

TABLE OF CONTENTS

Forward.....	3
Pine Ridge School Statement.....	3
Legal Name.....	3
Jurisdiction.....	3
Boundary.....	3
Mission Statement.....	4
Student Bill of Rights and Responsibilities.....	4
Enrollment/ Transfers.....	5
Pine Ridge Elementary School Day.....	5
Absenteeism.....	6
Accidents.....	6
Activity Buses.....	6
After School Time.....	6
Assemblies.....	6
Bake Sales.....	7
Bathrooms.....	7
Before School & Noon Break.....	7
Book Fines.....	7
Boundaries.....	7
Building Hours.....	7
Building Maintenance.....	7
Bus Conduct.....	8
Cafeteria Conduct.....	9
Campus Security.....	9
Cheating.....	9
Class Meetings.....	9
Class Money.....	9
Clean-up.....	9
Concerns and Complaints.....	10
Contracts.....	10
Desks and Property.....	10
Detention.....	10
Dress Code	10
Eligibility.....	11
Fighting.....	11
Fire Drill.....	11
Food in the Classroom.....	11
Gang Related Activities.....	11
Grading Scales.....	12
Harassment – Bullying.....	12
Incompletes.....	13
Make-up Work.....	13
Medication to Students.....	13
“No-School” Announcements.....	13
Progress Reports.....	13

Promotion and Retention.....	13
Removal From Class.....	14
School Dances.....	14
School Supervised Field Trips.....	14
Snowball/Rocks.....	14
Student Check Out.....	15
Student Driving.....	15
Student Property.....	15
Telephone Usage.....	15
Definition of Disciplinary Procedures.....	16
Student Discipline Code and Disciplinary Actions.....	17
Attendance at School Events During Suspensions.....	17
Inappropriate Bus Conduct.....	17
Chew or Tobacco Products.....	17
Damage to School Property.....	17
Elastic Clause.....	18
False Fire Alarms and Bomb Threats.....	18
Fighting.....	18
Habitual Offender Clause.....	19
Harassment – Bullying.....	19
Illegal Drug and Alcohol use.....	19
Instigator Clause.....	19
Profanity.....	20
Public Display of Affection.....	20
Sexual Harassment.....	20
Skipping.....	20
Stealing.....	21
Student – Teacher/Staff Member Conflicts.....	21
Threatening a Staff Member.....	21
Weapons.....	22
Hearings and Appeal Process.....	22

WELCOME TO PINE RIDGE ELEMENTARY SCHOOL

FORWARD

As members of the Pine Ridge School family, students are expected to follow the rules that have been established for the educational benefit of the entire student body. Each should be proud of it, take good care of it, and be willing to make suggestions to improve it.

This handbook is a guide to inform all parties involved of the basic rules and responsibilities of being part of the Pine Ridge School learning family. These rules and regulations are in place to make our school a safe and educational environment.

This is a learning environment with positive incentives for student success. There is an open door policy for parents and guardians to come in and visit with school staff regarding your child's educational program. Due to changes in security regulations, all visitors are required to report to the Elementary Office and sign in and out when visiting the school. Call for an appointment any time you have concerns.

This document may be amended as follows and is subject to annual review and update:

- 1. Any of the above parties may propose an amendment at any time*
- 2. Proposed amendments must be approved by the above parties*
- 3. Amendments so approved shall go into effect immediately upon signature of above authorized parties*
- 4. Written notification of amendments shall be forwarded to the office of the Education Line Officer, School Board, students, parents and school administrators within 30 calendar days.*

PINE RIDGE SCHOOL STATEMENT

LEGAL NAME

The Pine Ridge School Board shall be the official name of the school board of the Pine Ridge School located in Pine Ridge, South Dakota.

JURISDICTION

The school board's jurisdiction shall encompass the educational programs of the school pursuant to P.L. 95-561, Title XI, and all other applicable federal laws and regulations, the laws, regulations and standards of the Oglala Sioux Tribe and the state of South Dakota.

BOUNDARY

Grades K-8: student services to all eligible children living on the reservation of the Oglala Sioux Tribe and all other Indian children who are eligible.

MISSION STATEMENT

Pine Ridge School strives to empower all students to become successful, life long learners in a culturally diverse, changing and technological world, reflecting the Lakota values as the foundation for enhancing the well being of mind, body and spirit of each student.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

ARTICLE I: AUTHORITY

The Student Bill of Rights and Responsibilities shall be effective from the date of its approval by the Pine Ridge School Board, Pine Ridge Education Line Officer and School Principal.

ARTICLE II: CONSTITUTIONAL RIGHTS

A. EDUCATION:

You have the right to an education which is available at your level of capability and which will meet your present and future needs.

RESPONSIBILITIES:

It is your responsibility to attend classes on a regular basis, to study and make a sincere effort to gain a meaningful education. In the case of an absence from school, you are responsible for making up work missed.

SEARCH AND SEIZURE:

The authority to search students desks, lockers and personal possessions by the staff is at their discretion of the administration and is based on their in loco parentis relationship to students and upon reasonable cause or written documentation.

B. SPEECH AND EXPRESSION:

You are entitled to freedom of speech and expression as long as it does not disrupt the education process, endanger the health and safety of yourself or others, and is not dangerous, slanderous, discriminatory or obscene.

RESPONSIBILITIES:

You are responsible for upholding the following: Actions and activities will not disrupt normal educational activities, infringe upon the rights of others, damage property or be an illegal act. You are also responsible for assuring that publications, petitions, leaflets, handbills, posters and other printed materials are circulated or displayed according to the rules. If damage occurs you are responsible for restitution of any property damaged.

RULES:

Materials must be displayed in areas designated for such purpose. Wall space may be used for display but a harmless adhesive must be used to avoid damage. Advertising and selling commercial products or services is prohibited unless written approval is obtained from Administration. After events, materials placed on walls and other surfaces will be removed by those who placed it there.

C. PRIVACY AND SAFE ENVIRONMENT:

You are entitled to a reasonable degree of privacy and a safe, secure environment.

RESPONSIBILITIES:

In order to avoid loss of privacy and to assure a safe and secure learning environment, you are responsible for abiding by the policies, procedures and rules of the school. If you know of an urgent or emergency situation, seek the assistance of a staff member immediately.

RULES:

Access to student records shall be confined to authorized personnel. All persons having access must maintain their legal obligation to protect confidentiality. Except when required

by law, persons outside the school shall not have access to student records unless a parent/legal guardian give written informed consent; students 18 or older may give their own consent.

D. OTHER RIGHTS:

Other constitutional rights you are entitled to include making your own decisions when applicable; freedom of religion and culture; peaceable assembly and petition of grievances; freedom from discrimination; due process in disciplinary actions subject to suspension, expulsion or transfer. (See Art. VI: Due Process) Provided such activities does not interfere with the educational process of the school.

ARTICLE III: STUDENT REGULATIONS AND RESPONSIBILITIES

A. STUDENT CONDUCT:

Students enrolled in the Pine Ridge Elementary School are expected to maintain high standards of personal conduct. Students are responsible for helping maintain the integrity and value of the community and for promoting education and responsible living.



ENROLLMENT/TRANSFERS

Each student must have a record of his/her immunizations, birth certificate, Social Security card, Degree of Indian blood and Stanford Test scores.

Students must have a parental/guardian signature on the enrollment application. In the case of guardianship, court documents or a notarized temporary guardianship document must accompany the enrollment forms.

Students transferring after the semester has begun must meet the following criteria before being admitted to Pine Ridge Elementary School:

1. Student must have less than ten days of unexcused absence for the current semester,
2. Student must not have been released from transferring school for disciplinary reasons.
3. Each grade has an enrollment limit based on the Bureau student-teacher ratio. Certain grade levels may have enrollment closed due to overcrowding.
25CFR36.11 Kindergarten 20:1; 1st-3rd grade 22:1; 4th-high school 25:1 The daily teaching load per teacher in departmentalized classes shall not exceed 150 ADM except in activity type classes such as music and physical education.
4. Report card from the previous school attended.
5. Must have at least three (3) passing grades.

PINE RIDGE ELEMENTARY SCHOOL DAY

Monday through Friday

Grades	K-3	8:15a.m.	to	2:00 p.m.
Grade	4-8	8:15 a.m.	to	2:30 p.m.

ABSENTEEISM

Attendance is an important part of each of the student's permanent record. As per School Board action on October 17, 1989: **A student may be dropped from school after ten (10) cumulative full days of absence. Attendance Contracts will be initiated after seven (7) cumulative full days of absence and will be signed by both the student and the parent.** Absenteeism from school in excess of 20 days throughout the school year may result in retention. Students must bring a note from the parent/guardian or a doctor's statement explaining why they were absent. Parents are asked to contact the school if their child is going to be absent. The number to call is 867-5145 or 867-5878.

Students who come in after 8:25 a.m. must obtain an admittance slip from the office before they will be admitted to the classroom. Instruction in all classes begins at 8:25. Make-up time for tardiness will be handled on an individual basis by the student's respective teacher.

ACCIDENTS

Accidents will be reported to the Office immediately. Parents will also be notified immediately in case of an accident. In case of an emergency deemed to need hospital care, the child will be transported to the hospital with the parent/guardian being notified to meet the child and school staff member at the hospital.

ACTIVITY BUSES

Buses will be provided for school sanctioned after school activities (i.e. scouting, athletics and any after school clubs). This does not include students staying to make up work, for disciplinary actions or for students who miss regularly scheduled buses. It will be the responsibility of the parents or guardians of the student to provide transportations for these students.

AFTER SCHOOL TIME

When a child does not complete assignments in given time frame, the student may be asked to stay after school to complete assignments. Failure to stay and complete assignments will result in no grade [zero's (0's) for assignment work]. If a student does not attend after school make up sessions it will be documented by the teacher and the parents will be notified.

ASSEMBLIES

Student behavior will be respectful and courteous at all times. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, unnecessary or inappropriate clapping, excessive and disruptive talking, etc. Staff members will sit with their classes.

BAKE SALES

There will be no bake or food sales during school or class hours. Food of any type, including pop, candy and pickles will not be sold out of classrooms.

BATHROOMS

Bathrooms may be used before classes start in the morning, before classes start at noon and during regular bathroom break times. Anytime bathrooms are vandalized or misused in any way the bathrooms will be locked and not opened until the administration determines the students can conduct themselves appropriately.

BEFORE SCHOOL AND NOON BREAK

During unfavorable weather students may enter the building at 8:00 a.m. and go to the Elementary lobby until the bell rings. When the weather is not severe, students are asked to remain outside until the bell rings at 8:15. The staff of Pine Ridge Elementary School reports for duty at 8:00 a.m. The playground is unsupervised until that time.

BOOK FINES

Textbooks and equipment will be provided by Pine Ridge Elementary School for student use. Reasonable fines will be assessed to students who purposely damage or deface school property. Fines will be determined by the teacher/principal. Lost books or equipment will be paid for based on the actual value of the article.

Lost books or equipment will be charged at the purchase price less 15% for each year since purchase. Current year purchases will be at 100% of purchase price.

BOUNDARIES

The football field, the special education trailers, the softball field, and the high school building are "off limits" to students unless accompanied by a staff member, or they are at the location for a schedule class, or are sent on an errand, in which case, the student will have a note explaining his/her purpose. Students riding the District buses are to wait in the elementary area under elementary supervision.

BUILDING HOURS

The Elementary School building is open at 8:00 a.m. and closes at 4:30 p.m. Students are expected to leave the campus or return to the dorm at 3:00 p.m. Any students remaining in the building after 3:00 p.m. must be supervised by a faculty member and have a specific purpose for being there.

BUILDING MAINTENANCE

Every student must share the responsibility for keeping the building and grounds maintained. Students need to pick up after themselves. This includes keeping the

grounds free of trash. In the building, paper should be kept off the floor, desks should be free of marks and cuts, drinking fountains should not have trash put in them, there should be no black marks purposely put on the floor, and the walls should not be written on. Theft, misuse or other abuse of school property will not be tolerated. The student's parent/guardian will pay full value for the damage or the cost of clean up caused by the student. Disciplinary action for such abuse will also be taken.

BUS CONDUCT

Bus transportation of students is a privilege not a right and is contingent on courteous behavior and adhering to the established rules. Safe operation of the bus and passenger safety demands complete cooperation of the students.

It shall be the responsibility of the bus driver to report to the Dean of Students and/or Assistant Principal the names and offenses of students who persist in violating the rules of bus conduct. The Dean of Students or Assistant Principal will determine whether or not to withhold the privilege of riding the bus from those students who fail to abide by bus policies.

All bus rules will be in effect anytime students are bused for any reason.

1. When getting on the bus, get in a single line.
2. All students must be seated before the bus moves.
3. Students will sit in assigned seats if asked to do so.
4. Loud or vulgar language is not acceptable.
5. Students must **BE ON TIME AT THE DESIGNATED BUS STOP**. The bus will **NOT** wait for students if they are late.
6. No pushing, crowding, yelling, or wrestling at any time.
7. Respect for others will be shown at all times.
8. Students are to remain seated any time the bus is in motion.
9. There is to be nothing blocking the aisles of the bus.
10. No paper or litter is to be thrown in the bus or from the bus windows.
11. Students must not at any time put arms, heads, or clothing out of the windows.
12. Any items such as gum, sunflower seeds, chew, etc. are not allowed on the bus.
13. Any behavior such as wrestling, abusive language, harassing other students, etc. is not allowed on the bus.
14. The emergency door is not to be tampered with.
15. After exiting the bus, immediately move away from the bus.
16. Look both ways before crossing the street at all times.
17. Vandalizing the seats or any other part of the bus is prohibited.
18. Instructions given by the bus driver or authorized personnel will be followed.
19. Students will leave the bus **ONLY AT THEIR DESIGNATED BUS STOP**. If a parent/guardian wishes for a child to be let off the bus at a different location it is necessary for the parent/guardian to send a note to the notify the school before 1:30 p.m.

The bus driver has the authority to discipline students on the school bus and may recommend the suspension of bus riding privileges for rule infractions. **(See pg 20)**

Each bus driver should maintain a behavior log and have copies of "Incident Report" forms.

Any damages caused by disruptive behavior will be paid for by the students' parents/guardians.

CAFETERIA CONDUCT

Students will walk to the lunchroom with their supervising teacher or staff member in an orderly manner. Students will take their place at the back of the line without pushing, shoving, and cutting in line. Once finished eating each student is responsible to clean up his / her eating area, including food, napkins, silverware, etc. At no time is throwing food acceptable behavior. The student is responsible for reporting incidences of harassment or misconduct to one of the staff supervising the cafeteria. **Food items are not to be taken out of the cafeteria.**

CAMPUS SECURITY

School security personnel are to assist in the enforcement of school policies. The security personnel work directly with the Dean of Students. Students are expected to comply with security personnel requests.

CHEATING

Any student caught cheating in any form will receive a "0" for the assignment. Further disciplinary action may be taken by the Dean of Students to include detention.

CLASS MEETINGS

No class shall have a meeting without at least one class advisor present. Meetings will be conducted under Robert's Rules of Order. All proceedings of these meetings must be written with copies submitted to the class advisor and to the Elementary School Assistant Principal. Meetings will be held during the last 30 minutes of the school day.

CLASS MONEY

All money raised by each class in school-sponsored events becomes the property of the school and the respective class and cannot be spent unless it is approved by at least one class advisor. Class money must be deposited in the school bank.

CLEAN-UP

At the end of each class period or day, students are responsible for cleaning their area. Desks should be free of paper and debris, and the floor should be cleaned around each student's desk. Students should use trash cans to dispose of their trash. The campus grounds should not be used to discard paper, bottles, etc.

CONCERNS AND COMPLAINTS

If a parent has a concern about the education of his or her child, an unanswered question, or a complaint, which they would like to bring to school officials, the matter should be brought to the attention of the classroom teacher or Elementary Assistant Principal.

CONTRACTS

Students who continue to break school rules will be placed under contract. A conference will be arranged with the teacher, student, Dean of Students, and elementary Assistant Principal. At this time all parties involved will sign a contract addressing behaviors and consequences of the student.

After a student's second suspension, he/she will be placed under contract upon his/her return to school with parent/ guardian.

DESK AND PROPERTY

No student is to go through anything in another student or teacher's desk, book bag, back pack, etc. Any student caught stealing another's property will be sent to the Dean of Students for disciplinary action. Law enforcement may also be notified. **(See pg 25)**

DETENTION

Detention will be served after school hours and will be supervised by a staff member. A student reporting for detention should bring schoolwork to complete.

1. If a student is involved in a school activity and has detention, he / she will miss the activity to go to detention.
2. Parents will be notified by the teacher when the student skips detention.

DRESS CODE

Appropriate dress is required of the students at all times. The following regulation of student dress shall be followed:

1. Shoes are to be worn at all times for health and safety reasons.
2. Clothing must be appropriate, in good taste, and not offensive.
3. Apparel that promotes alcohol, tobacco, drugs, or gangs (i.e. bandannas, hairnets, excessively long belts) or that uses profanities, obscenities, or racial putdowns or that is sexual in nature is unacceptable.

A verbal warning will be given to the student and directive to remedy the problem by reversing the article of clothing or by going to the Dean of Students who will make arrangements to allow the student to change the article of clothing. Offensive head gear maybe confiscated and maybe picked up by the parent or at the end of the school year by the student.

ELIGIBILITY

All students will be considered ineligible until the coach, through the student's teachers for each activity, has cleared the student. The coaches will assume responsibility for getting a list of the players to each teacher and the Dean of Students for each sport. It is the responsibility of the teachers or the Dean of Students to inform the coaches of students who are not eligible either because they are not receiving a "C" average in all subjects or because they have exhibited inappropriate behaviors.

FIGHTING

Disciplinary action will be taken against students involved in fighting. All cases of fighting and aggression must be documented by the staff member witnessing the incident. If an aggressor can be identified by documented proof from witnesses at the scene, the aggressor may receive a harsher punishment than the victim. **(See pg 22 - also "Instigator Clause" pg 23)**

FIRE DRILL

Students will exit building in a quick, orderly manner. Running, pushing, shouting, etc are not acceptable. Once outside the building, students will go 50 feet from the building and wait until they are called back in. Students will follow the fire evacuation plans posted in the classrooms and will use the exit designated for their classroom.

FOOD IN THE CLASSROOM

Food items cannot be kept in the classroom unless the items are non-perishable and in sealed containers.

GANG RELATED ACTIVITIES

A safe and orderly environment is essential to effective teaching and learning. Students are prohibited from participating in open gang activity and gang related behavior within the school setting. A "gang" is defined in this policy as any ongoing organization, association or group of three or more persons, whether formal, or informal, having as one of its primary activities, the commission of one or more disruptive, or criminal acts which promote activities prohibited by law, policy or rules and regulations, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of such prohibited gang activity.

Individuals who initiate, advocate, or promote gang activities which threaten the safety or well being of persons or property on school grounds or at school-related activities or which disrupt the school environment are harmful to the educational process. Actions such as the use of hand signals, graffiti or the presence of apparel,

jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, tattoos or any affiliation which indicates or implies membership or affiliation with gang will not be tolerated. These actions / behaviors are contrary to the school environment and create an atmosphere where unlawful acts / violations or school policies, rules or regulations may occur.

Conduct involving initiations, hazing, intimidation and/or related activities or criminal or illegal gangs which are likely to cause bodily danger, physical harm or personal degradation, disgrace resulting in physical or mental harm to students; or, intimidation that affect the attendance of another student are prohibited.

Furthermore, no student on school property or attending any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or affiliation in any gang.
2. Shall commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting others for memberships in any gangs.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. Committing any other illegal act or other violation of school district policies or inciting other students to act with physical violence upon any person.

Violation of this policy will result in disciplinary action consistent with school policy and federal, state, and tribal law, and may include notification to law enforcement, arrest, suspension, and/or expulsion.

GRADING SCALE

Kindergarten

S = Successful T = Tries and is often Successful N = Needs more time to develop

Grades 1 - 8

A 90-100 B 80-89 C 70-79 D 60-69 F 0-59

HARRASSMENT - BULLYING

The school does not tolerate harassment of others. Students who are harassed, pestered, stalked, hassled, teased or bullied should report this to a staff member. This type of harassment may be verbal or written. Computer technology [email] harassment will not be tolerated by the school. **(See pg 22)**

INCOMPLETES

Incompletes will be used only in emergency situations, i.e. illness or a death in the family. Incompletes must be made up within two weeks. If the student does not complete the work within the two weeks parents will be notified and a grade given on the basis of the assignments turned in. Make-up for incomplete assignments is at the discretion of the teacher.

MAKE – UP WORK

Students will be given the opportunity to make up work missed during an absence. Such work will be done at a time that does not interfere with class time. If help is needed from the teacher, students should set up a time to meet with the teacher. Tests and experiments that are missed will have to be made up after school.

MEDICATION TO STUDENTS

A school nurse is not employed at the school. School personnel may dispense medication with signed parent permission. Nonprescription medication is not dispensed at the school at any time. The school is not allowed to dispense Tylenol or any other pain or cold medication.

“NO-SCHOOL” ANNOUNCEMENTS

Information concerning school closing or late starts because of inclement weather or roads will be broadcast over KILI (90.1 FM), KSDZ (95.5 FM) radio station by 6:30 a.m. or can be viewed on KOTA or KEVN TV stations. The school can also be called at 867-5145 OR 867-5193.

PROGRESS REPORTS [REPORT CARDS]

Reports of student progress will be issued every 9 weeks. Parent conferences will also be held each 9 weeks at which time portfolios of student’s work will be available and report cards will be issued. Parents are strongly urged to attend conferences. Report cards will be mailed out to parents who did not attend Parent Teacher Conference. At the end of the 4th week of each quarter “mid-quarter reports” will be sent to parents so that they can see how their child is progressing. Parents are encouraged to come and check on their child’s progress at any time and are welcome to visit their child’s classroom to see the learning activities taking place.

PROMOTION AND RETENTION OF STUDENTS

In cases of retention, parents must be informed of the possibility of their child being retained in the same grade by the end of the 3rd quarter. A conference with the parents and the teacher will be held. All retentions and promotions will be approved by the Pine Ridge Elementary Assistant Principal. When recommending retention, teachers will thoroughly document reasons in the child’s academic areas why they

feel the child should be retained. Light's Retention Scale will be used to determine retention.

REMOVAL FROM CLASS

If it is necessary for a student to be removed from class, the student is to go directly to the office. Failure to report to the office or leaving from the office without permission will be considered as skipping.

SCHOOL DANCES

If a student is attending a dance and decides to leave, they will not be allowed back in. School dances will be chaperoned by school personnel. Students are expected to follow the same rules that pertain to any school setting.

SCHOOL SUPERVISED TRIPS FIELD TRIPS

All school-sponsored field trips will be educational field trips based on the South Dakota State Standards, and the school curriculum. Parents must give written permission for all such field trips. Chaperones at a ratio of one Federal employee for each ten (10) students are required. The Head chaperone will be responsible for all paperwork required for the trip. Students are expected to return in the vehicles provided. If parents have made other arrangements it is necessary to send a note to the office.

Students are expected to behave in an acceptable manner while in school and at school activities. Students taking part in school-sponsored activities are representing the school. When students are taking part in school-sponsored activities, they are to observe rules as outlined by the school. This includes cheerleaders, team managers, and all participants.

SNOWBALLS / ROCKS

Throwing Snowballs / Ice balls / rocks is dangerous. Throwing snowballs or other dangerous objects will result in suspension.

1. First Offense: 1 day suspension
2. Second Offense: 3 day suspension
3. Third Offense: 5 day suspension with parent meeting

STUDENT CHECK OUT

Only those adults listed on the student enrollment form will be allowed to check out the child. These individuals must be at least 18 years old and provide the school with proper identification at check out. Office staff will then notify the teacher and the child will come to the office for dismissal. **No exceptions!!!!** Telephone checkouts are not permitted.

Any court orders pertaining to a student that are executed at the school will be placed on file in the Principal's office. It is the responsibility of the law enforcement agency to notify parent/guardian when a court order is executed at the school. Any law enforcement representative removing a student by court order must provide the proper court documentation and identification and must sign out the student on the check out forms.

Any changes in students custodial status must be documented and on file in the principals office.

STUDENT DRIVING

Students are **NOT** to bring motorized vehicles to school.

STUDENT PROPERTY

Students are strongly urged NOT to bring valuable items or large sums of money to school. **The school assumes NO responsibility for lost, stolen, or damaged items.**

TELEPHONE USAGE

Students will not be allowed to use cell phones at the school for any reasons. Any student using a cell phone during school will have the phone confiscated until the end of the day. If the student continues to use a cell phone during school the phone will be confiscated until the end of the year.

Students will not be called out of class for phone calls. The office staff will take a message and relay it at the end of the class period. Student use of telephones is discouraged as school telephones are for business. (Phone calls will be limited to two minutes.) .

Students who must call home should do so from the Elementary school assistant principal's office with permission. Students who call long distance must call "collect" unless they have special permission from assistant principal. If an emergency arises, contact the school assistant principal.

DEFINITION OF DISCIPLINARY PROCEDURES

DISCIPLINE

When using all forms of corrective action or punishment not exceeding the balance of the immediate class, subject, or activity period, the student shall be in custody of a school employee for the remainder of such period.

SPECIAL EDUCATION

A maximum of ten days cumulative suspension is the school year guideline for those students designated as special education. IEP Team reviews "functional assessment" and behavior management plans are instituted before the school guideline is met. In addition, Pine Ridge School provides for the following corrective measures:

Warnings/Contracts/Detention

The Elementary Assistant Principal, Dean of Students, or teachers will assign detention. The time must be made up prior to the start of school or after school is out. Detention will not be made up during any part of the school day.

Activity Suspension

A student may be denied participation in or attendance at school-sponsored activities for a period of time up to ninety (90) days. Reinstatement will be dependent on proper behavior during the suspension period.

Suspension

A denial of attendance at any single subject or class, or full schedule of classes or at any other type of activity conducted by or in behalf of the school for a stated period of time. A suspension may also include a denial of admission or entry upon real and personal property that is owned, leased, rented, or controlled by the school.

Short-Term Suspension

A suspension for any portion of a school day or complete days up to three consecutive days. Students will have the opportunity to complete work missed while suspended.

Long-Term Suspension

A suspension which exceeds three consecutive days. The student will be given the option of making up work missed in a timely manner as determined by the teacher.

Contracts

See Page 12

Expulsion

Permanent removal of a student from school through due process.

Emergency Expulsion

An immediate expulsion of a student when the Principal or his/her designee believes that the student's presence poses an immediate danger to self and others or substantial disruption of the educational process.

STUDENT DISCIPLINE CODE AND DISCIPLINARY ACTIONS

ATTENDANCE AT SCHOOL EVENTS DURING A SUSPENSION

Any student receiving a suspension is not allowed to participate in any school sponsored activity for the duration of the suspension.

INAPPROPRIATE BUS CONDUCT

The following steps will be used in dealing with inappropriate behavior such as harassment, vulgarity, disrespect, etc while riding the bus:

First Offense: Verbal warning from the driver

Second Offense: Written incident report from the driver

Third Offense: 3 day suspension of riding privileges with parent conference

Fourth Offense: 1 week suspension of riding privileges with parent conference

Fifth Offense: Suspension of riding privileges for the remainder of the school year.

For serious offenses such as fighting on the bus, vandalizing bus seats, etc. the handbook policy for that offense will be used

CHEW OR ANY TOBACCO PRODUCTS

Possessing, distributing, or engaging in the use of chew or cigarettes

1. First Offense: one (1) day suspension with counselor referral. Parents conference.
2. Second Offense: three (3) day suspension with parent conference.
3. Third Offense: five (5) day suspension with parent conference and a contract signed.

DAMAGE TO SCHOOL PROPERTY

The students/parents will be held directly responsible for any damage to school property or for any damage through carelessness. Students, who vandalize, deface, or damage school property will be required to clean, repair, or replace whatever was

damaged. Disciplinary action will be based on the severity and cost of the damage. Possible disciplinary measures could include but are not limited to the following:

1. First Offense: 1 hour detention and restitution.
2. Second Offense: Three (3) day suspension, parent conference and restitution
3. Third Offense: Proposal for expulsion and restitution.

ELASTIC CLAUSE

It is understood that this handbook cannot cover every incident that might occur. In the event that an incident occurs that is not covered by this handbook, the elementary school assistant principal or Dean of Students will deal with the incident at his/her discretion.

FALSE FIRE ALARMS AND BOMB THREATS

Students who intentionally pull a false fire alarm or call in a bomb threat or notify staff verbally or in writing of a false bomb threat

1. First Offense: Police and Criminal Investigator [CI] notified.
Five day suspension. Criminal Charges filed by school.
2. Second Offense: Police and Criminal Investigator [CI] notified.
Proposal for expulsion. Criminal charges filed by school.

During the investigation by the CI, the student will be placed on a home bound instructional program. Homebound instruction is for the student's safety. School penalties will follow the CI's final report to the school. School suspension or proposal for expulsion will apply whether or not criminal charges are filed by the CI. In the event of any damage caused during the evacuation of a false fire alarm or false bomb threat, students and parents will be responsible for restitution.

FIGHTING

Fighting is illegal and will not be tolerated. Witnesses will report all incidents of fighting on and "Incident Report" and turn it into the Dean of Students or the Assistant Principal. The following disciplinary measures will be used for any student actively involved in a fight by physically abusing, i.e. striking, kicking, etc. another individual:

1. First Offense: One day suspension Before a student will be allowed to return to class, the parent is required to meet with the administrator and teacher (if one is involved)
2. Second Offense: 3 day suspension with a "Peace Agreement " signed. Before a student will be allowed to return to class, the parent is required to meet with the administrator and teacher (if one is involved)
3. Third Offense – Five day suspension. Parents notified. Before a student will be allowed to return to class, the parent is required to meet with the administrator and teacher (if one is involved) and a contract will be signed.

HABITUAL OFFENDER CLAUSE

If a student is disciplined by the Dean of Students or Assistant Principal for an offense, his or her discipline report will be kept on file in the Dean of Student's office. Should the same student require disciplinary measures subsequent times that student will automatically move up the offense steps. For example if a student has a documented incidence of bullying and is given a verbal warning (First Offense for bullying) and then gets into a fight, the student would then be on the Second Offense for fighting which would result in a 3 day suspension with a Parent meeting and a Peace Agreement signed.

HARASSMENT – BULLYING

Behaviors or actions of a very serious nature may result in suspension. Such behaviors would include physical threats, harassment, or bullying. The following disciplinary action will be taken:

1. First Offense: Verbal warning.
2. Second Offense: 3 day suspension. Before a student will be allowed to return to class, the parent is required to meet with the administrator and teacher (if one is involved)
3. Third Offense – Five day suspension. Parents notified. Before a student will be allowed to return to class, the parent is required to meet with the administrator and teacher (if one is involved) and a contract will be signed.

ILLEGAL DRUG AND ALCOHOL USE

The possession or use of alcohol or any illegal controlled substance as defined by federal, state and tribal law, by any student while attending school, while on campus or at any school activity is strictly prohibited. This includes being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. The following procedure will be used:

1. First Offense: The police and parents/guardians will be notified by the Dean of Students. Law enforcement officials will be given custody of the offender.
2. Second Offense: Recommended expulsion

INSTIGATOR CLAUSE

Any student instigating or perpetuating fights, i.e., rumors between groups or individuals, encouraging a fight, note writing which promotes fights, etc.

1. First Offense: one day suspension with a parent conference.
2. Second Offense: three day suspension with parent conference and Peace Agreement signed
3. Third Offense; five day suspension, parent conference, and contract signed.

PROFANITY

The use of profane or vulgar language could result in the following measures:

1. First Offense: Verbal warning
2. Second Offense: 1 Day suspension with parent notification
3. Third Offense: 3 day suspension with parent conference

PUBLIC DISPLAY OF AFFECTION

Any student who engages in public displays of affection such as: kissing or inappropriate touching in the school building or on campus during school hours or school activities will be dealt with in the following manner:

1. First Offense: Verbal Warning
2. Second Offense: One (1) hour detention with parent notification
3. Third Offense: One (1) day suspension with parent conference and counselor referral.

Hickeys are vulgar and often send the wrong message to younger students about sexual contact, as well as damaging the reputation of the person who has them. The following disciplinary procedures will be used with any student coming to school or to school sponsored activities with visible hickeys:

1. First Offense: one day suspension with a parent conference.
2. Second Offense: three day suspension with parent conference and counselor referral.
3. Third Offense; five day suspension, conference with parent and counselor, and contract signed.

SEXUAL HARASSMENT

Sexual Harassment of any person is against the law. No student may sexually harass another. Sexual harassment can be demeaning remarks and insulting jokes, pressure for dates, threats or promises for sexual favors, or sexual assault. Whether behavior constitutes sexual harassment depends not only on the intent behind the remark or action, but also how they are perceived.

1. First Offense: Verbal warning and directive to remedy the problem and parents notified.
2. Second Offense: 1 day suspension. Parent conference
3. Third Offense: 5 day suspension - Contract signed

SKIPPING

Skipping consists of truancy and/or failure to attend assigned classes or activities. Students are required to have a signed and dated pass from their teacher in order to be out of their classroom during the school day.

Minor forms of skipping include taking too long to return from breakfast, lunch, or a special. These infractions will be handled by the classroom teacher by assigning detention, after school trash pick up, etc.

Major forms of skipping occurs when the student(s) do not return for one hour or more with no parent checkout or staff documentation as to the whereabouts of the student(s).

1. First Offense: 1 day suspension with parent notification
2. Second Offense: 3 day suspension with parent meeting and counselor referral.
3. Third Offense: 5 day suspension with parent meeting and contract signed.

STEALING

Any student who has been apprehended with property belonging to another student or staff member without their knowledge or consent will be subject to the following disciplinary actions:

1. First Offense: An apology, detention, restitution and parent notification
2. Second Offense: One day suspension, parent meeting when child returns to school and referral to the counselor.
3. Third Offense: 5 day suspension meeting with the parent when the child returns and a contract signed.

STUDENT – TEACHER/STAFF MEMBER CONFLICTS

Incidents that result in the student showing disrespect including using profanity toward teachers, insubordination or defiance will result in the following:

1. First Offense: 1 hour detention. Student and teacher/staff member conference
2. Second Offense: 1 day suspension. Conference with student, parent, teacher/staff member, and administration
3. Third Offense: 3 day suspension. Parent conference. Contract signed

THREATENING A STAFF MEMBER

Any student who verbally or physically threatens a member of the Pine Ridge School staff

1. First Offense: 1-5 day suspension to proposal for expulsion. Police and Criminal Investigator [CI] may be notified. Parent conference before the child is allowed to return to school
2. Second Offense: Proposal for expulsion. Police and Criminal Investigator [CI] may be notified. Criminal charges filed by school.

WEAPONS

Weapons, concealed or visible are against the law at school. Any student found possessing, selling or using any object that could reasonably be considered a weapon in any manner will be turned over to the law enforcement officials immediately. Parents will be notified.

1. First Offense: Proposal for expulsion.

HEARINGS

APPEAL PROCESS

In cases of the application of disciplinary action or recommended Short-Term Suspensions the student and parent/guardian shall be notified of the suspension. If the student and parent/guardian desire, they may request an informal conference concerning the discipline with the Elementary Assistant Principal and/or Dean of Students or his/her designee. Should the student or his/her parent/guardian desire further grievance beyond the building level, the following procedure will be carried out.

1. The Pine Ridge School Principal must be contacted in writing within two business days for the purpose of presenting a written grievance.
2. Should the grievance not be resolved, the student or parent/guardian has the right to present a written grievance to the Education Line Officer for Pine Ridge Agency.

In cases where Long-Term Suspension (more than three days) or Expulsion (indefinite time period) is recommended, a written notice shall be delivered to the pupil and his/her parent/guardian. The notice shall specify the charges made, recommended sanctions to be imposed, and set forth the student's right to a hearing.

If the student and parent/guardian desire a formal hearing, they shall reply in writing to the notice within three school business days of receipt. If such a reply is not made within the three-day period, the pupil and parent/guardian shall be deemed to have waived this right to a hearing.

In cases where Emergency Expulsion is applied (immediate removal from a school setting), the pupil and parent/guardian will be notified as soon as possible by telephone or in person. A certified letter will be mailed within one business day of the expulsion. The letter will explain the reasons for the expulsion and set forth corrective action. The parent/guardian has the right to request a hearing on or before the fifth school business day after receipt of the letter.

If the student requests a hearing, the following procedural guidelines will govern the hearing:

1. Parent/guardian shall be present at the hearing.
2. The student, parent/guardian may be represented by counsel.
3. The student shall be permitted to inspect, in advance of such hearing, any affidavits or exhibits that school authorities intend to submit at the hearing.
4. The student shall have the opportunity to present his/her version as to the charges and make such showing by way of affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.
5. Either a tape-recorded or verbatim record shall be made of the hearing.
6. The Principal shall state, in writing, his findings as to the facts, his conclusions, and the disposition to be made, if any, by way of disciplinary action.
7. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the Principal within three school business days to the Education Line Officer for Pine Ridge Agency.