



Student and Parent Handbook 2019-2020

Also available on our website: www.flandreauindianeducation.com

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Flandreau Indian School Policies are located on our website:

www.flandreauindianeducation.com

or call to have a copy mailed to you.

FLANDREAU INDIAN SCHOOL
FLANDREAU, SD 57028

2019-2020 School Year Calendar

Buses pick up students.....	Tuesday, August 20, 2019
1 st day of school.....	Wednesday, August 21, 2019
Buses Leave for Christmas Break/ 1st Semester Ends....	Wednesday, December 18, 2019
Buses pick up students to return	Monday, January 06, 2020
2nd semester begins.....	Tuesday, January 07, 2020
Last Day of School.....	Tuesday, May 12, 2020
Graduation/Last Day of School/Buses Out.....	Wednesday, May 13, 2020

****We do not have a Thanksgiving or Easter break****

SECOND SEMESTER APPLICATIONS WILL BE ACCEPTED BEGINNING IN NOVEMBER

SCHOOL BOARD MEMBERS

Kay Bursheim
Chairperson
Sisseton Wahpeton Sioux Tribe

Vacant
Member
Rosebud Sioux Tribe

Mary Mount
Member
Gros Ventre & Assiniboine
Tribes of Ft. Belknap

Charmayne Bohanon
Member
Spirit Lake Tribe

Cordelia White Elk
Member
Oglala Sioux Tribe

Jason Sheridan
Member
Omaha Tribe

Direct Lines

Toll free number	800-942-1647
Main Switchboard	605-997-3773
Boys Dormitory	605-997-2698
Girls Dormitory	605-997-2629
Kitchen	605-997-3821
Facility Management	605-997-3432
Indian Health Service	605-997-2642

Fax Lines

Academic	605-997-5202
Special Education	605-997-3353
Home Living	605-997-2287
Administration	605-997-2601
Food Service	605-997-3860
Facilities	605-997-2601
Nurse	605-997-2019

Message from the Principal

The purpose of this handbook is to inform students of the rules and regulations that are enforced at the Flandreau Indian School.

Following these procedures and guidelines will enable students to successfully participate in and promote wholesome interrelationships at this educational institution.

In order to maintain the integrity and value of the Indian community and promote high ideals of education, students attending Flandreau Indian School are expected to maintain high standards of personal conduct. By your enrollment, you and your parent / guardian have agreed that you are willing to abide by the rules, regulations, policies and procedures embodied in this document.

Mission Statement

Flandreau Indian School provides Native American youth the opportunity for a quality education.

Vision Statement

The vision of the Flandreau Indian School is to:

- Provide a safe and healthy environment free from alcohol and drugs, and rich in cultural values and practices.
- Prepare all our students mentally and physically so they will come to school ready to be an active participant in their learning.
- Develop character within students who can then demonstrate being responsible, productive citizens participating in a global economy.
- Model lifelong learning to better prepare our students for life in the 21st Century.

About the Handbook

This handbook is REQUIRED BY FEDERAL LAW pertaining to Indian education and schools which are funded by the U.S Bureau of Indian Affairs. The handbook is authorized by the Board of Education, approved by the Chief School Administrator and reviewed by staff and students. The handbook may be amended through recommendations by students, staff, and/or parents with the approval of the Administration committee and the Chief School Administrator.

The Parent/Student Handbook was developed to serve as a code of conduct for all students who are accepted for enrollment at Flandreau Indian School. Each student, regardless of age, and each student's parent/guardians agree to abide by the school rules and regulations as a condition for enrollment. Noncompliance with these rules and regulations may result in expulsion, suspension, restriction of privileges, community service or mandatory counseling.

The school administration, faculty and staff acknowledge its responsibility to provide educational opportunities that foster the skills, understanding, appreciation, and attitude for living effectively in our society. Students acknowledge their responsibility to contribute to a school atmosphere where people can live and learn with dignity and respect for one another.

The codes in the Parent/student Handbook are developed in accordance with the Code of Federal Regulations, Chapter 25, Part 42 (as revised April 1, 2006). In order to guarantee protection of student rights, all students shall be provided due process and consistency in the disciplinary process.

When it is determined by due process that a student has violated the code of conduct set forth in this

handbook, the student must be willing to accept the consequences of their actions.

Parents Right-To-Know

At the beginning of each school year, a student's parents/guardians may request information regarding the professional qualification of their student's teacher(s). Specifically, the parent has the right-to-know:

- * Whether a teacher has met state qualifications for license and certification.
- * Whether the teacher is teaching under an emergency or provisional certificate.
- * The baccalaureate and graduate degree majors of the teacher(s).
- * Whether their child is receiving Title I services from paraprofessionals and, if so, his/her qualification.
- * Timely notification is also required if a student receives instruction from an unqualified teacher for four or more consecutive weeks.

Prejudice, Bias & Discrimination

In order to provide an environment that is safe, energetic, learning positive, and productive, it is essential to promote democratic principles of inclusiveness, expression, equal rights and responsibilities, and free from fear, intimidation, prejudice, bias, and unfounded discrimination. To ensure maintenance of such an environment students and staff must not engage in conduct what would reasonably be construed as constituting harassment on the basis of gender, color, national origin, age, spiritual belief, ethnic background, or disability.

Individuals with Disabilities Education Act (IDEA)

Discipline of students with disabilities will comply with the provisions of Public Law 94-142. In developing the IEP, the child study team shall review the needs of the student and the manner in which the disability may affect behavior. If it is determined that the student cannot be expected to follow acceptable behavior patterns because of substantial interference from the disabling conditions, the IEP must specify the procedures to follow if unacceptable behavior occurs. Nothing in this section is intended to negate or diminish the due process rights afforded to non-disabled students.

Values, Beliefs, and Expectations of Flandreau Indian School

Just as important as your legal rights and responsibilities, are the rights and responsibilities, which come from the values and beliefs of the Flandreau Indian School community. This community includes you, your family, and other community members, as well as staff and fellow students at Flandreau Indian School. ***It is a privilege, not a right, to attend Flandreau Indian School.***

Flandreau Indian School is a unique place with special values, beliefs, and codes of behavior. These beliefs and codes are needed to promote and protect Flandreau's uniqueness. Each member of the Flandreau Indian School community has a responsibility to support and maintain good school spirit, which is founded on truth and respect for one another. Good school spirit also comes from recognizing that the needs of the group are sometimes more important than the needs of any one person within that group. Humility, service, honesty, respect, and cooperation are some of our most important values and are reflected in the spirit of Flandreau Indian School.

The purpose of our standards and expectations is to create and support the healthy development of Flandreau Indian School students and the Flandreau Indian School's community-academically, culturally, physically, socially, and spiritually. They include the following:

- 1) Being responsible for one's own learning and making the most of the opportunity to learn at Flandreau Indian School.

- 2) Daily attendance and participation in academics and other school areas.
- 3) Respectful and positive behavior and expression toward self and others.
- 4) Working hard to be a good student and responsible dormitory resident.
- 5) Being a good representative of Flandreau Indian School both on and off campus activities.
- 6) Respect and support for the cultural diversity of peers and staff.

Expectations of Students at Flandreau Indian School

Behavioral Expectations:

Flandreau Indian School students are expected to conduct themselves in a mature and dignified manner. It is not possible to list all the possible unacceptable behaviors students could engage in while attending Flandreau Indian School, but most of the common unacceptable behaviors are listed and addressed in the disciplinary infractions section of this document. If students will use the following philosophy to guide their actions and behaviors they should enjoy a productive and safe career at Flandreau Indian School.

1. The staff, teachers, and administrators are your direct supervisors while you attend Flandreau Indian School. Unless they instruct you to do something illegal, immoral or gross, you are to obey their instructions. If you are asked to do something by a staff member at Flandreau Indian School that you cannot or should not do and you do not do it, you are required to notify a counselor or administrator immediately. Disobedience is a major disciplinary infraction at Flandreau Indian School.
2. Respect the rights of others. Students attend Flandreau Indian School to participate in educational experiences critical to their development and culminate in a high school diploma. If you are participating in activities that disrupt this process, you must be stopped. This includes behavior and attire that does not allow teachers to teach and students to learn.
3. You may not do anything that harms another person at Flandreau Indian School. All types of physical assaults or battery are prohibited at Flandreau Indian School. Verbal assaults and intimidation are also prohibited and will not be tolerated.
4. Activities and actions that place another person in a situation of potential injury or danger are prohibited. This can be as simple as running in the halls or as serious as trafficking illegal and controlled substances.

If you see something that could cause harm to someone at Flandreau Indian School, help us fix it. Be a part of the solution, not the problem. If you follow this fundamental philosophy and avoid activities that harm others, you will lead a healthy, happy life!!

Flandreau Indian School Code of Conduct

The Flandreau Indian School Code of Conduct addresses the major concerns and problems we experience with students while conducting a safe and orderly learning environment. We require students and parents to review these major rules and regulations and sign a written document indicating that they understand these major rules, regulations and the student will abide by the code of conduct while they are students at Flandreau Indian School. A copy of this signed document will be placed in each student's disciplinary file and renewed each year.

Student code of Conduct

The following rules and regulations shall apply to all enrolled students at Flandreau Indian School and remain

in effect during the academic year for the purpose for establishing and maintaining an orderly atmosphere conducive to an effective teaching-learning-living environment appropriate with approved educational programs:

1. The use and/or possession of the following are prohibited: (A) alcoholic beverages; (B) illegal drugs, such as marijuana, or (C) sniffing volatile fumes such as paint, glue, gasoline, etc.; (D) tobacco products; (E) pornography.
2. Unauthorized leave from the campus of the following types will not be tolerated: (A) absent without official leave-AWOL; (B) absences from the classroom, assembly, or other school functions; (C) excessive tardiness; (D) excessive absences.
3. Failure to fulfill proper check in and check out procedures when leaving or returning to campus will result in loss of check out privileges.
4. Use or possession of the following is prohibited; fireworks or explosives; firearms, knives or other dangerous weapons such as homemade letter openers, etc.
5. None of the following will be tolerated and may lead to legal prosecution; (A) theft; or (B) damage to private property; (C) unauthorized entry of school or property; (D) gambling; (E) being under the influence of alcohol; (F) under the influence of drugs; or (G) any other unlawful/criminal behavior.
6. Disrespectful violent or defiant actions, disruptive in nature, including but not limited to, the following are not permitted: (A) striking an employee; (B) fighting; (C) threatening or bullying other students or employees-intimidation; (D) swearing or vulgar language; (E) obscene gestures.
7. Engaging in defacement or destruction of personal or school property is prohibited. This would also include any act of desecration of the American flag.
8. Willful or defiant disobedience to a reasonable request by a staff member shall be a violation of school rules.
9. Student will be liable for all unauthorized charges made to school telephones.

Flandreau Indian School-Parent-Student Compact

Flandreau Indian School and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Flandreau Indian School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. Highly qualified teachers will provide a safe and positive environment for student learning. Response to Intervention is provided for students at risk.
- Hold student-teacher conferences twice during the school year to provide a time for students to discuss their achievement with teachers.
- Provide parents with frequent reports on their children's progress. The students will be given weekly progress sheets. Parents will be mailed progress reports at the end of each quarter.
- Send out letters regarding school hours and class times in which teachers can meet with them. The school handbook that will be given to the parents at the beginning of the school year will have information on how to get in touch with administrators and teachers.
- Provide parents with opportunities to volunteer and participate in their child's class, and to observe

classroom activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Maintaining frequent positive contact by mail or phone to my student.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- I will praise and encourage my child on their accomplishments, improvements and progress during the school year.
- I will become active in guiding my student in a positive way during the school year.

School Bus Behavior/Vehicle Behavior Rules

Permission for any student to ride a bus is conditional on his/her compliance of the safety and behavior code of bus riders. Any student who violates any of these regulations can be denied permission to ride the bus.

- Use of tobacco, drugs, and alcohol are strictly prohibited at all times.
- Use of profane language is strictly prohibited at all times.
- Students are to keep hands and head inside the vehicle at all times upon entering and until leaving the vehicle.
- Once a student is seated no movement will be allowed unless instructed to do so by the driver.
- Snacks and soft drinks will be allowed contingent upon proper disposal of trash (No glass containers permitted.)
- Do not throw anything out of the vehicle window.
- Keep backpacks, packages, coats and all other objects out of the aisles
- Horseplay around or in vehicles is prohibited.
- Refrain from loud talking and laughing or unnecessary confusion that may distract the driver and result in a serious accident.
- Radio is a privilege. The use of the radio and the stations are to be determined by the driver.
- Students should be quiet when approaching a railroad crossing.
- In case of road emergency, students are to remain in their seats unless otherwise instructed by the driver.
- Students should be courteous to fellow passengers, the driver and sponsors. (These guidelines are provided with the transportation contract.)

The above mentioned rules and regulations are for the safety and wellbeing of the students, and will be strictly adhered to.

Closed Campus

The Flandreau Indian School's campus is closed to student departure during the school day unless approved by the administration. In emergency situations a parent/legal guardian must contact administration before a student is allowed to leave campus.

Students arriving on campus, whether by school vehicle or private means are restricted to the school campus for the duration of the school day. The exception is for scheduled classes and activities at alternate locations

and departures from campus approved by school officials.

Transportation for all off campus activities is provided. NO student is permitted to drive personal vehicles to such events unless approved by administration.

All visitors are to report to the reception desk upon entering campus during school hours and to the dorm staff after school hours. Visitors must receive a guest pass upon entering any building or classroom.

Refusal to Identify Self

All persons must, upon request, promptly identify themselves to proper school authorities on the school grounds or at school sponsored events. Students off school grounds during the school day must identify themselves to school officials upon request. Refusal to identify self will result in immediate escort to a Flandreau Indian School official by a staff member and possible disciplinary actions.

Cafeteria Program

The Flandreau Indian Schools' cafeteria program has been established to provide for the dietary and nutritional needs of all on campus students. The cafeteria will attempt to meet any student's special dietary requirements as order by a doctor. Students are not allowed to take any food or food items from the cafeteria.

Cafeteria meal times (times subject to change):

Breakfast: 7:00am-7:45am	Lunch: 11:57am-12:37pm	Supper: 5:00pm-6:00pm
Saturday and Sunday brunch: 11:30am-12:30pm		Supper: 5:00pm-6:00pm

Student Tardy Procedures

An enrolled student is considered tardy for class if he or she appears for class after the starting bell rings and up to 15 additional minutes. An enrolled student that appears 15 minutes after the starting bell rings is considered AWOL. A student will be considered AWOL if they miss more than 15 minutes during any part of the period. Tardies accumulate for a single class during a single grading period. These tardies are recorded by the classroom teacher in Infinite Campus. Absences can have an effect on a student's academic grade. Please review the Attendance Policy for additional information related to tardies and academic credit penalties and consequences.

GRADUATION REQUIREMENTS

Except where otherwise noted, these requirements begin with students entering 9th grade in the 2018-2019 school year. A total of 22 credits is needed to graduate from high school in South Dakota.

(1.) Four units of Language Arts-must include:

- a. Writing- 1.5 units
- b. Literature- 1.5 units
(must include .5 units of American Literature)
- c. Speech or Debate- .5 unit
- d. Language Arts elective- .5 unit

(2.) Three units of Mathematics-must include:

- a. Algebra I- 1 unit
- b. *Algebra II- 1 unit
- c. *Geometry- 1 unit

(3.) Three units of Lab Science-must include:

- a. Biology- 1 unit

- b. Any Physical Science- 1 unit
 - c. *Chemistry or Physics- 1 unit
- (4.) Three units of Social Studies-must include:
- a. U.S. History- 1 unit
 - b. U.S. Government- .5 unit
 - c. World History- .5 unit
 - d. Geography- .5 unit
 - e. Social Studies Elective-.5 unit
- (5.) One (1) unit of the following-any combination:
- a. Approved Career & Technical Education
 - b. Capstone Experience or Service Learning
 - c. World Language
- (6.) One unit of Fine Arts
- (7.) One-half unit of Personal Finance or Economics
- (8.) One-half unit of Physical Education
- (9.) One-half unit of Health or Health Integration

Academic core content credit may be earned by completing an approved career and technical education course. Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

Local decision: A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities. A maximum of ¼ credit may be granted for each activity in each school year.

Flandreau Indian School students who have current senior status are subject to meet the requirements of 22 Credits to graduate. Academic Counselors will meet with students to discuss graduation requirements and answer any questions.

Major Infractions Prior to Graduation

Flandreau Indian School is committed to providing the opportunity for a quality education for its students. Along with providing this opportunity, there are also expectations from the students.

Those students that have met the criteria to receive a diploma and are wishing to walk across the stage to receive that diploma will be required to have no major infractions of rules fourteen (14) days prior to the graduation ceremony.

Grading Procedures and Information

Grades and Report Cards:

Student progress reports will be posted weekly. Report cards will be mailed to each student's parent/guardian at the end of the nine-week grading period and at the end of each semester.

General Grading Information:

All students will have a minimum of two grades per week as a basis for figuring nine week's grades. In recording grades on permanent records, letter grades will be used. All classes will use the following grading scale:

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below
I	(Incomplete) *See notation below
FA	(Failure due to attendance)
NC	No Credit

Weighted Grading:

Regular education classes at Flandreau Indian School will remain the same, but we are including the scale for comparison purposes: A=4.00, B=3.00, C=2.00, D=1.00, F=0.00

Flandreau Indian School Graduation Requirements:

NOTE: In order for seniors to participate in graduation ceremonies, the student must be in good standing with the school and meet credit requirements as well as the minimum standard of dress: A cap and gown must be worn during the graduation ceremonies.

Transfers and withdrawal grades – students will not earn credit for any course they do not complete. If a student transfers to another high school before the end of any semester, the registrar will ask your teachers for a transfer/withdrawal grade, understanding that a NO CREDIT will be issued by the Flandreau Indian School! Classroom teachers will submit such within 5 school days of an official written request. A withdrawal grade will be the grade a student was earning on the last day of school attendance.

Valedictorian:

The valedictorian will be the top student as ranked on the weighted scale. Class rank is determined by averaging the student's semesters of all completed course work at the end of the senior's spring term. Only students that are classified as a senior at the time of their enrollment for the academic year are eligible for the honor of Valedictorian.

Honor Roll:

Any student who has all grades of "A" for a previous semester's grading period will be on the superintendent's honor roll. Any student who has no grade below a "B" for a previous semester's grading will be on the principal's honor roll.

An individual educational program is offered in the regular classroom for students whose needs cannot be satisfactorily met by the regular instructional program. It offers students the opportunity to advance at their own rate of development in an effort to reach study objectives.

The same qualities of knowledge and leadership are as essential for individual educational programs as are those needed in the general education program. The actual role of the special education teacher will be dictated by the local situation and will vary as the program expands.

The grading system for special education student will be the same as the regular classroom students. For any curricular area in which the regular education teacher deals entirely with a special education student, the grade recording and reporting shall be the responsibility of that teacher. If the special education student has a grade below a "D" and consulting the special education teacher or the use of the resource rooms does not help, an IEP will be held to review modification for that student.

No identification will be made by mark, grade or label on any record or report card, permanent or non-permanent, which would indicate that student, is anything other than a regular student.

Referral: Public laws mandate that every child receive an education, regardless of the type of severity of handicap. All children, birth to age 21, are covered under the law. Education must begin early so the child can achieve his/her maximum potential.

In accordance with 34 CFR 300.530 - All Special Education Students will be afforded a manifestation determination meeting prior to a disciplinary hearing.

§300.530 Authority of school personnel.

(a) *Case-by-case determination.* School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a child with a disability who violates a code of student conduct.

(b) *General.*

(1) School personnel under this section may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under §300.536).

(2) After a child with a disability has been removed from his or her current placement for 10 school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under paragraph (d) of this section.

(c) *Additional authority.* For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability pursuant to paragraph (e) of this section, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities, except as provided in paragraph (d) of this section.

(d) *Services.* The IEP team determines appropriate services.

(e) *Manifestation determination.*

(1) Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the child's IEP Team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine— (i) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or (ii) If the conduct in question was the direct result of the LEA's failure to implement the IEP.

(2) The conduct must be determined to be a manifestation of the child's disability if the LEA, the parent, and relevant members of the child's IEP Team determine that a condition in either paragraph (e)(1)(i) or (1)(ii) of this section was met.

(3) If the LEA, the parent, and relevant members of the child's IEP Team determine the condition described in paragraph (e)(1)(ii) of this section was met, the LEA must take immediate steps to remedy those deficiencies.

(f) *Determination that behavior was a manifestation.* If the LEA, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team must—

(1) Either— (i) Conduct a functional behavioral assessment, unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or (ii) If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and

(2) Except as provided in paragraph (g) of this section, return the child to the placement from which the child was removed, unless the parent and the LEA agree to a change of placement as part of the modification of the behavioral intervention plan.

(g) *Special circumstances.* School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child—

(1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of an SEA or an LEA;

(2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA; or

(3) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA.

(h) *Notification.* On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must notify the parents of that decision, and provide the parents the procedural safeguards notice described in §300.504.

RIGHTS AND RESPONSIBILITIES According to the 25 CFR, Part 42.2, individual students at Bureau-funded schools have, and must be accorded, at least the following rights: (a) The right to an education that may take into consideration Native American or Alaska Native values; 33 (b) The right to an education that incorporates applicable Federal and Tribal Constitutional and statutory protections for individuals; and (c) The right to due process in instances of disciplinary actions that may interfere with their access to education. When it is determined that a student has violated the code of conduct set forth in this handbook, the student must be willing to accept the consequences of their actions.

Gifted and Talented

Students are selected in one or more areas: intellectual ability, academic aptitude, creativity, leadership, visual

and performing arts. Referrals can be made by teachers, parents, other students and community members. To qualify for the G&T program, students G&T files must contain documentation showing that the student qualifies in the area that he/she is nominated in. G&T students are served via one or more of the following program options: enrichment, workshops & seminars, field trips, creative and academic competitions, differentiated curriculum, curriculum compacting, learning centers, honors classes, concurrent college enrollment, advanced placement, independent study, and correspondence courses such as Odyssey ware. Student in the G&T program will also receive other special services as needed, including, but not limited to, academic counseling, ongoing assessment and guidance counseling.

Tests

Any test announced during the student's presence in class or which is regularly scheduled (e.g. quarter or semester), which is missed by the student due to an absence shall be made up on the day the student returns to class. If the test is first administered on the day the student returns to class, he/she shall be obligated to take the test on that day.

Should the student be absent at the time the test is announced or if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her as soon as possible. Any exceptions to this policy concerning administering the test shall be limited to those exceptions made by the Principal.

Semester Tests: Semester tests are mandatory. The only exception to this policy is outlined in the following: Seniors have the option to be exempt from their semester tests in December and May based on their attendance and grades. Seniors with an "A" and up to three (3) absences, a "B" and up to two (2) absences and a "C" with one absence that semester may choose to not take the semester tests in December and May only. No student will be allowed to take a semester test prior to the designated test date unless approved by administration.

The Power of ICU

Power of ICU Guidelines:

Intensive Care Unit for afterschool tutorial will begin the second week of each school term. Students making a "D" or "F" in a subject will be required to stay for ICU with the appropriate teacher. TIME and LOCATION: *To be Determined*

Consequences for Missing ICU:

- | | |
|--|------------------------------|
| 1. First time ICU is missed: | Detention |
| 2. Each time ICU is missed thereafter: | One day in-school suspension |
| 3. Missed ICU detention: | One day in-school suspension |

ACT Policy (Recommended Guidelines for Testing at School Expense)

- 11th grade students: All eleventh grade students who have completed Algebra I, Algebra II, and Geometry may take the ACT in the fall of their junior year. All other junior students may take the ACT once during the spring term. Gifted and Talented students may take the ACT at the discretion of the G&T committee.
- 12th grade students: Seniors are advised to take the first available ACT test during their senior year. Retesting will be at the discretion of the academic counselor. G&T students may take the ACT at the discretion of the G&T committee.

Exceptional Education students may take the ACT test as stated above and at the discretion of Exceptional

Education committee. The Exceptional Education coordinator may apply for onsite testing which allows for specific adaptations/modifications for students whose needs warrant these provisions.

Students at any level who fail to take the test as scheduled will not be allowed to retake at the expense of the school without special permission from Administration. Students who are not classified as G&T may take the ACT if recommended by a classroom teacher.

Academic Guidance/Counseling Services

Academic and social counseling are provided for all students. Academically, the students may receive curriculum, scheduling, career, and classroom behavior counseling. Socially, students may receive individual, group, and health guidance. For residential students, counseling services are provided 24 hours per day, when necessary, to help deal with their academic, social, and/or behavioral problems.

Athletic Eligibility

Flandreau Indian School operates under the SDHSAA (South Dakota High School Athletics Association) guidelines. A student who has not attended classes 90% of the time for the semester becomes ineligible. If he/she is ineligible because of late enrollment, he/she must attend the number of days he/she was late in enrolling to regain eligibility; otherwise, he/she must attend a period of time equal to the number of days absent in excess of 20% for the semester. In the event of late enrollment due to illness, injury, or death in the immediate family during the first ten days of a semester, the principal shall determine if a student should be charged with late enrollment of eligibility purposes. Time of additional absences while regaining eligibility will be added to time required to become eligible. After a student regains eligibility and then is absent, his/her eligibility is determined by the percentage of attendance from the beginning of the semester, except that percentage of attendance for late enrollees, after becoming eligible, shall be calculated from the date on which eligibility is regained. No student/athlete shall receive a letter of award if suspended permanently or quits the team.

"D" or "F" List

The final "D" or "F" list is due in the office on Friday of each week by 3:30pm. The "F" list runs from Monday to Sunday of each week. The first time a student is placed on the "F" list, they are on probationary status. The second consecutive week they are on the "F" list, they are on ineligible status, resulting in the student not being able to participate in any extra-curricular activities. Students who are placed on the "D" or "F" list are required to attend mandatory ICU. After school tutoring is also available.

Student Eligibility during a Semester:

- A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week they will be placed on probation for the next one-week period he/she will be ineligible to participate during the next one-week period. THE INELIGIBILITY PERIODS WILL BEGIN ON MONDAY AND END ON SUNDAY.
- A student who has lost eligibility under this provision must be passing all subjects in order to re-gain eligibility.
- Once a student has been placed on the "F" list, that student cannot be removed from the list until the following week.
- Student ineligibility will start according to the SDHSAA guidelines.

Daily Announcements

Announcements are made daily and are available to all Academic staff and students on campus.

Announcements are primarily to dispense information to all staff and students of upcoming events. All announcements are to be submitted to the Office by 8:30 AM.

Hallway Passes

Students in hallways during class time must have in their possession the hall pass issued from the second floor office or Sweep Team. There will be no bathroom or hall passes given during the first 10 minutes of each class period.

Library

The library is centrally located on the main floor of the Academic Building where it is readily available to all classes. It serves as a reading and study room and also contains computers for student use. The library has approximately 14,000 volumes, inclusive of reference and audio materials, plus magazines and newspapers for leisure reading. The library is fully automated with the card catalog online. All students and staff can access the library catalog from any computer. The library media center utilizes technology in the form of databases, and also subscribes to the South Dakota State Library network.

Lockers

All lockers are the property of the school and are loaned to the students. Therefore, periodic inspections will be held. All items related to schoolwork or school functions should be kept in the lockers. (Do not keep personal items of value in the lockers.) **Lockers will be kept neat and unmarked with writing or graffiti.** The attendance office will assign lockers and combinations.

Junior-Senior Prom

All students who wish to attend the Flandreau Indian School prom must be high school students in the 11th thru 12th grades. All students must be in good standing with Flandreau Indian School. Flandreau Indian School students may only invite one guest. **All non-Flandreau Indian School students invited guests must meet the minimum requirements and be pre-approved by the Flandreau Indian School's Administration no later than two weeks prior to the event.**

Residential Environment

Expectations of Student Behavior

1. Students will be expected to represent FIS, the residential environment and the Home Living program in a positive respectful way. Specifically, students must conduct themselves in a positive, respectful manner that reflects native pride, integrity, character, and sportsmanship while on and off campus.
2. Students will be expected to follow staff directives at all times and attend all mandatory dorm meetings.
3. Students will be expected to participate in Home Living activities, recreational programs and/or other opportunities offered for the personal growth and development of FIS students.
4. Student will be expected to be role models for their younger peers.
5. Students will be expected to engage in proper personal hygiene. Any student who shows a need and wants to work for hygiene products (toothbrushes, toothpaste, shampoo, deodorant, etc.) may do so by making arrangements with dorm staff.
6. Students will respect the personal property of the school, staff, and students. Cost of damage to property will be the responsibility of the student who caused the damage.
7. Student will attend classes on time. They need to be out of the dorm by at least 10 minutes before class time.
8. Students are expected to voice their concerns or disagreements in a healthy and respectful way.

9. Details, when assigned, need to be completed according to FIS dorm standards, which include daily cleaning of their assigned residential room that must pass room inspections.
10. Students are responsible for their personal property. Students need to keep their room locked; personal property locked in assigned wardrobe and not loan personal property to others. Students need to stay in the laundry room when washing their clothes (Laundry detergent is provided or the student can bring their own). FIS is NOT responsible for student's personal property but will assist if needed to recover missing items. Laundry or showers must be completed by 8:30pm.
11. Loud music and music deemed inappropriate by common FIS social standards is prohibited. Ongoing excessive noise violations may result in room reassignment or possibly disciplinary action.
12. FIS reserves the right to assign a resident to another room. Prior to reassignment, staff will consult with the student and/or explain to the student the reasons for the move. In the event of an emergency, FIS reserves the right to increase occupancy, so long as such an increase conforms to health and safety regulations.
13. No objects may be dropped, thrown, or propelled from, or at windows as serious injury may occur.
14. Students are not to remove dorm property from designated areas without staff permission.
15. Students must place and enjoy trash/refuse and recyclables in appropriate designated containers.
16. Alcohol Drugs, smoking, inhalants, weapons or violence will not be tolerated by FIS students on or off campus. Violations will result in FIS disciplinary action and possibly law enforcement involvement.
17. Sexual activity, PDA, or sexual misconduct will not be tolerated. Violations will result in FIS disciplinary action with the possibility of law enforcement involvement.
18. Only immediate family members, **25 years of age or older**, listed on the students application can checkout students. Immediate family is defined as mother, father, legal guardian, sister, brother, grandparent, aunt or uncle. Checkout request via telephone will not be approved, except for a family emergency involving a serious illness or death of an immediate family member. FIS reserves the right to refuse or cancel a student's checkout if the welfare of the student is at risk.
19. Those students that have met the criteria to receive a diploma and are wishing to walk across the stage to receive that diploma will be required to have NO major infractions of rules seven (7) days prior to the graduation ceremony.
20. Hazing, bullying and harassment will not be tolerated. Violations will result in FIS disciplinary action with the possibility of law enforcement involvement.
21. Students who are on medication will be required to take their prescribed medications. Failure to take prescribed medication is a Health and Safety issue and can result in FIS disciplinary action.
22. Student Check-In: Students will be required to check-in on their dorm floor office on an hourly basis when the school day ends until school resumes the next morning. On the weekends the hourly check-ins will be all weekend long.
23. Students must have their Student Identification Card (SIC) in their possession at all times. SIC's allow students to attend school related activities (basketball games, etc.) and are utilized for students to be admitted to the canteen, gym, school movies, school outings, etc.
24. Students clothing and room attire should be appropriate, neat, clean and in keeping with the academic and/or home living standards of health, sanitary, and safety practices. No gang symbols, inappropriate, obscene and/or profanity images or language will be allowed. Piercings of any body parts is prohibited. Ear piercings will be allowed within reason.
25. Borrowing money is strongly discouraged. A student is allowed \$20 in their possession per day. Any money beyond \$20 must be turned into the student bank.
26. Lights will be out at 10:30pm on school nights for all students except Honor Dorm.

The Flandreau Indian School Residential Guidance Counseling Program is structured and organized in an effort to have a meaningful program available to the Flandreau Indian School students. The primary purpose is to assist the students with demonstrated chemical abuse behavior, poor academic achievement and attendance, and severely disruptive behavioral and emotional problems. Counselors will review referrals from parents, staff, and community agencies. Counselors make the determination if further services are needed beyond the scope of the Flandreau Indian School. Counselors will coordinate necessary services that are needed.

The philosophy of the dormitory program is one of opportunity. These students are all in a critical period of personal development. Therefore, it is important that they have a range of services and programs available.

These services are designed to provide the student with a consistent and therapeutic structured environment, which will assist them in their behavioral and academic problems. These services will include individual, group, and a combination of individual and group counseling.

Personal Living Space

Bedding and towels will be provided to each student. Although these will be provided, we encourage students to bring their own items from home to personalize their space.

Details

Each student will have an assigned detail and it will be necessary that he/she be on time. Details are changed every 4 weeks. He/she may be assigned to help in the dormitory or outside. Failure to complete your detail will result in a C major.

Study Centers

The Study Centers are available on the 2nd floor of each dormitory. Computers are available for student use. Priority will be given to those students with an academic need for computer use. Tutoring services are also available 5 nights per week.

Honor Dorm

Honor Dorm is established for those students who demonstrate the ability and self-discipline to abide by academic and residential expectations on a consistent basis.

Students living in the Honor Dorm will have special privileges. To be eligible for Honor Dorm the student must meet and maintain these minimum basic requirements:

- Currently passing in all subjects including college courses with grades of a "C" or better.
- Demonstrate and model positive behaviors.
- No residential or academic incident reports for at least three (3) weeks.
- Maintain excellent dormitory housekeeping standards.
- Cannot have 5 or more tardiest in the month of sign up.
- Must not be on the ICU restriction list during the week of sign up.

Once in Honor Dorm your behavior is expected to be maintained. The committee will consist of the Honor Dorm advisor, two boy's dorm, two girl's dorm and two academic staff. Any decisions made for acceptance to or removal from Honor Dorm will go through the committee and the majority rules. An appeal may be made to the Student Services Director who will have the final decision.

If a student receives an incident and they are awaiting appeal they will be placed on restriction and remain in

Honor Dorm until the outcome is determined. If a student receives an "A" Major they will be required to wait 30 days before reapplying to Honor Dorm. If they receive a second "A" Major they will be required a 60 day waiting period before reapplying for Honor Dorm. If they receive a third "A" Major they will have to wait until the next semester to reapply for Honor Dorm.

Students who wish to be Honor Dorm residents can pick up applications from the coordinator or Home Living office. Students may apply for honor dorm any time, decisions are made once a month and successful applicants will be notified. Current Honor Dorm students will keep their status until standards are not met.

Honor Dorm privileges will include but not limited to:

- *Late lunches, once a month, at the Canteen
- *Extended shower and laundry times, until midnight
- *Late television viewing every night
- *Use of phone until 12 A.M.
- *Off campus outings at least once per month
- *Cable and color TV's in each room
- *Late night Canteen and gym and other recreational activities determined throughout the year
- *Raise for work-study students and Honor Dorm preference
- *Choice of room priority
- *Key to room
- *Off campus jobs
- *Sioux Falls shopping trips every other week, students need \$25 of personal money
- *Priority sign up for Brookings shopping trips every other week as well.
- *Lights on until 12 A.M.

Student Check-In

Dormitory Living:

1. Students will be required to check-in on their dorm floor office on an hourly basis when the school day ends until school resumes the next morning. On the weekends the hourly check-ins will be all weekend long.

Telephone Service

Each floor of both dormitories has one or more phones. These telephones are mainly for long distance outgoing calls. However, these phones are also used extensively for student communication between dorms and this practice will continue to be allowed. Students may use these phones until check-in at 8:45pm on school nights and 10:45pm Friday and Saturday nights. Honor dorm students may use the phones until 10 p.m. on school nights and 12 a.m. on Friday and Saturday nights.

Campus-Wide Community

Student Leadership

The Student Leadership consists of members elected from each class as representatives of all students. These elected students are the major formal vehicle for practicing democratic principles, generating ideas, discussing issues, making recommendations, and providing feedback to Administration and Staff.

Student Identification Card

An official card with identifying information and student photograph will be issued by FIS. This card must be **in the individual's possession at all times** when students are outside of their own dorm rooms.

- A. The Student Identification Card will be used as an identification card. Each student shall be issued one at the time of his / her enrollment. The student must display a Student I.D. Card at all times. Exceptions to this rule are:
 - 1. When a student is participating in any activity.
 - 2. When a student is in his / her dorm room.
- B. The Student Identification Card shall contain the following information:
 - 1. Name
 - 2. Student Identification Number
 - 3. Current School Year
 - 4. Picture
- C. Failure to display a Student I.D. Card prevents a student from attending any activities on or off campus and restricts him / her from any school / dorm privileges.
- D. Lost I.D. Cards may be replaced by purchasing one at the Home Living Building.

Campus Boundaries for Students

Students must remain within specific campus area boundaries. These boundary lines are: the road that runs to the west of the boy's dorm; the sidewalk that runs to the west of the student canteen entrance, the south side of the dormitories; the north side of the school, and the gym on the south side unless an activity is scheduled there. **Students are not allowed in front of the school building after the academic day** unless an activity is taking place or supervised by a staff. When staff supervision is present, activities may be scheduled outside of these boundaries. The Horse Corral and Ropes Course is out of bounds at all times.

The golf course may be used for running or hiking with proper permission from staff during daylight hours.

These boundaries are effective at all times. Private residence areas are out-of-bounds.

Bulletin Boards

Read the bulletin boards. It is each student's responsibility to read the information that is posted on these boards. An annual calendar listing important dates, activities, athletic events, and holidays for the year will be posted on the bulletin boards located in the classrooms, dormitories, dining hall, and canteen. A weekly calendar listing dormitory and club activities, dances, testing dates, and the mail list for every day, will also be posted.

Health Services

Flandreau Indian School has a registered nurse on site Monday through Friday. Flandreau Indian School students may be eligible for the following services at the Flandreau Tribal Clinic: basic medical care, dental / hygienist, pharmacy, and optical (Glasses only). Contract services or any medical services outside of tribal health clinic may be billed to the parent/guardian for payment. It is critical that parents/guardians provide FIS nurse copies of any private medical insurance, Medicare, Medicaid, etc. If the nurse's office is not aware of a student's insurance information the guardian will be billed as self-pay until a copy is sent or faxed to the school nurse.

Due to limited clinic appointments, it would be helpful if parents take care of the routine and chronic medical needs that can be cared for before arrival on campus. Remember we are here to educate our students and provide needed basic health care.

We may not always be able to meet non-essential health care needs for all students. From time to time our students also deal with mental health issues. These will be dealt with to the best of our ability on campus. In certain cases referrals to outside agencies will be made, if insurance for the student has been provided.

HOW TO SEE THE NURSE

The nurse will be available in the dormitories every weekday morning to see students. If student reports illness after the nurse leaves the dormitories, dorm staff will determine, on a case by case, basis if students are unable to go to school and should be sent to home living to see the nurse. Staff will let the first floor office know student will not be coming to school. If a student becomes ill during school hours they will report to the first floor office for a pass to see the nurse.

Upon seeing the nurse, she will decide if a clinic appointment is necessary or if the student can be treated on campus. Students being treated on campus will receive over the counter medications and will be monitored. If symptoms worsen appropriate measures will be taken.

MEDICATIONS AND OTHER PRESCRIBED TREATMENTS

Over the counter or prescribed medications will be turned into the dormitories and kept under lock and key. Nurse will review and organize all medications for distribution by dorm staff. An individual medication sheet will be prepared for each medication distributed including, over the counter medication. **The student will be held responsible to take prescribed medication and will be subject to disciplinary action after given ample time to adjust to the medication schedule.**

Medication brought to the dormitory from home or clinic must be checked in by the dorm staff. A medication sheet will be filled out and each dose dispensed will be documented.

If a medical provider directs staff to have the student rest for 24 – 48 hours and the student refuses to follow the provider's instructions, this could result in a potential incident report being written. It will depend on the type of illness being treated and the prescribed treatments that are necessary in order to protect both staff and other students from contagious diseases.

HOW TO CANCEL / RESCHEDULE AN APPOINTMENT

The Nurse or Designee makes clinic appointments. Passes to go to the clinic comes from 1st floor office. They are taken by FIS staff. If they need to cancel or reschedule an appointment they contact the Nurse or Designee.

FAILURE TO ATTEND A SCHEDULED APPOINTMENT

Any student who seeks attention for medical, dental, or visual healthcare and then fails to attend their scheduled appointment may be subject to disciplinary action, depending on the degree of necessity for the services that were to be provided. Failure to attend a scheduled appointment could potentially result in a negative outcome for the student.

If a student fails to attend three (3) scheduled appointments without prior notification to cancel, the tribal clinic reserves the right to put that patient on a "walk-in" status. This means the student cannot make a scheduled appointment and will have to sit in the waiting room and be seen as a walk-in, except in the case of urgency / emergency. This status causes the student to unnecessarily miss class-time instruction.

Food Service

The food service department will provide nourishing meals for the students. To meet the State Child and Adult Nutrition Service standards for reimbursable meals, the students will be offered a minimum of four required food items from the USDA Dietary Food Group for breakfast. Each student must choose three. The students will be offered a minimum of five required food items for lunch and must choose three. In addition a salad bar will be provided during lunch and dinner. Weekend meals are a late morning brunch and a dinner meal. A daily snack is also provided to the dorms.

The serving lines will be open for an hour at meal time unless special circumstances arise. No student or staff will be denied access to a meal. Second servings are offered at every meal. If the main entrée is not available, sandwiches will be served. Students will be served as quickly as possible and are served on a first come first serve basis. Cutting in line is not allowed.

As a society, our knowledge of nutrition, food and physical activity continues to grow, according to the 2010 Dietary Guidelines for Americans. It is clear that healthy eating patterns and regular physical activity are essential for normal growth and development.

Our goal as a Native American High School is to help teach our students healthy eating habits. All students will be encouraged to increase their consumption and variety of fresh fruit and vegetables. To encourage healthy eating habits all milk in the cafeteria is fat free or low fat and half of all grains/breads offered are whole grain. Students are encouraged to suggest menu items, food items and taste test new food which may be added to the menu.

Students are expected to clean up their table area by properly disposing of their garbage and neatly stacking trays, glasses, bowls and silverware on the appropriate areas. It is important that dishes and silverware are not thrown in the garbage cans.

Work Study positions are available in the kitchen and dining room. An application for a work study position may be obtained from the staff. Training in food handling and safety procedures will be provided.

Students are expected to follow the general rules of campus in and outside of the dining room. Cell phones, electronic devices and headgear are not allowed in dining room during the school day. Any student that disrupts the atmosphere of the dining hall by throwing food will be subject to disciplinary action. Meal time is a time for students to relax and enjoy their food and socially interact with other students and staff.

The Student Canteen

The Student Canteen is a meeting place for students after school, evenings, and weekends. It is located on the upper level of the Home-Living Building. Students may buy snacks and drinks. Large screen televisions, a dance area, pool tables, air-hockey, chess and checkers, and numerous video games are available. The Canteen hours are posted in numerous spots around campus.

Reasonable standards of behavior must be maintained to avoid the necessity of closing the Canteen. To use the facility, students must present their ID cards. Only on rare occasions will a student be allowed into the Canteen without their ID card.

Students will be allowed to check-out various sports equipment such as athletic balls, roller blades, sleds, through the Recreation Program.

Student Activities and Recreation

FIS provides and maintains a well-balanced student activities program based on assessment of both student and program needs. Each activity program helps develop leadership abilities; provides opportunities for student participation; is an integral part of the overall education program, and extends beyond special interest clubs, physical activities, student government, and cultural affairs. Interscholastic sports competition and intramural sports are provided.

Plans for operation of each activity are submitted annually to FIS administration, include a variety of scholastic and sports activities, and describe the purpose, structure, coordination, and planned types of fund-raising. Each activity is supervised by a professional staff sponsor and approved by the Chief Administrator. The School Board must approve the overall activity plan.

Some different student activities include:

- a) Clubs of various types.
- b) Religious activities.
- c) Movies in the Auditorium.
- d) Dances at the Canteen- which students get to use state of the art equipment
- e) Intra-mural sports (boys/girls) & Co-ed.
- f) Special holiday parties.
- g) Contests of various types.
- h) Recreational games (cards, pool, etc.) in the basement of both dormitories and the Canteen.
- i) Out of town events such as roller-skating, movies, dining, and attending sporting events and cultural activities.
- j) On campus activities such as rollerblading, bicycling, hiking, fishing, golf, and playing softball.
- k) Cultural Activities

Students are encouraged to be involved in as many as possible of these activities after school hours, evenings, and on weekends and holidays. The opportunity will be provided, please participate.

There will also be a student staff recreational committee to include students input into what types of activities that they want. Daily activities will be posted in the dorms and academic buildings on a daily basis.

Religious Activities

Flandreau Indian School Chaplaincy

The Flandreau Indian School Chaplaincy (FISC) program is a ministry of service to the students at the Flandreau Indian School and is funded through the Dakota Christian Association, concerned organizations and individual donors. The Dakota Christian Association is comprised of several denominations in South Dakota, North Dakota and Iowa. The Chaplain, or Religious Coordinator, maintains an office on campus at the Home Living Building, Room 114, and may be reached at 1-800-942-1647 extension 2175.

During the school year, the FISC provides various religious activities that are open to all students, and are posted in advance.

Various donations are provided through the FISC program. Other services provided by the FISC are weekly phone calls, counseling and being a liaison to the Flandreau religious community. With written consent, students may attend any church of their choosing in the community. The Chaplain will make

the necessary arrangements.

Native Spirituality

Native worldviews and practices are part of the American Indian Studies Program and cultural heritage of our Native students who attend FIS. These services are provided by Native staff members and invited guests who are recognized as elders in various tribal communities.

With written consent for those who choose, students may attend local Christian or other religious church services and/or participate in Native teachings and practices on campus or locally.

Receiving and Sending Mail

While you are at Flandreau Indian School, mail should be addressed as follows:

Students name, c/o Girls or Boys Dorm
Flandreau Indian School
1132 N. Crescent St.
Flandreau, SD 57028

Mail will be given out after school in the Home Living office, Monday through Friday. Students who receive packages or mail will open them at this time in the presence of a Home Living staff member. If your parents send you money, ask that a money order, cashier's check, or wire is sent. It is easier for you if it is not a personal check. **Any money over \$25 will be deposited at the student bank.** Please do not send cash in the mail! If you receive a letter from a penitentiary, a Department of Corrections, or a JDC, you will only be able to receive it with your parents / legal guardian's permission. Please do not mail energy drinks for they are not allowed.

Banking

THE STUDENT BANK IS FOR STUDENT USE ONLY Money cannot be kept in the dorm, unless it cannot be immediately deposited in the Student Bank. In case money must be kept in the dorm, counselor on duty or the supervisor in charge of the dorm will make sure the money is deposited on the next banking day. If students are carrying over \$25.00 (twenty five dollars) it will be safeguarded by staff and deposited in the Student Bank.

Budget slips will be written and approved by the Student Services Director / Home-living Clerks. Receipts and a copy of the budget slip will be required with purchase. If receipts are not provided, budget slips will be denied for one week (7 days).

Absolutely no one will cash checks or pick up wires except the Student Banker on Monday through Friday.

The following Flandreau Indian School personnel are authorized to accompany students who have occasion to cash checks, ATM transactions, or money orders, etc., in the local places of business:

Student Services Director
Staff Member Designated by Student Services Director

Borrowing Money and Clothing

Borrowing money from students is strongly discouraged. You will have a time set aside to withdraw money from the Student Bank. You should schedule yourself so that your spending does not exceed that which you withdraw.

DO NOT CARRY A LARGE AMOUNT OF MONEY ON YOUR PERSON OR KEEP MONEY IN YOUR ROOM. FLANDREAU INDIAN SCHOOL WILL NOT BE RESPONSIBLE FOR LOST, STOLEN, OR UNMARKED ITEMS. IT WILL BE THE RESPONSIBILITY OF THE STUDENT TO HAVE THEIR ITEMS MARKED OR IDENTIFIED.

Do **NOT** ask employees to loan you money as there are strict regulations governing them on loaning money.

Each student must have clothing marked before he or she arrives at school. When you buy clothing, you must have it marked with your initials or name. New clothing must be recorded on your inventory list.

LOANING CLOTHING IS DISCOURAGED. The school will not be responsible for any stolen, UNMARKED clothing. Students need to remain with their laundry. DO NOT leave clothes unattended.

Work-Study

The Flandreau Indian School provides approximately 90 work-study jobs for students who are willing to work. A student may wish to work in order to earn money for financial needs that may arise during the course of the year.

Food Service (kitchen and dining hall) has 30 jobs available for students. The remaining 60 jobs on campus are divided between the Student Canteen, Recreation, Academic Department, and the Dormitories. Students may only work one work-study job. Student timesheets are submitted every two (2) weeks and forwarded to Reston, VA finance office for processing. Student checks can be picked up at the student bank approximately one week after submission.

In the Academic Department, students work for various teaching staff and for some of the secretaries. Jobs consist of filing, correcting papers, running errands, typing, etc.

The primary philosophy behind this program is to teach students good work habits, be on time, don't be absent, and be reliable, neat, and able to take orders from various supervisors.

Work-study will follow the FIS Work-study policy found in the policy.

Off Campus Work

The Flandreau Indian School assists students who are old enough and interested in applying for a job off campus / downtown. The off – campus work experience is a privilege. It gives students the opportunity to earn spending money while away from home. It will teach students good work habits and public relations for future use.

These are the rules that will apply to students who have an off-campus job:

- 1) Must have Honor Dorm status.
- 2) Must be old enough to apply for a job.
- 3) The application has to be checked over by the Work-Study Coordinator before the application leaves campus.
- 4) Any student receiving their first critical incident may be given a chance to keep their on – campus or off – campus job.

Exceptions that would automatically cost the student his / her job would include:

- Drinking / possession of alcohol
- Drug usage / possession
- AWOL
- Sleeping room violation

- Fighting / disorderly conduct
 - Stealing / shoplifting
 - Vandalism
 - Felony
 - Assault
 - Huffing
 - Selling and Providing Cigarettes / Drugs / Alcohol
- 5) Must maintain passing grades in all subjects. Grades will be checked and if the grades are not suitable at that time the student may be restricted from work until passing grades are achieved or student is showing improvement.
- 6) Any questions or need of applications, contact the Work-Study Coordinator located in the Home Living Building.

Lost and Found

Students who have lost personal belongings and wish to recover those items will report the loss to the Main Academic Office (1st Floor). It will then be announced during announcements and hopefully the item will be recovered. Students who find items should turn them into the Main Academic Office or dormitory staff. Flandreau Indian School is not responsible for lost items.

Use of Motor Vehicles

Students are not allowed to have a motor vehicle in their possession while a student at the Flandreau Indian School. Any motor vehicle owned or in the possession of a Flandreau Indian School student will be secured in the facility compound until it can be picked up by the parent/guardian.

In the event that a student is found in operation of an unauthorized motor vehicle, that vehicle will be parked and the keys confiscated. Keys and vehicles will be stored at the Facilities Department. Registered owner of the vehicle will be notified by telephone that they are to come immediately to retrieve the vehicle. FIS will store the vehicle for one (1) week. After one (1) week, the owner will be notified again by telephone and through written notification. If fail to retrieve the vehicle in a timely manner, it will be towed away at the expense of the registered owner. FIS will not be held responsible for any thefts or damage that may occur while the vehicle is on FIS property.

Also, there will be no driving of motor vehicles or riding in or on motor vehicles at the Flandreau Indian School. Students, who leave the school grounds for any reason, will be transported by campus personnel with a U. S. Government driver's license and vehicle.

Visitation

All visitors must abide by the relevant rules of the school while on campus. All rules applicable to students will remain in force for the student being visited. A visitor's pass must be filled out appropriately and approved by the Academic Principal or the Student Services Director.

1. All visiting children must be supervised at all times by parents. Dormitory staff will not be allowed to supervise visiting children of a family.
2. Student operation of a motor vehicle, even in the presence of parents or other family, will continue to be prohibited on campus.
3. Visitors must not disrupt the mission or daily operations of the school, must not use alcohol, drugs, or tobacco while on campus, and may not threaten or intimidate staff for any reason.

4. Any student who has been expelled or has withdrawn from Flandreau Indian School and has not been reinstated will not be allowed on campus, unless permission is given by the Chief Administrator.

Any violation of these rules of visitation will result in the visitor being asked to leave the FIS campus. Exceptions to the limitations listed above may be approved only at the discretion of the Chief School Administrator.

Trips off Campus

Extracurricular activities: are sponsored by a school organization and have no direct bearing on class-work or subjects taken.

- 1) Students are subject to all academic requirements as indicated in the Special Services & Programs Policy. Grade checks will be done on a weekly basis and determine student eligibility to participate.
Field trips are directly associated with class-work, and, therefore, attendance is required.
- 2) Students must attend all school sponsored field trips unless otherwise determined by the Principal.

Checking – Out policy – See Policy Page FIS15-P72

***Students are **not allowed to be checked out on the night before a school day** unless pre-approved by the Chief School Administrator. Education comes first.

***All bags will be inspected upon returning to campus and all new items need to be added to the student's inventory list.

Returning to the dorm during the school day

No student will be allowed in the dormitory during the school hours. In the event of an emergency a pass will be issued through the first floor office and coordinated with home-living to assure that staff is aware and available to accompany the student.

Safety and Security

Security, safety, and child/youth protection are at all times the primary consideration and responsibility of FIS staff and administration.

Emergency Procedures

Emergency procedures, posted prominently throughout the campus, are backed up by Federal Bureau of Indian Education and Bureau of Indian Affairs directives, regulations, procedures, and Federal laws. Listed here for information purposes only are the unlikely but possible critical situations addressed by these emergency procedures as they pertain to student involvement.

Abduction	Death
Abuse	Fire evacuation plan
Accidents and/or injury	Missing student
Alcohol/drug occurrences	Natural disaster
Assault	Operational Crisis
Bomb threat	Security Breach
Chemical spill	Violence prevention and intervention

Less urgent but of ongoing concern are issues pertaining to the general safety of the campus:

Compliance with safety requirements regarding campus buildings and other facilities, which are subject to regular inspections by government officials at all levels.

Agreements with local safety department officials, including the fire and law officials of the City of Flandreau and Moody County.

Maintenance of emergency family contacts and other relevant information and records complete for each student.

Bomb Threats

Bomb threats are rare but real in public schools. Procedures for handling them are posted at telephone sites which receive incoming calls. Students who become aware of such threats, whether considered serious or not and whether verbal, written, or otherwise conveyed, must immediately report such information to a staff person, who will then follow mandated procedures for appropriate follow-up.

Emergency Preparedness Drills

Safety drills, including fire, tornado, lockdown, shelter in place and other relevant drills, take place so that students and staff are aware of and familiar with procedures in the event of an emergency. Evacuation routes are posted in classrooms, dormitories, and other facilities. Students rehearse such procedures, and unannounced practices take place to assure safety. Tampering with or fraudulent use of any sprinkler systems, fire alarms, or other safety devices can endanger the entire campus and violators will be subject to applicable legal proceedings.

Safeguards of Disciplined Students

When disciplinary action is taken, the rights and safety of the individual student and the school community as a whole shall be protected. Students shall be:

- Given fair consideration
- Shall not be subjected to action that is deliberately one-sided or unpredictable
- Shall be given an opportunity to respond, in writing, to charges within 72 hours
- Shall be disciplined appropriately for the offense committed

(See Students Rights & Responsibilities on page 49)

Student Contact with Law Enforcement

Policies are necessary to assure that no injustice, violations of constitutional rights result as a consequence of contracts or misunderstandings between students, law enforcement and Flandreau Indian School. To this end, Flandreau Indian School will cooperate with law enforcement and/or correction agencies dealing with juvenile problems under the jurisdiction of the courts.

Under the provision of legal statutes relating to temporary custody, it becomes necessary for a juvenile to be contacted at school, the procedures below should be followed:

The Academic Principal and/or Student Services Director (or their designee) and security should be notified in advance if a student is to be taken into custody, interviewed, or interrogated at the school. A staff member must be present when a student is questioned by law enforcement. Law enforcement may take a student into custody; the school officials will then notify parents. During interviews of juveniles at school by law enforcement, an administrator or his/her designee will act as *in loco parentis*.

Student Rights and Responsibilities

Incident Reports and Appeals Process

An incident report is documentation of a student's alleged violation of the code of conduct while at the Flandreau Indian School. The incident report will include all actions seen, date, time and location of the incident. The staff member that writes the report will then follow-up with the student and the student will be asked to sign the incident report. Signing an incident report does not indicate guilt of a violation, signing only acknowledges that the student understands that an incident report has been written. If a student refuses or is unavailable to sign, it will be noted on the incident report. The student reserves the right to complete a voluntary statement form. Incident reports and voluntary statement forms will then be forwarded to appropriate personnel as soon as possible, for consequences or additional follow-up.

Students may choose to appeal an incident report if they feel that they did not commit the infraction or they feel that they have been treated unfairly. Appeals must be submitted, **in writing**, according to the chain of command within 72 hours from the time the student was notified of the referral. Copies of the incident report may be issued to the student, and will be issued to the parent/guardian, the dorm file, posted in the behavior database and a copy maintained in the departmental master student file.

Major Infractions Involving Drugs, Alcohol, or Violence:

No Tolerance for any use of illegal drugs and alcohol, and major infractions involving violence. A violation of the No Tolerance Policy may result in a 10-day suspension or expulsion, or reporting the incident to local law enforcement. The local law enforcement will be called upon for investigation of any criminal action. This may be on or off campus, if students from the Flandreau Indian School are involved.

All students who commit a major infraction during the final week before Christmas vacation or End of Year will be required to reapply for admissions. Any graduating senior who commits a major infraction in the last two weeks prior to graduation will not be allowed to participate in Graduation Ceremonies.

A-Majors

Any person who commits a felony or certain misdemeanors will be cited with an A-Major. (Pending investigation and final disposition of any charges and / or incident, which is also determined to be, a violation of SDCL may also be prosecuted by the local authorities.) A-Majors will result in a hearing. Through the hearing process, expulsion may be deemed appropriate. Examples of A-Majors are, but not limited to, the following:

- Car theft.
- Sexual assault – **(rape or attempted rape)**.
- The sale of illicit drugs and / or controlled substances (including marijuana or tobacco) or the possession of an illicit drug or controlled substance or cigarettes with the intent to sell is a violation of Article X and will be viewed as a Health & Safety issue.
- Smoking or taking illegal drugs internally. – **The odor from handling such drugs on the hands, clothing, or breath, or behavior that is out of the norm is sufficient to complete this offense.**
- Possession of drugs, and / or paraphernalia. – **The possession of drugs, such as marijuana, cocaine, heroin, amphetamines, etc. and / or clothing, within any student's personal belongings such as train-cases, suitcases, foot lockers, school lockers, dormitory lockers, etc., shall be a violation of this article. (Flandreau Indian School reserves the right to search a student and his / her personal belongings when there is probable cause, such as drug and / or paraphernalia possession. Flandreau Indian School reserves the right to require a drug test.)**
- Sniffing / Huffing. – **As an abuse of drugs, sniffing is defined as follows: Sniffing of glue, paint (in any form), lighter fluid, deodorant, etc., for the purpose of becoming intoxicated is a violation of Article X.**

- Drinking or possession of alcoholic beverages. – **This includes such things such as beer, wine, whiskey, etc. Odor on a person’s breath or clothing is sufficient to complete the offense. Include the name of two staff members who checked the individual concerned.**
- Burglary.
- Stealing. – **(Stealing is clarified as taking property of others without permission. Persons, who are caught in the act, or with the evidence of possession, will be cited with an A-Major.)**
- Shoplifting. – **This includes being apprehended with merchandise or being an accomplice to shoplifting. (An accomplice is a person who helps another in a crime or wrongdoing.)**
- Assault. – **Assault is defined as follows:**
- **Attempts to cause serious bodily injury to another, which indicates indifference to the value of human life.**
- **Attempts to cause, or knowingly causes, bodily injury to another, which may or may not result in serious bodily injury.**
- **Assaults another with the intent to commit bodily injury, which may or may not result in serious bodily injury.**
- **Attempts by verbal intimidation, or by physical menace, to put another student or staff in fear of imminent serious bodily harm, with or without the actual ability to seriously harm the other.**
- **Students who are involved in petting and / or sexual activity. –This act may or may not be within the Flandreau Indian School campus. Students who are not fully clothed or in bed with another student will be cited and parents will be notified (The school reserves the right to expel / suspend any students involved in such behavior).**
- Hazing. – **No hazing of any student is allowed at any time.**
- AWOL – (Class A). – **When there is an endangerment of health and safety, while AWOL off campus, without permission.**
- Setting a fire.
- Possession of a dangerous weapon.
- Fighting.
- Endangering the Health & Safety of self or other students. – **Such as tampering with sprinkler system, calling 911, inciting a riot, or refusing to take medications.**
- Gang related Activities. – **Any gang related activities will be subject to immediate discipline action.**
- Ten Second Fighting.
- Sleeping Room Violation. – **Boys in Girls’ sleeping room. Girls in Boys’ sleeping room. Students that have no evidence of physical contact and parties are fully clothed, it is not considered sexual activity.**

B-Majors

A major infraction that includes, but is not limited to, those that endanger the health and safety of self or others are considered. B-Majors will result in a hearing at the discretion of the administration and maximum restrictions may apply. The school also reserves the right to immediately expel any student when, in its judgment, the student knowingly and deliberately commits an act that endangers the health and safety of self, other students, or staff. Examples of B-Majors are, but not limited to, the following:

- Any major infraction that occurs on a home-to-school or school-to-home trip. – **(Such a violation may also result in probation for a period to be determined.)**
- The use or possession of tobacco is not allowed.

- AWOL – (Class B). – **Failure to be physically present when one is supposed to be. This includes failure to make bed checks and body checks, without permission, to include being checked out while on restriction.**
- Riding or driving an unauthorized vehicle. – **Authorized vehicles are:**
 - Those vehicles approved by dormitory managers.
 - Those vehicles assigned to the Flandreau Indian School.
- Driving. – **An enrolled student may not operate a motor vehicle off campus unless accompanied by the person checking out said student, who assumes all liability for allowing the Flandreau Indian School student to drive off-campus**
- Disorderly Conduct. – **Definition of Disorderly Conduct: Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person or creates risk thereof by:**
 - **Being present in a room where a fight takes place (pending investigation).**
 - **Making unreasonable noise, which includes the pulling of fire alarms and / or creating a classroom / dormitory disturbance, which impedes other students from learning or normal dorm living.**
 - **Disturbing any lawful assembly or meeting of persons without lawful authority.**
 - **Obstructing vehicular or pedestrian traffic.**
 - **Endangering another student’s health and safety.**
- Vandalism. – **Vandalism is defined as destroying property willfully. The penalty for vandalism includes paying for damages. Consideration of dropping the major may be taken into account if damages are paid within 5 days or student works off the damage. Administrative personnel will provide estimates.**
- PDA. – **Public Display of Affection is defined as conduct that is contrary to the moral code of the Flandreau Indian School Community. Examples include:**
 - **Any students who display close physical contact with each other.**
 - **Two students embracing indiscriminately and / or passionately.**
- **Hickies.**
- **Harrassment/Bullying. – Any student who displays verbal, physical, or threatening behavior towards another student will be subject to disciplinary action.**
- **Lying – Not telling/withholding the truth or hiding the facts.**
- **Inappropriate Sexual Material – Possession of or accessing of inappropriate sexual material.**

C-Majors

C-Majors will result in maximum restrictions. These are expellable offenses when in accumulation and / or at the discretion of administration. Examples of C-Majors are, but not limited to, the following:

- **Flagrant Insubordination.**
- **Use of obscene or profane language or gestures.**
- **Situations in which the student has refused to comply with a specific directive, which *could result in an incident more serious in nature.***
- **Refusal to Do an Assigned Detail/Individual Room Cleaning/Classroom Assignment **the student may be placed on campus restriction at the discretion of the staff.****
- **Unauthorized Presence in a Building or Restricted Area. – **The exits of both dorms and the kitchen are out of bounds. Dining Hall exits are passageways only, loitering is not allowed. The main entrance for each dorm is to be used as a passageway only. Restricted areas such as construction sights, alleyways, residential areas, etc., are also considered restricted areas.****
- **Loitering. – **This item includes wandering upon the streets from place to place without an apparent reason or business, and refusing to identify him / herself and to account for his / her****

presence when requested by any law enforcement officer or Flandreau Indian School staff member.

- UAC. – **Examples of Unauthorized Absence from Class** includes being tardy from class, not meeting specified role calls, leaving class without permission, not returning to class when asked, being late for or missing detention, and not being present in the classroom when the last school bell rings.
- Violation of the Flandreau Indian School Dress Code. – **Any student whose clothing / dormitory room contains paraphernalia and / or logos that advertise drugs / alcohol use, satanic / gang signs and / or symbols or profane language is in violation of the Flandreau Indian School dress code. Students must adhere to all items included in the Flandreau Indian School Dress Code found in the student Handbook or may be cited with a C-Major.**
- Harassment / Discrimination / Bullying. – **No individual / group will be allowed to harass / discriminate against any individual / group because of their sex, race, religion, national origin, color, age, disability, or any other non-merit factor, either verbally or nonverbally.**
- AOL. – **Overextending authorized leave will result when a student does not return from leave after one day. After one day, the student will be considered AWOL. Exceptions for this item include:**
 - **An unforeseen act of God, such as a snowstorm, which make roads unfit for travel.**
 - **Death of an immediate family member.**
 - **Serious medical reason**
- Electronic property misuse.
- Tardies
- Disrespect a staff member or Inappropriate Language to a staff member.
- Blankets and pillows will not leave the dormitory.

Minors

A minor make be issued in two to five hour increments to a student in place of a C major. If a student accumulates more than 3 minors they will be issued a C major. Students will turn in their activity card (Student ID).

Temporary Suspension

When it is determined by the Administration that a student is a clear and present danger to his/herself or to others, that student may be temporarily suspended on an emergency/health and safety basis. All temporary suspensions will result in a due process hearing within ten (10) days except in the event of parental withdrawal. ***Parents/guardians have the right to parentally withdraw (in writing) their student from Flandreau Indian School prior to their hearing, but the student will be subject to conditions for re-admission.***

Due Process

Tribal, county, state and federal authorities may prosecute students who commit crimes or violate laws as established by county or tribal ordinances for tribal, state and federal codes. The court will administer the penalties for any violations and the school may impose a second penalty, which will not be construed as “double jeopardy.”

Due Process procedures are contained in 25 CFR Part 42.7. The regulations govern establishing a program of students’ rights and due process procedures in BIE schools and in schools that are operating under contract with the BIE.

According to 25 CFR Part 42.7, the student's due process rights include written notice of the charges and a fair and impartial hearing as required by this section.

- a) The school must give the student written notice of charges within a reasonable time before the hearing required by paragraph (b) of this section. Notice of the charges includes:
 1. A copy of the school policy allegedly violated;
 2. The facts related to the alleged violation;
 3. Information about any statements that the school has received relating to the charge and instructions on how to obtain copies of those statements; and
 4. Information regarding those parts of the student's record that the school will consider in rendering a disciplinary decision
- b) The school must hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:
 - 1) If the Act requires immediate removal (such as, if the student brought a firearm to school) or if there is some other statutory basis for removal;
 - 2) In an emergency situation that seriously and immediately endangers the health or safety of the student or others; or
 - 3) If the student (or the student's parent or guardian if the student is less than 18 years old) chooses to waive entitlement to a hearing.
- c) In an emergency situation under paragraph (b)(2) of this section, the school:
 - 1) May temporarily remove the student;
 - 2) Must immediately document for the record the facts giving rise to the emergency; and
 - 3) Must afford the student a hearing that follows due process, as set forth in this part, within 10 days.

In addition, the student has the following additional due process rights,

- The right to produce and to have produced witnesses on the student's behalf and to confront and examine all witnesses.
- The right to have parent/guardian present and to be represented by lay or legal counsel of the student's choice. Legal counsel will be at the student's expense.
- The right to receive a record of the hearing including written findings of fact and conclusion.
- The right to administrative reviews and appeals.
- The student shall not be compelled to testify against themselves.
- The right to have allegations of misconduct expunged from the school record in the event that the student is found not in violation of the charges.

Disciplinary Hearing Procedures

Disciplinary hearings will be held as warranted. Administrators/Supervisors will refer those students who continue to violate school rules for a disciplinary hearing. Each department will be responsible for preparing student files for hearings.

Student hearing files will contain the incident report of the alleged violation, voluntary statements, behavior report, due process procedure and appropriate letters of notification. Notification of scheduled hearings will be sent if parent cannot be contacted by phone.

The Student Rights and Responsibilities Officer will schedule a date and time for the hearing and review the hearing file for completeness. The Student Rights and Responsibilities Officer will make contact with the parent/guardian regarding hearing date and time, alleged rule violations and student rights and procedures for the hearing. Agency staff may be contacted to assist with parental notification if the school is unable to

contact the parent/guardian personally.

The Student Rights and Responsibilities Officer will present the Notification of Disciplinary Hearing to the student and will review alleged rule violations, explain student's rights and procedures and have the student sign the notice if present. Otherwise notification will be sent certified mail.

The Student Rights and Responsibilities Officer will present the Findings of Facts and Conclusion and make their recommendation to the appropriate administrators. Students and parent/guardians will be notified of the outcome by original letter of decision. They will also be advised of their appeal rights and procedures.

Appeal Process

Written appeals must be addressed to the Chief School Administrator and received within 30 days of the hearing decision letter date. The Chief School Administrator will make the final decision to deny or grant an appeal and respond to the student and parent/guardian in writing. The projected timeline for completion of the appeal process will be within ten (10) days of the letter of appeal. If the decision is unsatisfactory to the parent/guardian or student, an appeal may be made to the Education Line Officer at the Area Office level.

CHECK OUR WEBSITE www.flandreauindianeducation.com FOR STAFF DIRECTORIES, APPLICATIONS, CALENDAR OF EVENTS AND MORE.

STAY THE PATH
ENJOY THE JOURNEY
AND CELEBRATE SUCCESS!

