after the event.

EMERGENCY DISMISSALS

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, the Superintendent or designee will notify parents and students via the Bright Arrow School Messaging System and the school Facebook.

PARENT/TEACHER/STUDENT CONFERENCES

Parent/Teacher/Student Conferences are held at the end of the first and the third quarters of school. Other conferences may be arranged by appointment with your child's teacher. At times, teachers will also arrange for special conferences with parents. The first day of parent-teacher conferences will be in person and the second day will be virtual.

REPORTING CHILD ABUSE AND NEGLECT

All school staff are mandatory reporters. Children sometimes need adults to report child abuse and neglect and some adults, such as school employees, are required by law to report suspected child abuse and neglect. Children in danger in their homes or elsewhere need adults to be responsible and consider the safety of the child. It is not the intention of the school or Law Enforcement to cause undue hardship to families while keeping children safe. Enemy Swim Day School does, by law, report suspected child neglect and abuse cases to SWO Child Protection.

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.

STUDENT RIGHTS AND RESPONSIBILITIES

Student 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.

Student 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.

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 THE 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 provided in writing to the parent/guardian within 72 hours of the incident. They must specify each occasion of violation, the date, and the allegation.
2. The Superintendent will arrange for a special meeting with the school board.
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.
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.

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 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. Tribal code requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. SW38-28-01 and SW 38-29-01 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.

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.

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 appropriate staff person 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 staff person 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) workings 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 superintendent, in writing, within five working days. If the complaint is still unresolved, the parties involved may request to have the complaint brought before the School Board.

HOMEWORK

Definition - Homework is an activity assigned by the teacher to complete outside of the school day that meets or extends the goals of the curriculum. Homework is clearly defined, directly related to class work and is used to master curricular goals. Homework's role is a formative assessment - assessment *for* learning that takes place *during* learning. Homework supports learning in one of four ways: pre-learning, checking for understanding, practice, or processing. It is work that students should be able to complete independently. The goal of feedback on homework is to improve learning, improve performance on summative assessments, to promote student ownership of learning, and to encourage self-assessment.

Missing work - class work and/or homework that is not completed by the due date.

Make-up work - class work and/or homework that a student has missed due to absence from the class.

Class work - work/activity that is to be completed within the class period and/or school day as introduction, guided or independent practice or summarization of curricular goals.

Daily/Weekly Homework folder – Students will have a folder that will go home periodically for parents to review and returned to the teacher. This folder will contain the daily homework assignment to complete at home and an assignment sheet for class work. Missing work and make-up work will be listed when the student has some to complete. Items that need to be returned the next day will be found in the “return to school” pocket. Students will have parents sign the assignment sheet when work is completed and return it school the next day. Pertinent class and school information and graded assignments will be sent home with students in the folder and found in the “keep at home” pocket. The folder serves as a 2-way communication between home and school.

Progress Reports - Teachers will provide progress reports every two weeks that show their grades and missing work. Please review and sign for your child to return these to the school. The school will provide report cards at the end of each quarter.

Importance - Good study habits in completion of homework and study time practice will help our students, your children, develop the necessary skills to become lifelong learners.

Provide practice and reinforce skills presented by the teacher;

Broaden areas of interest through enrichment and experience;

Provide opportunities for parents/guardians to know what their child is studying;

Encourage interaction between parent and child; and

Form habits of independence.

Student Role - Students are expected to complete class work and homework as assigned. They are expected to complete make-up work from absences within two (2) school days. They are expected to complete missing work during assigned work sessions. Students are expected to maintain the study routine (reading, exploring, reviewing, etc.) at home even on days when homework is not brought home. Students are expected to have their homework folders signed each night. Or progress reports signed and returned to their teacher.

Corrections and Returns - Teachers will promptly mark, grade and return homework, class work, and assessments with meaningful feedback to enhance its effects on student learning. All students will be provided the opportunity to redo, correct or complete an alternative assessment for all assignments. Opportunity for re-teaching will be provided. Students will receive full credit for proficient re-dos/corrects.

No Zero Policy (ZAP) - ESDS promotes success and proficiency of content area skills and standards by not accepting zeros or missing work. Students with missing work or failing grades will receive incompletes and assigned to mandatory ZAP (Zeros Aren't Possible) sessions until all missing assignments are completed. ZAP lists will be posted and students will be informed of ZAP status as progress is made. These work sessions will occur during non-content area time periods: afterschool, before school, lunch, computer, PE, Staff PD days (days when students are not in session at school). ZAP and OST sessions are for incomplete, make up or redo class work. Homework is to be completed at home on the day assigned.

Infinite Campus Parent Portal - Parents will be able to access student progress through parent portal in Infinite Campus on-line. The teachers will enter grades within 1 week of the assignment and keep grade books current.

ACCEPTABLE USE OF TECHNOLOGY

Internet access is available to students, teachers, and other employees at Enemy Swim Day School. ESDS believes the Internet offers vast, diverse, and unique resources to students, teachers, and employees. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Middle Students may use chrome books during breakfast/home room on Fridays if they have earned the right through participation in activities Monday-Thursday.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Acceptable Use Policy - EIS-Electronic Information System (computers or other network devices):

Each user must:

- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the EIS in any way that would disrupt the use of the EIS by others.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on ESDS servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

In addition, acceptable use for district employees is extended to include requirements to:

- Maintain supervision of students using the EIS.

- Agree to directly log on and supervise the account activity when allowing others to use district accounts.
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including file protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.

Unacceptable Uses:

- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the school's EIS without the prior approval of the Administration or technology coordinator.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the school.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users will not display name or photo to personally identify an individual without receiving written permission.
- Users will not reveal full name, address, phone number, or personal email without permission from an adult.
- Users shall not plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, attack others or use obscene language in written communications.
- Users will not post anonymous messages.

Resource Limitations:

- Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or career development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

Personal Responsibility:

- Users will report any misuse of the EIS to the administration or system administrator, as is appropriate.
- Users understand that many services and products are available for a fee and acknowledge their personal responsibility for any expenses incurred without school authorization.

Network Etiquette:

Users are expected to abide by the generally acceptable rules of network etiquette. Therefore, users will:

- Be polite and use appropriate language. User will not send, or encourage others to send, abusive messages or participate in cyber-bullying.
- Respect privacy. User will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- Avoid disruptions. User will not use the EIS in any way that would disrupt the use of the systems by others.

MOBILE DEVICE ACCEPTABLE USE POLICY

The wide variety of hardware and software capabilities of available mobile devices makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, this policy is specific and clear. A student who violates any portion of the policy may immediately lose the privilege to use their devices at school, on school transportation, or while attending a school sponsored

or school related off-campus activity. Length of time administered for any violation of this policy will be appropriate with the nature of the violation.

GUIDELINES FOR USE OF MOBILE DEVICES AT SCHOOL

1. School Administrators/officials may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulation, or guidelines regarding use of the device have been violated.
2. Any device brought to school for the purpose of use in academics of school approved materials and to access instructor approved programs to assist students in studies must be registered with the main office of the school site and accompanied by the Mobile Device Acceptable Use Agreement Form signed by both the parent and the student.
3. Mobile Devices shall be used only for the purposes outlined in number two (2) above and in accordance with teacher instruction.
4. Mobile Devices shall not become a distraction for the student and/or other students, nor a source of any school disruption.
5. Students may access Mobile Devices before school, at lunch and after school in appropriately zoned and supervised areas only, with a staff member present and according to Technology Acceptable Use Policy.
6. Students are responsible for knowing how to properly and effectively use their Mobile Devices which should not become a burden to the teacher.
7. Students bringing their own Mobile Devices are personally responsible for the device. No personal Mobile Devices shall be loaned to other students or be left unsupervised. Parents shall assume responsibility and ultimate liability in the event that a personal Mobile Device is found to have access to networks outside of the school's filtered and monitored network.
8. The school assumes no responsibility for the loss of, theft of, or damage to any personal Mobile Device.
9. Students who are authorized to check-out a school-owned Mobile Device must also have a signed Mobile Device Acceptable Use Agreement Form on file in the school office.
10. All material on the Mobile Device shall comply with the spirit of educational application and all policies of the school.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Personal cell phones and other electronic devices brought to school are the responsibility of the student. Students must abide by the Mobile Device Policy and have a signed form before using a mobile device at school. If cell phones and other electronic devices disrupt the educational process they will be confiscated. The Administration has the right to restrict the student use of a cell phone at school for Policy Violations. For cell phone violations 1) reminder; 2) device is confiscated by teacher until end of class/school; 3) device is confiscated and given to admin to be picked up by parent

VALUABLES BROUGHT TO SCHOOL

We discourage valuable items to be brought to school (i.e. cash, air pods, electronic games, toys, etc.). Students may not bring any items such as chemical based or aerosol sprays to school. Students may not bring items that are considered inhalants. School personnel will confiscate unauthorized items and they will only be returned to a parent/guardian. Students are responsible for their own personal items. The school will not be held responsible for items lost, stolen, or damaged.

1. and any future absences after an event the student/athlete will not be allowed to participate in the next event.
2. Any other problems will be acted on by the Athletic Director and the school Administration.
3. The Athletic/Activities Director reserves the right to handle each incident on an individual basis.

LOST AND FOUND

All items found on school grounds will be turned into Student Services. Student Services will keep these items for a semester. Any items not claimed will be donated to charity. Please place an identification label or permanently mark your child's clothing and personal property to help us identify them if lost.

JD STUDENT SAFETY, CONDUCT, AND DISCIPLINE

SAFETY/BACKGROUND CHECKS

To ensure the safety of our children at school, all school employees and unsupervised volunteers will receive a background check before working with the students.

FIRE AND EMERGENCY

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 the ESDS campus for safety and emergency reasons only. Any student who deliberately engages a fire alarm in a non-emergency situation will be disciplined.

There will be fire and disaster drills during the course of the school year for the express purpose of practicing building evacuation. All students and teachers will immediately leave the building according to the designated plan during a drill exercise. Students will remain with their assigned group and assigned staff outside the school building.

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

1. NEVER assume it is just a drill.
2. WALK...do not run.
3. MOVE QUICKLY in single file out of the building.
4. BE QUIET and listen closely to directions.
5. STAND at least one hundred feet from the building.
6. REMAIN with your assigned group at all times.
7. WAIT for a signal from authorized personnel before re-entering the school building.
8. 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.

PLAYGROUND BEHAVIOR RULES

Students will:

1. **Woohoda** (Show respect) Keep your hands to yourself.
2. **Waokihi** (Be responsible) Return the equipment.
3. **Awaŋichdaka** (Be trustworthy) Stay on the playground.
4. **Wauŋsida** (Be caring) Treat others as you want to be treated.
5. **Wowicakupi** (Be fair) Take turns.
6. **Wokahniga** (Be a good citizen) 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, such as a Behavior plan.

TRACKS

A student support program that fosters 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.

At Enemy Swim Day School we use the acronym TRACKS to remind everyone that we need to be respectful, responsible, safe, caring, and kind. We call our Behavior Technicians TRACKS team members.

Tracks Mission Statement

The Enemy Swim Day School's TRACKS Program will help students focus on restoring academic achievement, social relationships and the environment.

Purpose

The purpose of the TRACKS Program is to keep students in the regular classroom so they can access instruction. TRACKS team members will push-in to the classroom when Tier 1 school-wide and classroom interventions have proven unsuccessful. TRACKS team members will only remove students from the classroom when the behavior is disrupting the learning environment or is unsafe. The TRACKS Program staff members will provide Tier 2 behavioral support in the form of modeling, connecting, providing direct social/behavior skill instruction, and increasing opportunities for feedback when Tier 1 school-wide interventions have been unsuccessful. TRACKS team members will help implement and progress monitor Tier 3 individual behavior intervention plans.

TRACKs Process

Staff members will implement Tier 1 interventions school-wide and in the classroom. When students are not responding to the interventions (at least three (3) Tier 1 interventions have been employed), staff members will call/text TRACKS team members to request a push-in. TRACKS team members will come to the classroom and attempt to intervene in the classroom so that the student can continue to access instruction. Teachers should return to teaching at this time and allow the TRACKS team members to handle the situation. If the behavior continues following push-in intervention, the TRACKS team member will remove the student to Student Services. TRACKS team members will return students to the classroom when they are deemed ready. Once the student is returned, the issue is considered complete and no further actions/consequences will take place.

Student Services Rooms

The TRACKS and the Buffalo Calming room will be used for short-term removal from the classroom to help the student get back on track. Students will be expected to self-calm, identify feelings and reasons for the upset, and make a plan to solve the issue. Restorative questions, (What happened? What were you thinking of at the time? Who has been affected by what you have done? In what way? What do you think you need to do to make things right?), will be addressed before returning to class. Written plans for a "make it right" commitment will be returned to the referring teacher for students in grades 5-8, verbal plans will be communicated to teachers in grades PK-4. The Buffalo Calming room will be free of distractions; it will not be a place for completing work. When students are in the Student Services Rooms for any extended time, beyond fifteen (15) minutes, they will be expected to complete classwork during another flexible time of their day or in the afterschool ZAP Program.

BEHAVIOR GUIDELINES

- A. Students are expected to adhere to reasonable standards of behavior and conduct themselves in an acceptable manner by following the TRACKS values of: Woohoda- Be Respectful; Waokihi- Be Responsible; Awanicidaka- Be Safe; Waunsidea- Be Caring; and Canwaste un- Be Kind.
- B. Positive Behavior Intervention and Supports (PBIS) will be used to prevent and respond to social emotional behavioral concerns. The classroom teacher will inform parents of classroom infractions (as described below) or violation of any behavior boundary or limit of their child. Student Services (TRACKS), under the supervision of the Principal, shall be responsible for accurately recording and distributing incident reports to parents.
- C. Consequences 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
 - 5. Agreement, Positive Behavior plan, Behavior contract
 - 6. Conference, Warning or Reprimand
 - 7. Home/School partnership
 - 8. Mentoring
 - 9. Remediation, Re-teaching expectations
 - 10. Referral for Services or Behavioral group
 - 11. Property confiscation
 - 12. Academic penalty
 - 13. Schedule change
 - 14. Denial of school privilege
 - 15. Restitution or Service penalty
 - 16. Short term Detention: Noon/Before school/After School
 - 17. In-school Suspension
 - 18. Short term out-of-school suspension
 - 19. Recommendation to the school board for long term suspension/expulsion
- D. On the day immediately following an out of school suspension, student(s) and their parents will be required to attend an SAT to discuss the situation and develop a support plan.
- E. If TRACKS and/or Administration are unable to redirect and de-escalate student behavior after three interventions (15-20 minutes), students will be sent home for the remainder of the day as a “reset.”
- F. If the behavior violates any tribal law, the Administrator will file a criminal complaint.

STUDENT BEHAVIOR

The school Administration reserves the right to address inappropriate behavior for 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.

ESDS SHALL BE FREE OF DISCRIMINATION AND HARASSMENT

All students, teachers 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) Tell the details of the situation to that person so the problem can be resolved; (3) If the problem is not resolved, talk with the Principal.

CORPORAL PUNISHMENT

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

REASONABLE FORCE AND RESTRAINT

ESDS has a certified Professional Crisis Management team of staff trained to handle situations that have escalated beyond normal circumstances. They are trained to work with students using safe, proactive strategies of intervention.

School personnel may use reasonable force if necessary to exercise supervisory control over a student: 1) If the force is rendered necessary by the misconduct of the Student or by his or her refusal to obey the lawful command of the authorized agent; and 2) If the force used is reasonable in manner and moderate in degree.

Use of physical restraint by School personnel is permitted when a Student's behavior poses an immediate danger of physical harm to self or others in clearly unavoidable emergency circumstances. School personnel who have not received physical restraint training may restrain students, but must summon trained School personnel as soon as possible.

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. Parents are required to transport their children that have Out of School Suspension.

THREATENING CONDUCT OR INTIMIDATION

Bullying, harassment, and intimidation are 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, 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

Bullying is unacceptable and shall not be tolerated; no employee or student of the school may bully another harassment. Bullying will be subject to disciplinary action. ESDS has adopted the Olweus Bullying Prevention Program (OBPP), a comprehensive, research-based, system-wide approach.

Definition of Bullying

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 (3) parts: Bullying is intentional aggressive behavior that involves unwanted, negative actions. It is deliberate which means being hurtful on purpose. This includes hurtful words (written and spoken), actions, gestures, false rumors, exclusion, and other unkind acts.

1. Bullying is repeated over time, involving the same or several different persons.
2. Bullying is between two (2) 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 (4) 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 the TRACKS/counselor. Following the OBPP guidelines, all reports will be investigated. Confirmed bullying will result in the following consequences.

1st Offense

1. Parent contact
2. Loss of privilege, increased supervision

2nd Offense

1. Parent contact and/or possible parent meeting
2. Loss of privileges for an extended time, increased supervision

3rd Offense

1. Required in person parent meeting
2. Age appropriate In-School-Suspension, Check and Connect

4th Offense and/or extremely harsh bullying

1. Parent meeting
2. Out-of-School Suspension, CICO

CYBER BULLYING

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain 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 unacceptable and 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, social media posts, instant messages, text messages, digital pictures or images, or web postings. It is also recognized that the author (poster or sender) of the inappropriate material could be 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 the 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, when any kind of threat is communicated or when a hate crime is committed it may be reported to Law Enforcement.

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.

PHYSICAL AGGRESSION

An engagement in actions that involve serious physical contact where injury may incur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Consequence may vary dependent upon the nature and severity of the physical aggression. Parent/Guardian will be contacted. Consequences may include OSS, ISS, Behavior Contract, Student Assistance Team, or other.

FIGHTING

Mutual participation in a fight involving physical violence where there is no one main offender.

1st Offense

1. The parent and school resource officer are notified of the violation.
2. Student will serve 1 day Out of School Suspension.
3. Student Assistance Team meeting with offender and parent/guardian.
4. Behavior Contract will be developed.

2nd Offense

1. The parent and school resource officer are notified of the violation.
2. Out-of-School Suspension until the School Board meeting.

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. Consequences: A cultural talk, self-respect visit, parent notification.

DETENTION

The school faculty has the right to keep students after school for a reasonable amount of time for the completion of work or for disciplinary measures. Teachers will assign students to after school detention, if student behavior warrants it. Parents will be notified in advance in order to arrange transportation home for the student.

SMOKING/ VAPING POSSESSION OF TOBACCO PRODUCTS

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.

1st Offense

1. TRACKS referral
2. The student is required to complete an online class on the effects of smoking.
3. The student is required to have an exit interview with the counselor.
4. The parent and school resource officer are notified of the violation.
5. ISS until satisfactory completion of online class.
6. Exclusion from extra-curricular/OST activities for remainder of the week.

2nd Offense

1. TRACKS referral
2. The student is required to complete an online class on the effects of smoking and score 100% on the assessment.
3. The parent and school resource officer are notified of the violation.
4. The student will serve after school to complete a tobacco free essay or poster.
5. Exclusion from extra-curricular/OST activities for 1 week

3rd Offense

1. The student will serve after school to create a ten (10) minute power point or video presentation on the effects of smoking.
2. The parent and school resource officer will be notified of the violation.
3. Exclusion from extra-curricular/OST activities for 2 weeks

DRUG/ALCOHOL/CHEMICAL USE

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. The goal is to provide a structure in which students learn to become responsible for their own behavior. A student is in violation of the drug/alcohol/chemical use policy (JCDAC) if he/she attempts to use, abuse, distribute and possess any alcohol/drug/chemical substances (this includes inhalants).

Offense

1. Out-of-School Suspension until the School Board meeting.
2. Mandatory School Board meeting to determine further actions.
3. Law Enforcement will be notified.

WEAPONS (DANGEROUS)

The School Board prohibits the use or possession of a dangerous and/or deadly weapon on the school premises. 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 in violation will be suspended and afforded due process. Law Enforcement will be notified and the School Board will determine disciplinary measures on a case by case basis, which could include up to an including suspension and expulsion out of school up to one year, in school suspension, counseling or other.

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. Law Enforcement will be notified and a mandatory School Board meeting will be set up within five (5) working days. Student will be given an out of school suspension until the School Board meeting. If, after due process has been accorded, the student/person is found to have violated

the policy and the Gun Free Schools Act of 1994, an expulsion for a period of not less than one (1) year will be mandated. The School Board may modify the one (1) year expulsion requirement on a case by case basis.

STUDENT BUS CONDUCT

The school provides transportation for students who live in the immediate and outlying areas of the community. Individuals who are not enrolled at the school may not ride school buses.

Conduct expected of all students using transportation owned, leased, or operated by the Board may be found in the behavioral expectations section of the Handbook. Further, all other behavioral expectations for students are applicable on the bus as just they are in school. The privilege of riding on the bus is conditioned upon students observing these rules, and bus drivers are authorized to enforce them. Students failing to observe them will be subject to disciplinary action, including, but not limited to, loss of transportation privileges on either a short-term or long-term basis, to the extent permitted by Board policy and/or law.

UNIQUE SITUATIONS

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Unique or special situations may call for an adjustment in the discipline policies to meet the school needs.

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 ten (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 bathroom wall, calls the school threatening violence, or uses a hoax substance to make people believe that it is a dangerous chemical can now face criminal penalties.

DRESS CODE/PERSONAL APPEARANCE

Rules concerning student dress may be established by the administration: 1) To ensure that student dress meets standards of healthfulness and safety; and 2) To ensure that student dress does not disrupt the education process or oppose any Board policy. All students are expected to follow the rules of common courtesy and show proper respect in their dress, and it is inappropriate to wear anything that distracts from or disrupts the learning environment or educational process. If a student comes to School or attends their Remote Zoom class dressed inappropriately, he or she will problem solve with the teacher.

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 causes health or security concerns, distracts from or disrupts the learning environment or educational process. Examples of inappropriate items or clothing are (but not limited to):

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 below the fingertips with arms held parallel to body).
5. Translucent clothing.
6. Jeans with holes above the knee. (Students required to wear leggings underneath unless holes are below arms held parallel to body).
7. Tight clothing, or clothing that reveals your underwear (or underwear as outerwear).
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 or otherwise revealing clothing.
11. The exhibition of gang related clothing including gloves, scarves, colors, bandanas, headbands, caps, hoods, head wraps, etc. will not be tolerated.
12. No heavy chains or chain style belts will be allowed.
13. Coats and jackets meant for outerwear.
14. If hoodies are worn, the hoods will be required to be tucked in. Students can wear hoodies on Fridays. Hoodies may not be worn in the commons at meal times. Students may earn "Hoodie Days".
15. If a student comes to school with visible hickeys, they must cover them up.
16. Shoes must be worn at all times.

SETTING OFF THE FIRE ALARM/ CALLING 911 WITHOUT AN EMERGENCY

Students who set off emergency response systems without an emergency will incur disciplinary actions and may be fined up to \$100.

1st offence: Training with resource officer or TRACKs person – SAT with parents.

2nd offence: ISS – K-3rd ½ day with more training and writing apology letters to 911 dispatch and School board;
4th – 8th grade 1 full day of ISS with more training and apology letters written to dispatch and School board.

3rd offence: OSS and comes in front of School board.

SLEEPING IN CLASS

Sleeping in class is not acceptable. When a student is sleeping in class, they miss valuable instruction time. Research suggests that students who get adequate amounts of sleep generally perform better in class than those who do not get enough sleep.

Interventions for a sleepy student:

- Remind individual "sleepy" student privately of expectation ("pre-correct")
- Wake the student. Ask her/ him if they feel all right; if not, send student to the nurse
- Make it hard for the student to sleep; keep the rest of the class on track
- Put student at the front of class
- Keep the student active in the lesson (e.g., calling on student unexpectedly)
- Allow the student to take a nap – sometimes, if the sleeping is not chronic
- Send the student to run an "errand"

- Let student get a drink of water/ take a walk around the hallway

1st Offense

Document- sleep logs, use intervention options to help keep student awake in class, make parent contact letting them know their student fell asleep in class today, keep after school to make up missed work; OST can take place at 4:00, if that is when the teacher leaves.

2nd Offense

Document-sleep logs, email TRACKs with student's name, time sleeping and interventions completed, make parent contact (*letting them know their student fell asleep for the 2nd time*), schedule a SAT within a week. Students will stay after school to complete work that was missed.

3rd Offense

Document- sleep logs, email TRACKs for SWIS referral, make a parent contact. Set up SAT to establish a Sleeping Contract for the student, parent, and school. Student will stay after school to complete work that was missed.

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)

CARE OF SCHOOL PROPERTY

Every teacher is asked to make a special effort to see that school desks, equipment, books and other property are given proper care. Restitution by the responsible individual is required if there is any damage or loss of school property. Student fines are assessed for all lost or destroyed classroom and library books. Students may arrange to replace the cost of books and materials through volunteerism. ESDS prohibits the writing of graffiti on any items including notebooks, books, binders, desks, clothing, homework, or any other object at or brought to school. Vandalism is a punishable offense. Absolutely no gum chewing, eating of seeds, candy, etc. This is permitted during the school hours to keep a clean and safe learning environment. Exceptions may be made for special school occasions/parties.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible student") certain rights with respect to the student's education records. To obtain a full copy of the FERPA regulations, see the Administrator or visit the school website.

JE GUIDANCE PROGRAM

SEL-SOCIAL EMOTIONAL LEARNING

Social emotional Learning is the process through which all people:

- Develop healthy identities
- Manage emotions
- Feel and show empathy for others
- Establish and maintain supportive relationships
- Make responsible and caring decisions

ESDS has SEL in all grades every week.

Trauma-Informed

What is Trauma: A response to a negative external event or series of events which goes beyond the child's ordinary coping skills. It comes in many forms and includes experiences such as maltreatment, witnessing violence, or the loss of a loved one. Traumatic experiences can impact brain development and behavior inside and outside of the classroom.

ESDS works to incorporate these guiding principles for trauma-informed care and trauma-sensitivity into the central fiber of our school system:

- Safety.
- Trustworthiness and transparency.
- Peer support and mutual self-help.
- Collaboration and empathy.

- Empowerment, voice, and choice.
- Respect, understanding, and providing for cultural, historical, and gender issues.

SEL and Trauma Informed Partnerships

Assisting teachers in providing SEL curriculum and developing supportive, SEL competent classroom environments, we have partnered with Aliive Roberts County and National Center for Rural School Mental Health. Together we use a school-wide approach for creating classrooms that incorporate best practices for improving student mental health.

Aliive-Roberts County: Their mission is to improve the quality of life for all Roberts County and Lake Traverse Reservation residents by collaborating to reduce drug and alcohol use among youth and to address other issues that may threaten the health and safety of the communities and families. We are working in partnership with Aliive-Roberts County, Inc. to provide SEL and risk reduction services for all students K-8th grade. Aliive-Roberts County is a state accredited prevention agency.

Rural School Mental Health: ESDS is partnering with researchers from the University of Virginia to adapt the Double Check Program, and make it more relevant for teachers of Native American students. They will assist in providing teachers with professional development and coaching opportunities to increase their culturally responsive practices and mental health literacy.

COUNSELING SERVICES

The ESDS School counseling program works collaboratively to benefit students, parents, teachers, administrators and the overall community. We strive to be partners in student achievement as an integral part of students' daily educational environment.

The school counseling program provides individual and group support for students – daily, weekly, and on an as needed basis. Students may self-refer, be referred by concerned staff, be referred by parent/guardian or community member, for concerns such as:

- School success
- Emotional support
- Specific social/emotional intervention
- Conflicts and conflict resolution
- Coping skills
- Other presenting concerns

Counseling and Behavioral Health Partnerships

- Rising Hope Counseling –
 - For students referred by their parent/guardian
 - Rising Hope mental health clinicians provide online counseling weekly for individual and family therapy services. These services may extend throughout the summer, or after a student leaves ESDS.
- IHS Behavioral Health, SWO Youth and Family TREE –
 - For students in need of significant intervention services,
 - ESDS works with parents to make referrals to these and other community agencies.
- Behavior Care Specialists (BCS) –
 - For children and young adults with autism
 - Behavior Care Specialists offers behavioral treatment utilizing the principles of Applied Behavior Analysis (ABA) to provide services including diagnoses, direct intervention, and training for ESDS staff who work with these children.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents, and students eighteen (18) years of age and older (eligible student), certain rights with respect to instructional materials used in connection with ED-funded surveys, analyses, or evaluation and parental consent of, or opportunity to opt out of, participation in ED-funded surveys, analyses, or evaluation. To obtain a full copy of the PPRA regulations, see the school Administrator.

JF SERVICE LEARNING:

SERVICE LEARNING

In service learning, students meet educational standards and acquire Dakota Values through designing and implementing community service activities to meet a school or acquire community need. ESDS encourages individual and group service learning through volunteering in the school and community, and through service learning programs developed within the school setting. The school tracks service learning hours completed under the supervision of a school program or classroom project, and students receive a certificate. These hours may be used to qualify for student activity trips.

STUDENT VOLUNTEERISM

Students are greatly encouraged to participate in school and community volunteer opportunities. Volunteerism empowers students to gain new perspectives on school and community life to assist the Dakota people. Student volunteers should be able to carry the additional load without interfering with their academic achievement.

JG HEALTH SERVICES:

ILLNESS OR ACCIDENT

It will be absolutely necessary for the parent(s) to give the name of an emergency contact in cases where the parent cannot be located. Please do not send your child to school if he/she has a temperature of 99.5 degrees or more or is vomiting. If any student becomes ill and/or has acquired a temperature of 99.5 degrees or more, or has an accident during school hours, the parents/guardians shall be notified to come after their child as soon as possible. If the parent or emergency contact cannot be reached, the child will be instructed to rest at school. In an emergency situation, if a parent/guardian cannot be reached, the child will be taken to his/her designated emergency contact by Student Services.

MEDICATIONS

Students shall not take medication, whether prescription or other drugs, including Tylenol/ibuprofen, while at school unless such medicine is given to them under specific written request of the parent or guardian and under the written directive of the students' personal physician. A daily medical log is maintained at the school to provide documentation of medication given during school hours. All medications must be checked in with the school Nurse and will be locked in the medical cabinet.

NALOXONE/NARCAN

ESDS shall provide and maintain on-site opioid antagonists. During an emergency in a school setting, if an opioid overdose is suspected, any staff member may administer an opioid antagonist, to any student or staff member. No staff member shall be liable for civil damages which may result from acts of omission relating to the use of the opioid antagonist which may constitute negligence; nor shall the school personnel be subject to criminal

prosecution which may result from acts of omission in the good faith administration of an opioid antagonist. A training will be given to all staff annually.

EPI PENS

Enemy Swim Day School recognizes that there are students who have allergies that may require the use of an Epi-Pen. Such allergies may include but are not limited to certain foods, insects, medications, latex and/or asthma.

MEDICAL CANNABIS/MARIJUANA

The school restricts the administration of medical cannabis on the school campus. Administration of medical cannabis to qualified students shall be in accordance with this policy. A qualified student, is a student that has a medical cannabis card authorized from the state of South Dakota and/or the Sisseton-Wahpeton Oyate. A qualified student's primary caregiver may administer a permissible form of medical cannabis to a qualified student off the school campus. The qualified student's parent/guardian is required to provide an intent to the school that the student will be using medical cannabis during school hours and provide the school with a copy of the student's medical cannabis card authorizing the student to receive medical cannabis. The qualified student's parent/guardian or primary caregiver shall be solely responsible for providing the permissible form of medical cannabis to be administered to the qualified student. School personnel shall not administer or hold medical cannabis in any form. This policy shall apply to school grounds, school buses or school-sponsored events located on federal property or any other location that prohibits marijuana on its property.

PHYSICAL EDUCATION

Physical Education is a required course and all students will participate. A written notice from a parent or doctor is needed to excuse a student from PE. If a student misses PE three (3) times or more, a written excuse must be from a doctor. Reimbursement, up to \$25, will be provided to parent when a receipt is presented to the Business Office for purchase of a pair of gym shoes to be kept at school. Students in grades 5-8 may also bring shorts and a T-shirt for PE class.

HEALTH EXAMINATIONS

Professional staff from Health Services give periodic health screenings to all students in the school (i.e., vision, hearing, dental, etc.). South Dakota Law (SDCL 13-28-7.1) requires any child entering school to present to school authority's certification that he/she has received or is in the process of receiving immunization against poliomyelitis, diphtheria, pertussis, tetanus (DPT), measles (rubeola and rubella), mumps (MMR) and chickenpox.

HEALTH AND COMMUNICABLE DISEASES

The board recognizes that, to the extent possible, all students should be permitted to attend school in a normal classroom setting. The board further recognizes its responsibility to provide a healthy environment for students and school employees. 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.

HEAD LICE

Head checks will be performed periodically. If head lice is detected, parents will be notified by the school Nurse. Head rechecks will be done the following morning, and 7-10 days after treatment. Any student intentionally spreading head lice will be sent home with parent/guardian.

Head checks will be performed periodically. If head lice is detected, parents will be notified by the school Nurse. Head rechecks will be done the following morning, and 7-10 days after treatment. Any student intentionally spreading head lice will be sent home with parent/guardian to have their hair cleaned.

1st and 2nd infestation

1. Parent contacted
2. Shampoo/kits will be sent home with student
3. Student will stay in school the remainder of that school day
4. Student will be rechecked the following morning to verify treatment was completed
5. Student will be rechecked in 7-10 days for re-infestation

3rd infestation

1. Parents contacted and a student assistance team meeting will be scheduled
2. Student will be sent home and will not be allowed to return until meeting with school nurse and or principal has been completed
3. If parent/ guardian has not complied to school policy a report may be filed with SWO Child Protection Program

When a child has had no new infestations for 6 weeks, they will return to 1st offence intervention.

BED BUGS

Bed bugs are a small insect that feeds on human blood. Bed bugs are not known to transmit disease but they can cause significant itchiness, anxiety, and sleeplessness. Bed bugs that hitch a ride into the school in one student's backpack could be carried home by another student. This potential spread is a concern as bed bugs are very expensive and difficult to eliminate.

If a suspected bed bug is found on a child's clothing or in their classroom; the specimen should be placed securely in a sandwich bag and sealed with tape and given to the nurse for examination. The nurse should perform an inspection of the student's clothing and other belongings including: hat, shoes, jacket, backpack, and school supplies.

Once the students are out of the classroom (for recess, PE, Computers or other activities) a cleaning crew will come into to vacuum around the classroom, giving special attention to infected students' area, and then spray down with parasite killer that can be used in the educational setting. The student's locker will be vacuumed out and then sprayed as well.

If a confirmed bed bug is found on a student, the student should change into temporary clothing and place all of their clothes (including shoes) in the dryer set on high for 30 minutes. Remaining belongings should be placed in a large plastic bag or plastic container. The nurse will call family of infected student to address resources and methods they need to complete to help reduce the spread of bed bugs.

Once it has been confirmed that a bed bug has been found in the classroom, the classroom will be thoroughly vacuumed and sprayed every night for two weeks following.

INFECTIOUS DISEASE GUIDELINES AND PROCEDURES POLICY **JGCC INFECTIOUS DISEASE PROTOCOLS**

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.

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. 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.

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 recess,
- After toileting, and
- 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 visibly 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.

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 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, prior to first day of school. Any student transferring from out of state will be required to provide immunization prior to first day of school. 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.

The 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.

JH ACTIVITIES

ACTIVITIES/ATHLETIC PARTICIPATION

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 the ZAP program and must attend the last practice before game day. Student/athletes are responsible to check their grades on the Infinite Campus Student Portal. All students are 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. 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 seven (7) school-day athletic suspension. The third major violation will be dismissal from the team. Multiple minor infractions will result in game suspensions. The Athletic/Activities Director in conjunction with the Principal and or Dean of Students reserve the right to discipline as needed.
3. The student/athlete 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.
4. The student/athlete must be in school before 1:00 pm to participate in activities. If the student/athlete is not in school before 1:00 pm, he/she will not be able to participate in that day's activities.
5. The student/athlete must not be involved with any drug, alcohol, tobacco, weapons, or with tribal or any other Law Enforcement. If violated, the student handbook will be followed.
6. Any participant leaving any premises during an activity without permission will receive a one game/activity suspension.

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

TRANSPORTATION

Transportation is furnished for students attending ESDS, and living within attendance boundaries. 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. Driving on school roads and parking on school property is a courtesy offer 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 a valid driver's license and proof of insurance. Students will apply for an ESDS parking permit from Administrative office. Parents are required to transport their children that have Out of School Suspension.

RULES AND REGULATIONS FOR STUDENTS TRANSPORTED IN SCHOOL VEHICLES

Examples are, 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 (3) minutes.
2. The driver is in full charge of the bus and students. Students will follow bus drivers' directives.
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, use an inside voice (voice level 2). Excessive noise distracts the driver and creates an unsafe situation, refrain from unnecessary conversation with the driver while the bus is in motion.
6. Rough housing, wrestling, name calling, profanity, littering or throwing of hats, caps, books, etc. will not 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. Throw paper or other refuse in trash containers.
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.
12. ESDS students may only ride a bus to another ESDS student's home if both students present signed permission slips (from their parents/guardians) to the Admin office and the bus driver one (1) day in advance. Students are not to make bus changes with personal cell phones.
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.

--STUDENTS MAY GET PERMISSION TO HAVE FOOD AND DRINKS ON THE BUS FROM THE BUS DRIVER--

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:

First Offense –

1. The bus driver will provide a written disciplinary referral to TRACKS.
2. A copy will be provided to the Transportation Supervisor.
3. Appropriate action will be taken according to the TRACKS process.

Second Offense –

1. The bus driver will provide a written disciplinary referral to TRACKS.
2. A copy will be provided to the Transportation Supervisor.
3. A student bus plan will be developed and implemented.

4. Appropriate action will be taken according to the TRACKS process.

Third Offense –

1. The bus driver will provide a written disciplinary referral to TRACKS.
2. A copy will be provided to the Transportation Supervisor.
3. The student will lose his/her bus privileges and will have to furnish his/her own transportation to and from school for a specified time.

Additional Offenses –

1. Student may lose privileges for transportation for the remainder of the school year.

LOCKERS

Each student will be assigned a locker. Students are instructed not to tell their locker combination to anyone. Lockers are the property of the school and are subject to inspection and search at any time. Random searches for drugs or weapons may be conducted in cooperation with TRACKS and/or local Law Enforcement Agencies at any time.

LOST PROPERTY & THEFT

All students are responsible for any instruments, books, equipment, or other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the school or others. Please be aware that the school is not responsible for any loss, theft, or damage to any such items whether in the student's possession or stored/left on campus or other school property.

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited.

ACTIVITIES FUND MANAGEMENT

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

1. All fundraising must be approved by the Superintendent.
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 Superintendent in conjunction with the Athletic Director.
6. The superintendent shall provide monthly reports to the Board as needed.

ORGANIZATIONS

- A. Students shall be free to organize within the school for political, social, service, athletic, and other proper and lawful purposes. 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.

STUDENT COUNCIL

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

- 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.

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.