

LWS

POLICIES AND PROCEDURES

Adopted July 6, 2021



## **Table of Contents**

<b>SECTION 1 -SCHOOL BOARD</b> .....	<b>1</b>
1.01 DISTRICT LEGAL STATUS .....	4
1.02 BOARD LEGAL STATUS.....	4
1.03 BOARD AUTHORITY .....	4
1.04 BOARD POWERS AND DUTIES.....	4
1.05 BOARD MEMBER LEGAL STATUS .....	5
1.06 NUMBER AND TERM OF BOARD MEMBERS .....	5
1.07 BOARD MEMBER QUALIFICATIONS .....	6
1.08 BOARD MEMBER TERM OF OFFICE .....	6
1.09 BOARD MEMBER METHOD OF ELECTION.....	7
1.10 BOARD MEMBER UNEXPIRED TERM FULFILLMENT .....	7
1.11 BOARD MEMBER RESIGNATION, DISCIPLINE, SUSPENSION AND REMOVAL	8
1.11b BOARD MEMBER HEARING AND REMOVAL PROCEDURES .....	9
1.12 SCHOOL BOARD GOALS.....	10
1.13 BOARD OFFICERS .....	11
1.14 BOARD OFFICERS - METHOD OF ELECTION .....	11
1.15 DUTIES OF BOARD CHAIRPERSON.....	11
1.16 DUTIES OF BOARD VICE-CHAIRPERSON .....	12
1.17 DUTIES OF BOARD SECRETARY/TREASURER.....	12
1.18 SCHOOL BOARD MEMBERS .....	12
1.19 NEW BOARD MEMBER ORIENTATION .....	13
1.20 BOARD MEMBER DEVELOPMENT OPPORTUNITIES .....	13
1.21 BONDED BOARD MEMBERS.....	13
1.22 BOARD COMPENSATION AND EXPENSES .....	13
1.23 BOARD COMMITTEES.....	14
1.24 SCHOOL ATTORNEY .....	14
1.25 ADVISORY COMMITTEES .....	14
1.26 CONSULTANTS .....	15
1.27 AWARDS, RECOGNITIONS, CERTIFICATES .....	15

1.28 ANNUAL MEETING.....	15
1.29 REGULAR BOARD MEETINGS.....	15
1.30 SPECIAL BOARD MEETINGS .....	16
1.31 RECESSED MEETING.....	16
1.32 PUBLIC HEARING.....	16
1.33 WORK SESSIONS .....	16
1.34 BOARD MEETING NOTIFICATION.....	16
1.35 BOARD MEETING PREPARATION .....	17
1.36 BOARD MEETING AGENDA .....	17
1.37 DISTRIBUTION OF BOARD MEETING MATERIALS.....	17
1.38 RULES OF ORDER .....	17
1.39 QUORUM.....	17
1.40 AMENDMENTS TO THE CONSTITUTION .....	18
1.41 VOTING METHOD AT BOARD MEETINGS.....	18
1.42 MINUTES OF BOARD MEETINGS.....	18
1.43 PUBLIC PARTICIPATION AT BOARD MEETINGS.....	18
1.44 BOARD MEETING NEWS COVERAGE.....	19
1.45 EXECUTIVE SESSION .....	19
1.46 POLICY DEVELOPMENT .....	20
1.47 POLICY DRAFT WRITER.....	20
1.48 POLICY DRAFTING .....	20
1.49 POLICY ADOPTION.....	20
1.50 TEMPORARY POLICY.....	20
1.51 POLICY DISSEMINATION .....	21
1.52 POLICY REVIEW .....	21
1.53 REVIEW OF ADMINISTRATIVE DIRECTIVES.....	21
1.54 ADMINISTRATION IN POLICY ABSENCE .....	21
1.55 SCHOOL BOARD RECORDS .....	21
1.56 MEMBERSHIP IN SCHOOL BOARD ASSOCIATIONS.....	22
1.57 SCHOOL BOARD CODE OF ETHICS.....	22
1.58 BOARD CONFLICT OF INTEREST .....	23

<b>SECTION 2 -SCHOOL ADMINISTRATION.....</b>	<b>24</b>
2.01 GOALS.....	26
2.02 ADMINISTRATOR CODE OF ETHICS.....	26
2.03 ORGANIZATION CHARTS.....	27
2.04 SCHOOL BUILDINGS .....	27
2.05 LINE AND STAFF RELATIONS.....	27
2.06 SCHOOL SUPERINTENDENT.....	28
2.07 SUPERINTENDENT RECRUITMENT .....	28
2.08 SUPERINTENDENT SELECTION AND INTERVIEWING PROCESS.....	28
2.09 SUPERINTENDENT APPOINTMENT .....	29
2.10 SUPERINTENDENT EXPENSES.....	29
2.11 SUPERINTENDENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES.....	29
2.12 SUPERINTENDENT CONSULTING .....	30
2.13 COMMITTEES TO SUPERINTENDENT .....	30
2.14 SUPERINTENDENT ASSESSMENT .....	30
2.15 BOARD/SUPERINTENDENT RELATIONS .....	30
2.16 SUPERINTENDENT COMPENSATION GUIDES AND CONTRACTS .....	30
2.17 SUPERINTENDENT SEPARATION.....	31
2.18 SUPERINTENDENT RESIGNATION.....	32
2.19 SCHOOL PRINCIPALS.....	32
2.20 PRINCIPALS RECRUITMENT, SELECTION, INTERVIEWING, AND APPOINTMENT .....	33
2.21 PRINCIPAL COMPENSATION GUIDES AND CONTRACTS.....	34
2.22 PRINCIPAL .....	35
2.23 PRINCIPAL SEPARATION .....	35
2.24 PRINCIPAL RESIGNATION .....	36
2.25 TIME SCHEDULES.....	36
2.26 BOARD POLICY IMPLEMENTATION.....	36
2.27 DISREGARD FOR POLICY.....	36
2.28 PART-TIME ADMINISTRATORS .....	37
2.29 ADMINISTRATIVE INTERN PROGRAM .....	37

<b>SECTION 3 - PERSONNEL</b> .....	38
3.01 PERSONNEL GOALS AND OBJECTIVES .....	42
3.02 PERSONNEL VALUES .....	42
3.03 EQUAL EMPLOYMENT OPPORTUNITY .....	42
3.04 INDIAN AND VETERAN PREFERENCE .....	43
3.05 STAFF INVOLVEMENT IN DECISION-MAKING .....	43
3.06 STAFF DEVELOPMENT OPPORTUNITIES .....	43
3.07 PERSONNEL DISCIPLINE .....	44
3.08 STAFF GRIEVANCE.....	47
3.09 GRIEVANCE COMMITTEE.....	48
3.10 APPEAL COMMITTEE.....	49
3.11 STAFF PROTECTION.....	50
3.12 DRUG-FREE WORKPLACE .....	50
3.13 ALCOHOL/PRESCRIPTION DRUG USE/ABUSE .....	51
3.14 SEXUAL HARASSMENT .....	52
3.15 STAFF-STUDENT RELATIONS .....	53
3.16 STAFF CONFLICT OF INTEREST .....	53
3.17 STAFF-COMMUNITY RELATIONS .....	54
3.18 POLITICAL AND LABOR ACTIVITIES .....	54
3.19 PUBLIC APPEARANCES .....	55
3.20 SOLICITATIONS AND GIFTS .....	55
3.21 PERSONNEL RECORDS .....	55
3.22 COMPENSATION GUIDES AND CONTRACTS .....	56
3.23 POSITION CLASSIFICATION .....	58
3.24 DEFINITION OF EMPLOYEE.....	60
3.25 PERSONNEL QUALIFICATIONS AND DUTIES .....	61
3.26 PERSONNEL RECRUITMENT .....	62
3.28 PERSONNEL HIRING.....	62
3.29 PERSONNEL ASSIGNMENT .....	66
3.30 TEMPORARY APPOINTMENTS.....	66
3.31 PERSONNEL ORIENTATION.....	66

3.32 IN-SERVICE TRAINING ..... 67

3.33 PERSONNEL PROBATION..... 67

3.34 PERSONNEL SUPERVISION..... 69

3.35 PERSONNEL PERFORMANCE ASSESSMENT..... 69

3.36 PERSONNEL PROMOTION..... 70

3.37 PERSONNEL SUSPENSION..... 70

3.38 REDUCTION-IN-FORCE ..... 70

3.39 PERSONNEL TRANSFER ..... 71

3.40 PERSONNEL EMPLOYMENT TERMINATION ..... 71

3.41 PERSONNEL RESIGNATION..... 72

3.42 RE-EMPLOYMENT..... 72

3.43 HEALTH EXAMINATION ..... 73

3.44 PERSONNEL TIME SCHEDULE ..... 73

3.45 PERSONNEL WORK LOAD ..... 74

3.46 OVERTIME ..... 74

3.47 STAFF MEETINGS..... 75

3.48 PERSONNEL EXTRA DUTY ..... 75

3.49 PERSONNEL EXPENSES ..... 76

3.50 PERSONNEL NON-SCHOOL EMPLOYMENT ..... 76

3.51 CONSULTING ..... 77

3.52 PERSONNEL TUTORING FOR PAY..... 77

3.53 SABBATICAL LEAVE..... 77

3.54 CONFERENCES AND VISITATIONS..... 78

3.55 LEAVES AND ABSENCES ..... 78

3.55 ADMINISTRATIVE LEAVE..... 79

3.56 JURY LEAVE..... 79

3.57 SUN DANCE LEAVE..... 79

3.58 SICK LEAVE..... 80

3.59 MATERNITY/PATERNITY LEAVE..... 80

3.60 FAMILY CARE LEAVE..... 80

3.61 MILITARY LEAVE ..... 81

3.62 BEREAVEMENT LEAVE .....	81
3.63 PERSONAL LEAVE .....	81
3.64 ANNUAL LEAVE .....	82
3.65 EDUCATIONAL LEAVE .....	82
3.66 VACATION LEAVE .....	82
3.67 SUBSTITUTE EMPLOYEES .....	82
3.68 HOLIDAYS .....	83
3.69 PROFESSIONAL PUBLISHING .....	83
3.70 CODE OF ETHICS .....	84
3.72 PERSONAL APPEARANCE .....	86
3.73 TOBACCO USE .....	87
3.74 ALCOHOL & DRUG TESTING .....	87
3.75 GAMBLING .....	106
3.76 EMPLOYEE USE OF SOCIAL MEDIA .....	106
3.77 CHAIN OF COMMUNICATION .....	109
3.78 USE OF SCHOOL COMPUTERS .....	110
3.79 WORKPLACE BULLYING AND HARRASSMENT .....	110
<b>SECTION 4 - STUDENTS</b> .....	<b>112</b>
4.01 STUDENT GOALS AND OBJECTIVES .....	116
4.02 EQUAL EDUCATIONAL OPPORTUNITIES .....	116
4.03 COMPULSORY SCHOOL ATTENDANCE .....	116
4.04 ENTRANCE AGE .....	120
4.05 SCHOOL ADMISSIONS .....	120
4.06 NON-RESIDENT STUDENTS .....	121
4.07 ASSIGNMENT TO CLASS(ES) .....	121
4.08 TRANSFER AND WITHDRAWAL .....	122
4.09 ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES .....	122
4.10 STUDENT ABSENCES AND EXCUSES .....	124
4.11 SKIPPING CLASS(ES) .....	125
4.12 PASSAGE .....	125
4.13 TRUANCY .....	125

4.14 STUDENT RIGHTS AND RESPONSIBILITIES .....	125
4.15 DUE PROCESS .....	126
4.16 GENERAL HEARING PROCEDURES, EXCEPT FOR EXPULSION .....	127
4.17 INVESTIGATIONS AND SEARCHES.....	129
4.18 STUDENT INVOLVEMENT IN DECISION MAKING .....	130
4.19 STUDENT CONDUCT/DISCIPLINE EXPECTATIONS.....	130
4.20 EXPULSION OF STUDENTS .....	149
4.21 IN-SCHOOL SUSPENSIONS.....	150
4.22 HOMEBOUND STUDY .....	150
4.23 TOBACCO USE .....	151
4.24 DRESS CODE .....	151
4.25 COMPLAINTS AND GRIEVANCES .....	152
4.26 DEMONSTRATIONS AND STRIKES .....	153
4.27 CORPORAL PUNISHMENT.....	153
4.27a CHILD PROTECTION AND MANDATORY REPORTING.....	153
4.28 DETENTION OF STUDENTS.....	154
4.29 EXPULSION OF STUDENTS .....	154
4.30 PHYSICAL EXAMINATIONS.....	154
4.31 INOCULATIONS .....	155
4.32 COMMUNICABLE DISEASES .....	156
4.33 STUDENT HEALTH SERVICE - MEDICATION .....	156
4.34 STUDENT HEALTH SERVICE - ACCIDENTS .....	156
4.35 STUDENT SAFETY/SUPERVISION .....	156
4.36 EMERGENCY DRILLS.....	156
4.37 DISMISSAL PRECAUTIONS .....	157
4.37a CUSTODY .....	157
4.38 STUDENT SAFETY PATROLS.....	159
4.39 BICYCLE USE .....	159
4.40 AUTOMOBILE/MOTORCYCLE/ATV USE.....	159
4.41 STUDENT ORGANIZATIONS.....	160
4.42 STUDENT COUNCIL.....	160



4.43 STUDENT SOCIAL EVENTS.....	162
4.44 STUDENT PERFORMANCES.....	163
4.45 STUDENT VOLUNTEERS .....	163
4.46 EMPLOYMENT OF STUDENTS .....	163
4.47 SOLICITATIONS.....	163
4.48 STUDENT/COMMUNITY RELATIONS .....	164
4.49 PREGNANT/MARRIED/UNWED STUDENTS.....	164
4.50 DROP OUTS.....	164
4.51 EXCHANGE STUDENTS .....	164
4.52 STUDENT RECORDS .....	164
4.53 SEXUAL HARASSMENT.....	167
4.54 TECHNOLOGY ACCEPTABLE USE .....	168
4.55 (SECTION 504) .....	168
4.56 SPECIAL EDUCATION (IDEA 2004).....	169
4.57 OBTAINING/DISCLOSING CONFIDENTIAL INFORMATION REGARDING STUDENTS .....	173
4.58 STUDENT ALCOHOL TESTING.....	174
4.59 STUDENT CHAPERONES .....	176
4.60 K-9 (POLICE DOG) SEARCHES.....	177
4.61 PERSONAL ELECTRONIC DEVICE.....	177
4.62 ALTERNATIVE SCHOOL EDUCATION.....	178
4.63 BACKPACKS.....	179
<b>SECTION 5 -FISCAL MANAGEMENT .....</b>	<b>180</b>
5.01 FISCAL MANAGEMENT GOALS.....	183
5.02 FISCAL MANAGEMENT SYSTEM .....	183
5.03 ANNUAL OPERATING BUDGET .....	183
5.04 BUDGET GOALS AND OBJECTIVES .....	184
5.05 FISCAL YEAR .....	184
5.06 BUDGET PREPARATION PROCEDURES .....	184
5.07 DEADLINES AND SCHEDULES.....	184
5.08 STAFF INVOLVEMENT.....	184

5.09 PUBLIC INVOLVEMENT.....	185
5.10 STUDENT INVOLVEMENT .....	185
5.11 PERIODIC BUDGET RECONCILIATIONS .....	185
5.12 EMERGENCY CHANGES .....	185
5.13 DEBT LIMITATION.....	185
5.14 LOCAL TAX REVENUES .....	186
5.15 STATE AID .....	186
5.16 FEDERAL AID.....	186
5.17 SHORT TERM NOTES.....	186
5.18 GRANTS.....	186
5.19 RENT INCOME/SECURITY DEPOSITS .....	187
5.20 ADMISSIONS AND GATE RECEIPTS.....	187
5.21 TUITION INCOME.....	187
5.22 FINES.....	188
5.23 INVESTMENT EARNINGS .....	188
5.24 DEPOSITORY OF FUNDS.....	188
5.25 BONDED EMPLOYEES.....	188
5.26 ACCOUNTING AND REPORTING .....	188
5.27 FINANCIAL REPORTS AND STATEMENTS .....	188
5.28 PROPERTY AND EQUIPMENT.....	189
5.29 AUDITS .....	190
5.30 EXPENDITURE OF FUNDS .....	190
5.31 CHECKING ACCOUNTS.....	190
5.32 AUTHORIZED SIGNATURES .....	190
5.33 CHECK WRITING SERVICES .....	190
5.34 PETTY CASH ACCOUNTS .....	191
5.35 PAYROLL PROCEDURES .....	191
5.36 SALARY DEDUCTIONS .....	192
5.37 EXPENSE REIMBURSEMENT (Employee/Board Travel).....	193
5.38 PURCHASING .....	194
5.39 QUALITY CONTROL .....	197

5.40 SPECIFICATIONS .....	197
5.41 PURCHASING GUIDES AND VENDOR LISTS.....	197
5.42 COMPETITIVE PROCUREMENTS .....	197
5.43 STUDENT ACTIVITIES FUND MANAGEMENT .....	200
5.44 CASH IN SCHOOL BUILDINGS .....	202
5.45 FINANCIAL ASSISTANCE .....	202
5.46 FUND BALANCE CLASSIFICATION.....	202
<b>SECTION 6 -CURRICULUM AND INSTRUCTION .....</b>	<b>204</b>
6.01 VISION .....	207
6.02 MISSION STATEMENT.....	207
6.03 INSTRUCTIONAL GOALS.....	208
6.04 LAKOTA LANGUAGE .....	209
6.05 CURRICULUM DEVELOPMENT.....	209
6.06 CURRICULUM PLANNING.....	209
6.07 SPECIAL PROJECTS .....	210
6.08 CURRICULUM MAPS, PLANS OF STUDY, AND SYLLABI.....	210
6.09 BASIC INSTRUCTIONAL PROGRAM .....	210
6.10 DISTANCE EDUCATION.....	211
6.11 HEALTH EDUCATION.....	211
6.12 SEX EDUCATION.....	211
6.13 DRUG AND ALCOHOL EDUCATION PROGRAM.....	212
6.14 SAFETY INSTRUCTION .....	212
6.15 HIGH SCHOOL CREDIT FOR COLLEGE COURSES/ADVANCED COLLEGE PLACEMENT.....	212
6.16 SENIOR WORK STUDY .....	213
6.17 ELIGIBILITY FOR HIGH SCHOOL RELATED ACTIVITIES .....	213
6.18 ELIGIBILITY FOR MIDDLE SCHOOL RELATED ACTIVITIES.....	213
6.19 ELIGIBILITY FOR ELEMENTARY SCHOOL RELATED ACTIVITIES .....	214
6.20 INTERSCHOLASTIC ATHLETICS.....	214
6.21 ADULT EDUCATION.....	214
6.22 GROUPING FOR INSTRUCTION.....	214

6.23 INDEPENDENT STUDY.....	214
6.24 ADVANCED WORK.....	214
6.25 INSTRUCTIONAL MATERIALS.....	215
6.26 TEXTBOOK SELECTION AND ADOPTION.....	215
6.27 SCHOOL LIBRARIES.....	215
6.28 FIELD TRIPS AND EXCURSIONS.....	216
6.29 CAREER AWARENESS PROGRAMS.....	217
6.30 COMMUNITY RESOURCE PERSONS.....	217
6.31 SCHOOL VOLUNTEERS.....	217
6.32 GUIDANCE PROGRAM.....	217
6.33 ACADEMIC CLASSIFICATION.....	218
6.34 GRADING SYSTEM.....	218
6.35 REPORT CARDS.....	219
6.36 CONFERENCES.....	220
6.37 HOMEWORK.....	220
6.38 PROMOTION AND RETENTION OF ELEMENTARY AND MIDDLE SCHOOL STUDENTS.....	220
6.39 MAKE-UP WORK.....	220
6.40 GRADUATION REQUIREMENTS.....	220
6.41 TESTING PROGRAM.....	221
6.42 ASSESSMENT OF INSTRUCTIONAL PROGRAMS.....	221
6.43 TEACHING METHODS.....	222
6.44 TEACHING CONTROVERSIAL ISSUES.....	222
6.45 CONTROVERSIAL SPEAKERS.....	222
6.46 LESSON PLANS.....	223
6.47 GIFTED AND TALENTED EDUCATION.....	223
6.48 TEACHER RECORDS.....	225
<b>SECTION 7 - SCHOOL OPERATIONS.....</b>	<b>226</b>
7.01 GOALS AND OBJECTIVES.....	230
7.02 BUILDINGS AND GROUNDS MANAGEMENT.....	230
7.03 QUARTERS ASSIGNMENT.....	231

7.04 SAFETY PROGRAM.....	236
7.05 FIRE PREVENTION .....	236
7.06 EMERGENCY DRILLS .....	237
7.07 BOMB THREATS, TORNADO PLAN, FIRE PLAN, LOCK DOWNS, AND CRITICAL INCIDENTS PROCEDURES .....	237
7.08 TRAFFIC AND PARKING CONTROLS.....	237
7.09 SAFETY INSPECTIONS .....	237
7.10 SECURITY .....	238
7.11 VANDALISM PROTECTION .....	238
7.12 HEATING AND LIGHTING .....	239
7.13 CLEANING PROGRAM.....	239
7.14 SANITATION.....	239
7.15 REPAIRS AND ALTERATIONS .....	239
7.16 EMERGENCY REPAIRS.....	240
7.17 LEASING AND RENTING.....	240
7.18 MAIL SERVICE .....	241
7.19 RECEIVING .....	241
7.20 WAREHOUSING .....	242
7.21 EQUIPMENT LEASING AND RENTING .....	242
7.22 EQUIPMENT MAINTENANCE .....	242
7.23 EQUIPMENT AND SUPPLY RECORDS.....	242
7.24 AUTHORIZED USE OF EQUIPMENT .....	242
7.25 TELEPHONE USE .....	242
7.26 DUPLICATING SERVICES .....	243
7.27 STUDENT TRANSPORTATION MANAGEMENT .....	243
7.28 TRANSPORTATION GUIDELINES .....	243
7.29 SCHOOL BUSES .....	246
7.30 PRIVATE VEHICLE USE .....	247
7.31 TRANSPORTATION INSURANCE .....	247
7.32 VEHICLES SAFETY INSPECTION .....	247
7.33 SCHOOL BUS CONDUCT .....	248

7.34 SCHEDULING AND ROUTING.....	248
7.35 TRANSPORTATION RECORDS.....	249
7.36 FOOD SERVICE PROGRAM MANAGEMENT.....	249
7.36.1 FOOD PROCUREMENT & CODE OF CONDUCT.....	253
7.37 FREE FOOD SERVICE.....	253
7.38 FOOD SERVICE SANITATION INSPECTIONS .....	253
7.39 FOOD SERVICE RECORDS.....	254
7.40 INSURANCE MANAGEMENT .....	254
7.41 FACILITY EXPANSION GOALS.....	254
7.42 LONG RANGE PLANNING.....	254
7.43 FACILITY OBSOLESCENCE DETERMINATION.....	255
7.44 NAMING NEW FACILITIES .....	255
7.45 PROJECT PLANNING ARCHITECTS.....	255
7.46 STAFF INVOLVEMENT IN FACILITY PLANNING.....	255
7.47 COMMUNITY INVOLVEMENT IN FACILITY PLANNING.....	255
7.48 EDUCATIONAL SPECIFICATIONS OF FACILITIES .....	256
7.49 CONTRACT AWARDS PROCEDURE .....	256
7.50 BUILDING PROJECT RECORDS AND REPORTS.....	257
7.51 COMPLETED BUILDING PROJECT.....	257
7.52 PUBLIC INFORMATION PROGRAM.....	257
7.53 SCHOOL SPONSORED INFORMATION .....	257
7.54 NEWS RELEASE .....	257
7.55 LOCAL GOVERNMENT RELATIONS .....	258
7.56 RELATIONS WITH LAW ENFORCEMENT.....	258
7.57 INTERROGATIONS AND INVESTIGATIONS BY LAW ENFORCEMENT .....	258
7.58 RELATIONS WITH PARENT ORGANIZATIONS.....	258
7.59 PRIVATE SCHOOLS RELATIONS.....	258
7.60 SHARED SERVICES.....	259
7.61 RELATIONS WITH COLLEGES AND UNIVERSITIES .....	259
7.62 PROFESSIONAL VISITORS AND OBSERVERS.....	259
7.63 COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS.....	260

7.64 FLAG DISPLAYS .....	260
7.65 SCHOOL ORGANIZATION PLAN .....	260
7.66 SCHOOL ATTENDANCE AREA .....	260
7.67 SCHOOL YEAR.....	260
7.68 SCHOOL CALENDAR .....	261
7.69 EXTENDED SCHOOL YEAR.....	261
7.70 SUMMER SESSION EXTENDED LEARNING OPPORTUNITIES.....	261
7.71 SCHOOL DAY .....	261
7.72 EVENING SESSIONS.....	261
7.73 EMERGENCY CLOSING.....	262
7.74 MEDIA BROADCASTING .....	262
7.75 TECHNOLOGY ACCEPTABLE USE .....	262
7.76 STAFF ACCESS TO SCHOOL ELECTRONIC MAIL .....	267
7.77 INTERNET SAFETY POLICY .....	268
7.78 RECORDS RETENTION .....	269
7.79 PARENT INVOLVEMENT .....	270
7.80 SCHOOL VISITORS.....	270
7.81 ELECTRONIC SURVEILLANCE.....	273
7.82 WHISTLEBLOWER .....	275

## **SECTION 1 -SCHOOL BOARD**

1.01 District Legal Status

1.02 Board Legal Status

1.03 Board Authority

1.04 Board Powers and Duties

1.05 Board Member Legal Status

1.06 Number and Term of Board Members

1.07 Board Member Qualifications

1.08 Board Member Term of Office

1.09 Board Member Method of Election

1.10 Unexpired Term Fulfillment

1.11 Board Member Resignation, Discipline, Suspension and Removal

1.11b Board Member Hearing and Removal Procedures

1.12 School Board Goals

1.13 Board Officers

1.14 Board Officers - Method of Election

1.15 Duties of Board Chairperson

1.16 Duties of Board Vice-Chairperson

1.17 Duties of Board Secretary/Treasurer

1.18 School Board Members



- 1.19 New Board Member Orientation
- 1.20 Board Member Development Opportunities
- 1.21 Bonded Board Members
- 1.22 Board Compensation and Expenses
- 1.23 Board Committees
- 1.24 School Attorney
- 1.25 Advisory Committees
- 1.26 Consultants
- 1.27 Awards, Recognition's, Certificates
- 1.28 Annual Meeting
- 1.29 Regular Board Meeting
- 1.30 Special Board Meeting
- 1.31 Recessed Meeting
- 1.32 Public Hearing
- 1.33 Work Sessions
- 1.34 Board Meeting Notification
- 1.35 Board Meeting Preparation
- 1.36 Board Meeting Agenda
- 1.37 Distribution of Board Meeting Materials
- 1.38 Rules of Order
- 1.39 Quorum

- 1.40 Amendments to the Constitution
- 1.41 Voting Method at Board Meetings
- 1.42 Minutes of Board Meetings
- 1.43 Public Participation at Board Meetings
- 1.44 Board Meeting News Coverage
- 1.45 Executive Session
- 1.46 Policy Development
- 1.47 Policy Draft Writer
- 1.48 Policy Drafting
- 1.49 Policy Adoption
- 1.50 Temporary Policy
- 1.51 Policy Dissemination
- 1.52 Policy Review
- 1.53 Review of Administrative Directives
- 1.54 Administration in Policy Absence
- 1.55 School Board Records
- 1.56 Membership in School Board Associations
- 1.57 Board Member Code of Ethics
- 1.58 Board Member Conflict of Interest

## **1.01 DISTRICT LEGAL STATUS**

The Organization, composed of members of the Oglala Sioux Tribe who are residents of Medicine Root District, and other areas served by Little Wound School, shall be known hereafter as Little Wound School Board.

*Ref.: LWSB Constitution and By-Laws (Article I)*

## **1.02 BOARD LEGAL STATUS**

The Little Wound School Board (Board) is the governing body of Little Wound School. Little Wound School Board is a democratically elected group of eligible Oglala Sioux Tribal members established by Resolution 70-51 of the Oglala Sioux Tribe to provide for direction to the Native American community it serves within the Pine Ridge Indian Reservation, and particularly within Kyle and the Little Wound School service area. The Board is a tribally chartered, non-profit entity, which provides a variety of educational services primarily to the tribally enrolled members of the Kyle community and surrounding service area.

The Little Wound School Board receives federal government funds under the authority of the Indian Self Determination and Education Assistance Act, the Tribally Controlled Schools Act of 1988, and other federal statutes. The Little Wound School is not dependent upon funding by the State of South Dakota, as a primary funding source, but can apply for special funding sources that are available from State. The Little Wound School is a "tribal organization" as that term is defined in 25 U.S.C. §450b (1).

*Ref.: Oglala Sioux Tribe Resolution. 70-51*

## **1.03 BOARD AUTHORITY** (attach constitution and by-laws)

Board authorities are listed in the Constitution and By-Laws and the LWSPP. The Board exercises power only when in official session and votes to take action with a majority vote of the Board necessary to transact business, pursuant to the provisions of this section.

## **1.04 BOARD POWERS AND DUTIES**

1. The program of the Board shall be educational and shall be developed through conferences, committees, projects, and school visitations.
2. This Board shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no political candidate shall be endorsed by it.

3. This Board, as individuals, shall not seek to direct the administrative activities or to control policies of the school, but as a Board, will carry out such powers as it has, unless such individual member has been delegated by the Board to act in its behalf.
4. This Board may cooperate with other organizations or agencies active in child welfare and citizenship, such as, conference groups, coordinating councils or others, provided they make no commitments that bind member groups.
5. The powers of the Board shall be those granted in Oglala Sioux Tribal Resolutions No. 70-51 and 7606 and as follows:
  - a. To buy, own, sell, assign, mortgage, or lease any interest in real or personal property for such periods as may be authorized by law and to hold, manage, mortgage, and sublease the same;
  - b. To make contracts, including contracts for employment, and to receive financial assistance from any governmental or private source and to expend its funds in furtherance of its purposes;
  - c. To borrow money and to issue evidence of indebtedness in furtherance of the purposes of the corporation and to secure the same by mortgage, pledge, or other lien upon the property of the corporation; and
  - d. To sue and be sued in its corporate name to the extent allowed by law, the Oglala Sioux Tribe hereby giving its irrevocable consent to allowing the corporation to sue and be sued upon any contract, claim obligation of the corporation arising out of the accomplishment of its purposes and hereby authorizing the corporation to waive immunity from suit which it might otherwise have; provided, however, that neither the Oglala Sioux Tribe of the Pine Ridge Reservation, nor any of its property, shall be liable for the debts or obligations of the corporation. This clause is not an express or implied waiver of sovereign immunity. Further, Little Wound School has no authority to waive sovereign immunity for the Oglala Sioux Tribe.

*Ref.: LWSB Constitution and By-laws (Article III)*

### **1.05 BOARD MEMBER LEGAL STATUS**

An individual Board member has legal status only in the board member's legal capacity as part of Little Wound School Board.

### **1.06 NUMBER AND TERM OF BOARD MEMBERS**

Little Wound School Board establishes the following terms and number of Board members. There will be five (5) adult voting members with the following procedure to establish staggered terms:

1. Two members will be elected for four (4) year terms.
2. Three members will be elected for four (4) year terms, two (2) years after those members elected in 1.06 a.
3. Two student non-voting members will be elected yearly by procedures set by the Student Council, one for high school and one for middle school.

*Ref.: LWSB Constitution and By-laws (Article IV & V)*

### **1.07 BOARD MEMBER QUALIFICATIONS**

1. Any eligible member of the Oglala Sioux Tribe who lives in the Little Wound School service area and who is willing to take the oath of office is eligible to become a Board member upon election by the community.
2. Two students will sit on the Board as non-voting members. These students will be chosen for a period of one school year in a manner decided by the Student Council who will notify the Board of their selection in writing.
3. Eligibility is determined by these policies (subject to all applicable Oglala Sioux Tribal Election Ordinances). Eligibility shall include the requirement that after a candidate takes out a petition to run for the School Board, the candidate shall take a drug test which must come back negative *before* the candidate can be certified to be placed on the ballot. In the event there is a conflict between the policies and Tribal Ordinances, Tribal Ordinances (not resolutions) shall prevail over LWS Policies.

*Ref.: LWSB Constitution and By-laws (Article VI)*

### **1.08 BOARD MEMBER TERM OF OFFICE**

1. Newly elected Board members shall assume their official duties at the first regular business Board meeting after the election. In the event a newly elected Board member is unable or unwilling to take the oath of office, the prior Board member shall continue to serve until the Board can hold a special election no later than December 31 of the same year.

2. The oath of office shall be administered at the first regular Board meeting following the election.

*Ref.: LWSB Constitution and By-laws (Article V)*

### **1.09 BOARD MEMBER METHOD OF ELECTION**

1. Elections for Little Wound School Board shall be in accordance with Little Wound School By-Laws or Little Wound School election ordinances and Oglala Sioux Tribal election ordinances when such ordinances specifically apply to school board within the Pine Ridge Indian Reservation. All current or reused election ordinances shall be provided to the Oglala Sioux Tribal Counsel and Oglala Sioux Tribe Education Office whenever reused, modified, or canceled. Elections shall take place in the same year as regular Tribal elections, and may be held in conjunction with the general election of the Tribe, or may be held upon a date separate from the Tribal election, depending upon the mandate of the Little Wound School By-Laws or election ordinances.
2. Any eligible voter of the Oglala Sioux Tribe who lives in the Little Wound School service area may take out a nominating petition and be placed on the ballot, upon certification of the petition.
3. Any eligible voter of the Oglala Sioux Tribe who is a resident of the Little Wound School service area and who is otherwise eligible under the laws of the Oglala Sioux Tribe to vote in tribal elections shall be eligible to vote in the Little Wound School Board election.

*Ref.: LWSB Constitution and By-laws (Article V), also LWSB Election Ordinance.*

### **1.10 BOARD MEMBER UNEXPIRED TERM FULFILLMENT**

Any vacancies occurring in the membership of the Board shall be filled pursuant to Article VI of the Little Wound School Constitution and By-laws.

A vacancy on the Board shall be deemed to have occurred when a member:

1. Dies;
2. Resigns;
3. Ceases to physically reside within the Little Wound School service area;
4. Is unable to serve on the Board and attend meetings for more than 90 days;

5. Mental illness rendering the member unfit for membership;
6. Fails to discharge the duties of the member's office;
7. Fails to qualify as provided by law;
8. Is convicted of a felony or any offense involving moral turpitude;
9. Fails to attend three (3) consecutive regular or budget Board meetings without being excused;
10. Applied for any paid position of employment including extra duty contracts within the school system and board members shall be allowed to volunteer to assist the school.
11. Attends a Board meeting under the influence of alcohol, illegal drug(s), or inhalant(s);
12. Violates any provision of the School Board Code of Ethics (See Section 1.57).
13. Refusal to consent to a drug/alcohol test.
14. Testing positive in a drug/alcohol test.

Any vacancy occurring in an office shall be so declared by the Board and filled as indicated in sub-section a. and b. directly below.

1. In the event a vacancy occurs in the first two (2) years of term of office, the vacancy of the unexpired term shall be filled by a special election from candidates which are in compliance and eligible pursuant to Article V, Section II of the Little Wound School By-Laws.
2. In the event a vacancy occurs in the last two (2) years, the vacancy of the unexpired term shall be filled by a majority vote of the Board.

*Ref.: LWSB Constitution and By-Laws (Article XI)*

### **1.11 BOARD MEMBER RESIGNATION, DISCIPLINE, SUSPENSION AND REMOVAL**

Members may resign at any time in writing. A retiring member shall furnish the new member replacing them with their accumulated materials

Official materials given to a Board member remain the property of the Board and shall be returned when a member leaves the Board.

Board members may be disciplined, suspended, or removed by the Board. The grounds for such discipline are as stated in Section 1.10 and additionally as follows:

1. Arrest of a Board member for any drug or alcohol related incident on or off the Pine Ridge Indian Reservation. However, if the Board member is acquitted or the member's case is dismissed, then board member shall be fully reinstated and the discipline shall be reversed.
2. Conviction of a Board member for any drug or alcohol related incident on or off the Pine Ridge Indian Reservation.
3. In accordance with current tribal election ordinances.
4. Any conduct, actual or threatened, which is adverse to the interests of the Little Wound School, its Board, Officers, Administrators, and Employees.
  - a. In the event of the arrest of a Board member for any drug or alcohol related incident on or off the Pine Ridge Indian Reservation, the Board member shall be immediately suspended by a majority of a quorum of the Board at the next regular or special Board meeting. If the Board member is later acquitted, or is not convicted for other procedural or substantive reasons and the drug or alcohol related incident is dismissed; the Board member shall be immediately reinstated at the next regular or special Board meeting.
  - b. In the event that a Board member is convicted for any drug or alcohol related incident on or off the Pine Ridge Indian Reservation, then the Board member shall be immediately removed from the Board by a unanimous vote of the remaining Board members at the next regular or special Board meeting after a judgment of conviction has been entered by a Court of competent jurisdiction.  
Further, any such convicted Board member shall not seek election to the Board for a period of five (5) years from the date of the guilty verdict.
5. Breach of executive session confidentiality.

*Ref.: LWSB Constitution and By-Laws (Article IX).*

### **1.11b BOARD MEMBER HEARING AND REMOVAL PROCEDURES**

Any parent, staff or community member, or fellow Board member may bring a complaint against a Board member, but such complaint shall state specific allegations of policy or law violations,



and specific factual allegations. The complaint shall be filed either with the Board Secretary or Superintendent, unless the complaint is against the Secretary, in which case the Complaint shall be filed with the Chairperson or Vice-Chairperson of the Board.

Any Board member who has a timely and properly brought complaint against the board member shall be allowed both notice of the allegations against the board member and a hearing at which the board member shall be afforded a meaningful opportunity to be heard. The Board member shall be suspended from participating as a Board member until the hearing has been completed and a decision is reached. If the hearing results in discipline or removal of the Board member, then the Board member shall be further suspended or removed accordingly. The hearing shall be in executive session and shall be confidential, except for witnesses called by the Board member or complaining party. At the hearing, the Board member may be accompanied by an attorney of their choosing (and expense). The Board member has the right to present evidence and testimony, cross-examine witnesses, and provide supporting documentation. The rules of evidence and procedure shall not apply, but the School Board shall require that the hearing be conducted in an orderly fashion, and may appoint the School attorney to be the hearing officer in order to conduct an orderly hearing. The School Board may issue an oral decision at the end of the hearing, or it may choose to issue a written decision, which shall be provided to the Board member within five (5) business days of the end of the hearing. The complaining party may also be advised of the decision of the Board, but shall have no right to any confidential information or documents disclosed during the hearing.

The decision of the School Board shall constitute a final decision of the Little Wound School. A Board Member may only be removed for violation of the Code of Ethics, the Little Wound School Policies and Procedures, Oglala Sioux Tribal law or ordinance, or federal law.

### **1.12 SCHOOL BOARD GOALS**

1. To promote the welfare of the children in the home, school, community and service area.
2. To raise the standards of education in the Little Wound School attendance area.
3. To bring parents and the school into a closer relationship.
4. To develop programs to benefit the people of the community and service area.
5. To insure that the community and service area is informed of major education issues.
6. To develop united efforts between educators, the community and the service area that will secure the highest advantages in education for every child.

7. To maintain an atmosphere and curriculum in the school that will instill knowledge and pride in the Lakota culture.
8. To carry out the goals expressed in the Little Wound School Constitution and By-laws.

### **1.13 BOARD OFFICERS**

The following officers shall be nominated and elected during the first regular meeting of the newly constituted school board after each school board election, and the successive December the following year, by the Little Wound School Board members:

1. Chairperson
2. Vice-Chairperson
3. Secretary-Treasurer

Any vacancies occurring in an office shall be filled by a majority vote of the remaining members of the Board.

Officers shall assume their official duties at the first regular meeting after each school board election, upon election, and at the first meeting in December in the year in between school board elections.

*Ref.: LWS Constitution and By-Laws (Article VI - Section I)*

### **1.14 BOARD OFFICERS - METHOD OF ELECTION**

Once a quorum is established, the appropriate outgoing officer shall preside over election of the new Chairperson, with nominations received from the Board members present. The vote shall be by show of hands unless decided otherwise by the Board.

Once elected, the new Chairperson shall immediately assume the position of Chairperson and shall preside over the election of the Vice-Chairperson and the Secretary/Treasurer, and any remaining business.

### **1.15 DUTIES OF BOARD CHAIRPERSON**

The Chairperson shall preside at all meetings, make reports and perform all other duties required by law. In addition, the chairperson as presiding officer shall:

1. Call the meeting to order at the appointed time.
2. Conduct business to come before the Board in its proper order.

3. Assign the floor to members who wish to speak and protect the speaker from any interference.
4. Explain the effect of a motion if not clear.
5. Restrict discussion to the question before the Board.
6. Sign all acts or orders necessary to carry out the will of the Board.
7. Put motions to a vote, state definitely and clearly the vote and the result thereof.
8. Appoint committees as the Board finds necessary.
9. Be spokesperson for the Board at all times except when this responsibility is delegated to others, by the Chairperson.
10. Participate as a regular voting member of the Board.

#### **1.16 DUTIES OF BOARD VICE-CHAIRPERSON**

The Vice-chairperson shall assist the Chairperson and shall perform the duties of the Chairperson in the absence of the Chairperson.

*Ref.: LWSB Constitution and By-Laws (Article VI - Section V)*

#### **1.17 DUTIES OF BOARD SECRETARY/TREASURER**

In the absence of the Chairperson and Vice-Chairperson, the Secretary/Treasurer shall preside over official meetings and perform the duties of the Vice-Chairperson in the absence of the Vice-Chairperson. The Secretary/Treasurer shall keep an accurate record of all meetings of the Board and shall perform other duties as designated.

*Ref.: LWSB Constitution and By-Laws (Article VI - Section VI)*

#### **1.18 SCHOOL BOARD MEMBERS**

Individual Board members or groups of Board members shall not have independent authority to speak for the Board and shall make no out-of-meeting commitments or conduct Board business unless directed to do so by the Board.

The Board is not bound in any way by any statement or action made by an individual Board member or employee, except when such statement or action is pursuant to specific Board instructions.

### **1.19 NEW BOARD MEMBER ORIENTATION**

Following the election, but before the new Board member takes office, the current Board shall designate a Board member and/or employee to conduct an orientation for the new Board member(s).

The Board Chairperson and Superintendent shall assist each new Board member to understand the functions, policies, and procedures before and after taking office.

Newly chosen Board members are encouraged to attend Board meetings in the interim between their election and the start of their term of office and shall be given selected materials dealing with the school.

### **1.20 BOARD MEMBER DEVELOPMENT OPPORTUNITIES**

Board members are encouraged to participate in meetings, conferences, and workshops of state and national education associations and to take part in other activities which will help them become better informed and able to perform their duties. Participants shall share the information, recommendations, and materials acquired with the Board and appropriate staff.

Funds for participation at such meetings and activities will be budgeted for annually. When funds are **limited**, the Board shall designate which members may attend such meetings or activities.

### **1.21 BONDED BOARD MEMBERS**

All Board members signing checks shall be bonded and included under the school's blanket bond.

### **1.22 BOARD COMPENSATION AND EXPENSES**

Reimbursement to Board members for official travel shall follow travel expense procedures established herein.

Board members shall be compensated at a rate established at the first regular meeting in July. For all officially sanctioned conferences, workshops and work sessions attended, the Board shall be compensated at the rate plus expenses established at the first regular meeting in July..

The two elected non-voting students shall receive \$100 each for each regular board meeting.

Board members shall be compensated for check signing at a rate of \$25.00 plus mileage only when called upon to sign checks by authorized personnel. The Board member may donate the money back to the school or the School Board Scholarship for students.

### **1.23 BOARD COMMITTEES**

The Board may appoint standing committees composed of one Board member, community members and Little Wound School staff and students or as deemed appropriate. Standing committees shall be composed of Board members and appropriate LWS staff, faculty and students. Standing committees shall not conduct official business, but report to and recommend action to the Board.

The Board may also appoint temporary committees, which shall report to it in a manner and at a time prescribed with such committees to be dissolved by a majority vote of the Board.

Only the Board has authority to dissolve committees it establishes and may set compensation for committee members.

### **1.24 SCHOOL ATTORNEY**

The Board shall retain an attorney for legal counsel who shall serve at the pleasure of the Board. The attorney will be required to attend such meetings where the attorney's services are needed. Attorney's services are also available to the Superintendent, Business Manager and Human Resources Director by permission of the Board, which may be revoked by the Board in the event of a conflict of interest. School attorney will provide annual report submitted at the annual meeting (2nd Week of July).

### **1.25 ADVISORY COMMITTEES**

The Board has the authority to establish and compensate committees that have no power except to advise the Board in matters relating to the educational goals of Little Wound School. Advisory committees of the two following categories shall be organized when appropriate:

1. Board-appointed advisory committees shall function within the organizational framework approved by the Board. The composition of advisory committees shall be broadly representative and consider the specific task(s) assigned to it.
2. Advisory committees required under federal, tribal, and state programs shall function in accordance with the regulations pertaining to each program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation and assessment of such program or project. The Board will instruct each committee as to:

- a. The length of time each member is being asked to serve;
- b. The service the Board wishes the committee to render;
- c. The resources the Board will provide;
- d. The approximate dates the Board wishes to receive major reports;
- e. Responsibilities for the release of information to the press.

### **1.26 CONSULTANTS**

All consultant contracts must have prior Board approval before the delivery of any services at the school. Any consultant services not approved in advance will result in nonpayment to the consultant. However, the Board may, at its discretion, approve consultant contracts retroactively where the Superintendent has had to act without advance Board approval.

Consultants approved by the Board shall be paid as soon as the task is completed and the paperwork is submitted according to the consultant contract agreement. Consultants exercise no authority over the work of school employees. Special appearance consideration that is greater than \$65 must be approved by the Board. Gift cards are not to be used under any circumstances.

### **1.27 AWARDS, RECOGNITIONS, CERTIFICATES**

The Board shall recognize outstanding achievement and service to the educational community with award of certificates of appreciation to Board members, staff, students, and community members.

### **1.28 ANNUAL MEETING**

The annual meeting shall be held on the second week in July.

*Ref.: LWSB Constitution and By-Laws (Article VII - Section IV)*

### **1.29 REGULAR BOARD MEETINGS**

Regular meetings of the Board shall be held on the first Monday of each month at 6:00 p.m. (postponed if no quorum before 6:30 p.m.), or at another convenient time set by the Board. Budget meetings of the Board shall be held on the third Monday of each month at 6:00 p.m. (postponed if no quorum before 6:30 p.m.), or at another convenient time set by the Board. If the Monday falls on a recognized school holiday, the meeting shall be in recess until Tuesday at 6:00 p.m. (postponed if no quorum before 6:30 pm). The Superintendent shall attend all meetings of the Board, including the budget meetings. Supervisors shall attend Board meetings at the request of the Superintendent or the Board Chairperson. All meetings shall be conducted as scheduled unless otherwise determined by a quorum of the Board.

*Ref.: LWSB Constitution and By-Laws (Article VII - Section I)*

### **1.30 SPECIAL BOARD MEETINGS**

Special meetings may be called whenever deemed necessary by the Chairperson upon five (5) days notice, which may be waived by a quorum present at the special meeting called by the Chairperson.

*Ref.: LWSB Constitution and By-Laws (Article VII - Section III)*

### **1.31 RECESSED MEETING**

The Board may, by a majority vote, recess an official meeting or personnel hearing until a later time, and continue the recessed meeting or personnel hearing at the point where the previous meeting or personnel hearing adjourned. Public notice shall be given of the time and place for the reconvened meeting, but not for the personnel hearing.

### **1.32 PUBLIC HEARING**

The Chairperson, or another member approved by the Board, shall preside at public hearings required by law or others deemed advisable and shall inform the public at the beginning of the hearing about the procedures that will be followed regarding questions, remarks, rebuttals, time limitations and other rules. To remark, citizens must be recognized by the chair, and all remarks must be addressed to the chair and be germane to the topic. The chair will recognize persons who have not commented previously before recognizing persons who wish to remark a second time. An audio recording and minutes shall be kept of all public hearings.

### **1.33 WORK SESSIONS**

The Superintendent or Chairperson may conduct informal work sessions with Board members that may be open to the public to discuss issues and to keep them better informed about the progress and needs of the school. No official Board action shall be taken during such work sessions. Refer to Section 1.22 for rates.

### **1.34 BOARD MEETING NOTIFICATION**

Notice shall be given of the date, time and place of all Board meetings, except special Board meetings, by Superintendent or designee five days prior to meeting by posting in open public locations within the school service area, and by issuing notice to local radio stations on the Pine Ridge Indian Reservation.

*Ref.: LWSB Constitution and By-Laws (Article VII - Section III)*

### **1.35 BOARD MEETING PREPARATION**

The Superintendent or the Superintendent's designee shall provide the Board members with information to assist them in reaching sound and objective decisions consistent with established goals prior to any Board action. Board members are expected to study the information and contact the Superintendent to request any additional information necessary to assist them in their decision-making responsibilities.

### **1.36 BOARD MEETING AGENDA**

The Board shall follow the order of business on the printed agenda or the notice of special meetings unless altered by consent of the Board members present. Items related to the general business of LWS shall be placed on the next agenda for the next regular meeting. Items related to fiscal matters of LWS shall be placed on the next agenda for the next budget meeting. At the start of the Board meeting, the Board may amend the agenda by a majority vote. Community members may petition the Board to add an item to the agenda at any time prior to a Board meeting.

### **1.37 DISTRIBUTION OF BOARD MEETING MATERIALS**

The Superintendent is responsible for preparing and disseminating an agenda and other reports to all Board members at least five (5) calendar days prior to the Board's meetings on a monthly basis. The report shall include supervisor monthly reports, minutes of previous meetings that require Board approval and any other information that will need an advance study. Publicly available Board meeting materials may be picked-up from the Superintendent's Office prior to a Board meeting.

### **1.38 RULES OF ORDER**

Robert's Rules of Order (revised) shall govern the Board, except where such rules are in conflict with the Constitution and By-Laws and the policies and procedures of Little Wound School. The Board shall decide when such rules are in conflict with the above-mentioned authorities.

*Ref.: LWSB Constitution and By-Laws (Article VIII - Section I)*

### **1.39 QUORUM**

Three (3) voting members of the Board shall be present at official meetings to constitute a quorum to transact business.



*Ref.: LWSB Constitution and By-Laws (Article VII - Section IV)*

#### **1.40 AMENDMENTS TO THE CONSTITUTION**

The Constitution and By-Laws may be amended by a unanimous vote of the Board at a regular meeting. Amendments to the Constitution (or Articles of Incorporation) have no effect until approved by the Oglala Sioux Tribal Council or the Tribe's Executive Committee.

*Ref.: LWSB Constitution and By-Laws (Article X - Section I)*

#### **1.41 VOTING METHOD AT BOARD MEETINGS**

Voting at all meetings of the Board shall be by show of hands unless otherwise established by a majority vote of the Board members present and the results shall be duly recorded in the minutes. Actions by the Board shall be by motion or resolution. Discussion by the Board of a matter does not constitute Board action. Only those items voted on by motion or resolution constitute an action of the Board.

#### **1.42 MINUTES OF BOARD MEETINGS**

The Board shall appoint a recording secretary to keep the minutes of all official Board meetings. Minutes of Board meetings are a written record of the proceedings, must be approved by a majority vote of the Board, signed by the Board Chairperson and may be published. The recording secretary's name shall be noted on each set of officially approved minutes. Minutes of Advisory Committee meetings must be submitted to the Board for their approval. An official record of the minutes shall be kept on file in the Superintendent's Office and are open to public inspection during the working day.

#### **1.43 PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board encourages advice or input from the community it serves. In order to affect this, the Board shall schedule thirty minutes of time for brief comments and questions from the public. This brief period shall be conducted as follows:

1. Members of the public wishing to make formal presentations before the Board shall make arrangements in advance in writing to the Superintendent or Board Chairperson to be scheduled on the agenda.
2. Comments or questions at a regular meeting may relate to any topic concerned with Board conduct of the schools and at special meetings can only deal with the agenda topic.

3. Speakers may offer criticism of school operations and programs, but no personal complaints against school personnel will be allowed.
4. People who speak shall limit their remarks to a maximum of fifteen minutes and groups are urged to designate a spokesperson.
5. The Board Chairperson shall call on all speakers who shall properly identify themselves, maintain order, and adhere to the time limits set and the item(s) on the agenda.
6. Questions shall be answered immediately by the Chairperson or referred to staff members present for a reply. Those questions, which require further examination, shall be referred to the Superintendent for consideration and a later response.
7. The Board encourages the attendance and participation by District officers at each public Board meeting.

By a majority vote, the Board may require any person who disturbs good order to leave the meeting.

#### **1.44 BOARD MEETING NEWS COVERAGE**

A copy of the agenda will be sent in advance of all official Board meetings to members of the news media who request it. Representatives of the news media who are unable to attend a Board meeting may be provided with approved Board minutes upon their written request to the Superintendent. Individual Board members shall refer requests from news media representatives for information about Board meetings and Little Wound School to the Board Chairperson.

#### **1.45 EXECUTIVE SESSION**

All meetings of the Board shall commence as a public meeting. The Board may enter into executive session upon the approval of a motion to declare an executive session for the following purposes as specified by law:

1. To discuss acquisition of real property or litigation brought by or against the school;
2. To consider information regarding the appointment, employment, disciplinary action or dismissal of a public officer or employee;
3. To conduct a hearing of a student disciplinary action;
4. Attorney/client privilege recognized by tribal or federal law(s);
5. To take any other action where tribal or federal statute require a closed session;

6. To protect the privacy of students.

Any Board member who violate executive session may be removed by a remainder of a quorum of the Board, and an Administrative or staff member may be terminated.

#### **1.46 POLICY DEVELOPMENT**

The Board is the policy making body for the school and shall exercise leadership in the operation of the school through the development and adoption of written policies. Changes in the needs, conditions, purposes, and objectives of the school will require revisions, deletions and additions to Board policies. Proposal(s) for new policy or change(s) to existing policy may be initiated in writing to the Superintendent or Board Chairperson by any resident and LWS staff of the school service area. The proposals shall be considered by the Board prior to the revision of any related policies.

#### **1.47 POLICY DRAFT WRITER**

The Superintendent shall be responsible for drafting policy recommendations into acceptable written form for further deliberation or action by the Board.

#### **1.48 POLICY DRAFTING**

The policies of the Board shall be in compliance with tribal and federal laws, rules and regulations. The Superintendent shall seek the counsel of the school attorney for an opinion on all proposed policy revisions.

#### **1.49 POLICY ADOPTION**

Final policy-making authority shall be exercised by the Little Wound School Board through utilization of the following procedures:

1. A policy may be amended by a majority vote of the Board at any regular meeting with a quorum present, after the procedures laid out in Sections 1.46, 1.47 and 1.48 have been completed.
2. The recommendations of the Superintendent and viewpoints of persons or groups affected by the policy shall be considered by the Board.
3. Policies are in effect on the date of adoption or time designated by the Board.

#### **1.50 TEMPORARY POLICY**

The Board may temporarily approve a policy to meet emergency conditions under extraordinary conditions. Regular policy making procedures shall be followed before a temporary policy may become permanent. A temporary policy shall be in effect for no longer than ninety (90) days.

### **1.51 POLICY DISSEMINATION**

The Superintendent shall develop and maintain a plan for preserving and making accessible to the public the policies adopted by the Board and the rules and regulations needed to put them into effect. The Superintendent shall provide access to an updated Policy Manual for members of the Board and all employees of the school, its students and the general public. The Board Policy Handbook is a matter of public record and shall be open for public inspection at the Superintendent's, Principal's, or Human Resources Office during the working day.

### **1.52 POLICY REVIEW**

Little Wound School policies shall be reviewed annually at a working session of the Board, Public, and appropriate administrative staff. The Board shall consider the success of existing policies in achieving the educational and student developmental goals of Little Wound School and shall revise the policies to conform to those goals.

### **1.53 REVIEW OF ADMINISTRATIVE DIRECTIVES**

The Board may review directives issued by the administration and veto such rules at its discretion.

### **1.54 ADMINISTRATION IN POLICY ABSENCE**

The Board intends that written policies serve as mandatory guidelines for the discretionary action of those in authority and as a source of information and guidance for persons who are interested in or affected by the policy. The Superintendent has the authority to act in the event the policies and procedures or the Board has provided no guidance for required administrative action. Such decisions shall be subject to Board review at the next regular Board meeting. The Superintendent shall promptly inform the Board of such action and of the need for policy guidance.

### **1.55 SCHOOL BOARD RECORDS**

The Secretary/Treasurer of the Board is the legal custodian of all official records of the Board. The Secretary/Treasurer shall also be responsible for the safekeeping of all official papers and other documents which belong to the Board or that pertain to its business. The Secretary/Treasurer shall designate the location of all official records, so long as they are maintained on Little Wound School property, or in the office of the LWS attorney. The official minutes of the Board, the written policies and financial records shall be open for inspection in

the Superintendent's Office by any citizen desiring to examine them during regular working hours. The Superintendent may be designated as the physical custodian of the official records of the Board. Any unauthorized persons will not release confidential files pertaining to individual students or staff for inspection.

### **1.56 MEMBERSHIP IN SCHOOL BOARD ASSOCIATIONS**

The Board shall participate as a group and on an individual basis as fully as possible in educational associations and may join any organization by resolution. The dues for such membership shall be paid out of the general fund, if membership has already been approved by the Board.

### **1.57 SCHOOL BOARD CODE OF ETHICS**

Education at Little Wound School rests on firm commitments to the dignity and worth of the individual; to the preeminence of enlightenment and reason over force and coercion; and to government by the consent of the governed. Schools prosper to the extent they merit the confidence of the people. In judging schools, society is influenced to a considerable degree by the character and quality of their School Board. To meet these challenges, School Boards have an obligation to exercise leadership. School Board Members shall comply with the following code of ethics:

1. Attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote and act upon motions and resolutions impartially for the good of the school.
2. Accept the will of the majority vote in all cases and give support to resulting policy.
3. Become familiar with school policies and procedures, and the school laws of the Oglala Sioux Tribe and the United States government.
4. Have knowledge of the educational aims and objectives of the school.
5. Represent the Board and the school to the public in such a way as to promote interest and support.
6. Refer all written suggestions and complaints to proper school authorities and abstain from individual counsel and action.
7. Exercise no administrative responsibility with respect to the school.
8. Refrain from commanding the services of any school employee.

9. Respect the civil rights of those with whom the school board member has contact in the performance of board member duties.
10. Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, illegal drugs, or use of misleading or false statements.
11. Develop, interpret, and accurately represent School Board policies.
12. Distinguish personal politics, attitudes and opinions from School Board policies.
13. Safeguard confidential information, including executive session.
14. Not allow decisions or actions to be impaired or influenced by personal gain, gifts, gratuities, favors and services made or withheld.
15. Avoid preferential treatment and conflicts of interest.
16. School Board members applying for employment or extra duty at LWS shall first resign from their position on the board.

### **1.58 BOARD CONFLICT OF INTEREST**

When a person applying for employment is a member of the immediate family of a Board or Committee member which by rule or practice regularly nominates, recommends or screens candidates, that relative shall be disqualified from participation in any selection procedure or subsequent personnel action. The requirements of this section shall include service contracts. Further, any Board member so related shall abstain from Board action involving a member of that Board members immediate family.

"Immediate family member" is defined in the Oglala Sioux Tribe's nepotism/personnel policies as meaning first degree relatives, i.e., father, mother, son, daughter, sister, brother, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step father, step-mother, step-son, step-daughter, step-brother, step-sister, half-brother, half-sister, grandfather, grandmother or grandchildren.

## **SECTION 2 -SCHOOL ADMINISTRATION**

- 2.01 Goals
- 2.02 Administrator Code of Ethics
- 2.03 Organization Charts
- 2.04 School Buildings
- 2.05 Line and Staff Relations
- 2.06 School Superintendent
- 2.07 Superintendent Recruitment
- 2.08 Superintendent Selection and Interviewing Process
- 2.09 Superintendent Appointment
- 2.10 Superintendent Expenses
- 2.11 Superintendent Professional Development Opportunities
- 2.12 Superintendent Consulting
- 2.13 Committees to the Superintendent
- 2.14 Superintendent Assessment
- 2.15 Board/Superintendent Relations
- 2.16 Superintendent Compensation Guides and Contracts
- 2.17 Superintendent Separation
- 2.18 Superintendent Resignation
- 2.19 School Principals
- 2.20 Principal Recruitment, Selection, Interview, and Appointment

2.21 Principal Compensation Guides & Contracts

2.22 Principal Assessment

2.23 Principal Separation

2.24 Principal Resignation

2.25 Time Schedules

2.26 Board Policy Implementation

2.27 Part-Time Administrators

2.28 Administrative Intern Program



## **2.01 GOALS**

This section shall apply to the Superintendent and the Principals only. In the event there is no guidance in this section regarding an administrator, refer to the Personnel section of the LWSPP. The general purpose of the administration of the school shall be to coordinate and supervise the creation and operation of an environment in which students learn. The goals of the administration shall be:

1. To manage the various departments, units and programs effectively.
2. To provide professional advice and counsel to the Board and advisory groups.
3. To implement the management function to assure the best and most effective learning processes through achieving such objectives as:
  - a. Providing leadership in keeping abreast of current educational developments;
  - b. Arranging for staff development necessary to establish and operate cooperative efforts at improving learning programs, facilities, equipment, and materials; and,
  - c. Providing access to the decision-making process for staff, students, parents, and others.

## **2.02 ADMINISTRATOR CODE OF ETHICS**

Education at Little Wound School rests on firm commitments to the dignity and worth of the individual; to the preeminence of enlightenment and reason over force and coercion; and to government by the consent of the governed. Schools prosper to the extent they merit the confidence of the people. In judging schools, society is influenced to a considerable degree by the character and quality of their School Administration. To meet these challenges, administrators have an obligation to exercise leadership. Administrators shall comply with the following code of ethics:

1. Attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and act in an impartial manner for the good of the school.
2. Accept the will of the school board in all cases and give support to resulting policy.
3. Become familiar with school policies and procedures.
4. Have knowledge of the educational aims and objectives of the school.

5. Represent the school to the public in such a way as to promote interest and support.
6. Refer all written suggestions and complaints to proper school authorities and abstain from individual counsel and action.
7. Exercise no board responsibility with respect to the school.
8. Respect the civil rights of those with whom the school has contact in the performance of their duties.
9. Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, illegal drugs, or use of misleading or false statements.
10. Actively enforce school policies.
11. Distinguish personal politics, attitudes and opinions from school policies.
12. Safeguard confidential information.
13. Not allow decisions or actions to be impaired or influenced by personal gain, gifts, gratuities, favors and services made or withheld.
14. Avoid preferential treatment and conflicts of interest.

### **2.03 ORGANIZATION CHARTS**

The lines of authority in the organizational charts represent the direction of authority and responsibility and shall be regarded as visual representations of current policy. Legal authority of the Board is conveyed through the Superintendent by the organizational charts, which shall be submitted to the Board for approval at the annual meeting of each year. The Superintendent may reorganize lines of authority and revise the organizational chart with Administrative input and the affected departments, subject to Board approval, as long as such reorganization conforms to the Constitution and By-laws, and policies and procedures of Little Wound School.

### **2.04 SCHOOL BUILDINGS**

Principals shall submit a plan of assignment of all instructional areas to the Superintendent by the end of their contract term. [*Reference 7.02*]

### **2.05 LINE AND STAFF RELATIONS**

The Superintendent or designee shall inform all school staff regarding working relationships at the school. Lines of direct authority are those approved by the Board and shown on the school organization chart. School staff shall refer matters requiring administrative action to their immediate supervisor who shall refer such matters to the next higher administrator when necessary. All school staff shall keep their immediate supervisor informed of their activities. In the case where a conflict of interest may exist, the staff member shall refer the matter to the next higher administrator.

## **2.06 SCHOOL SUPERINTENDENT**

The Superintendent is the chief administrator employed by the Board. The Superintendent serves by contract with the Board. The Superintendent's immediate supervisor shall be the LWS School Board. To be eligible for the position of Superintendent, a person must meet the legal requirements of the accrediting authority applicable to Superintendents. The Superintendent is charged with the overall responsibility of the operation and administration of the school within the framework established by the policies and directives of the Board. The Board shall rely on the Superintendent to provide professional administrative leadership. The Board is responsible for clearly specifying the requirements and expectations of the Superintendent. The Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, holding each of them accountable, and shall meet weekly with the school Principals. The Superintendent is the immediate supervisor of all school principals unless a conflict of interest exists, then refer to Section 2.05 for supervisory controls.

## **2.07 SUPERINTENDENT RECRUITMENT**

The Board shall consider only those candidates who meet qualifications of the accrediting agency and who display the ability to successfully carry out the duties of the Superintendent. The Board shall solicit applications from qualified members of the staff and may list the vacancy with any placement agency at its discretion.

## **2.08 SUPERINTENDENT SELECTION AND INTERVIEWING PROCESS**

Applications for the Superintendent shall be screened and those candidates selected as finalists by the Board shall be interviewed. The Board shall endeavor to conduct interviews on a school day so that applicants may visit the school while in session and may utilize the services of the retiring Superintendent or an outside consultant for recruiting and interviewing candidates for the Superintendent position. The Board reserves the right to re-advertise if the Board is dissatisfied with the existing group of applicants.

1. Applicants must submit a letter of application, resume, credentials, certificate of endorsement, transcripts and shall include written statements concerning:

- a. Educational philosophy,
  - b. Philosophy of Educational Administration,
  - c. Management experience,
  - d. Experience relating to facilities management,
  - e. Personnel and program Assessment experience and knowledge,
  - f. Knowledge of support programs and funding resources,
  - g. Philosophy concerning role of Superintendent and School Board,
  - h. Philosophy concerning role of the student in the educational leadership process,
  - i. Philosophy concerning local control of the educational process,
  - j. Demonstrated knowledge and experience in Lakota history, culture, and values.
2. The Little Wound School Board shall screen the applicants and schedule structured interviews with the selected finalists and with the participation of staff, students, parents and community members. Interview questions must relate to the pre-established criteria deemed appropriate by the School Board.
  3. The Superintendent shall be subject to a pre-employment alcohol and drug test, a background check which shall include, but not be limited to, criminal history, employment history, and a due diligence background check. The contract with the Superintendent, even if signed by the parties, shall not be considered executed, valid or enforceable until all results are returned regarding the background check. The legal effect of positive drug and alcohol test results coming in after the contract has been signed is that the Superintendent's contract shall be considered null and void, as if no employment relationship exists between the Superintendent and the Little Wound School.

## **2.09 SUPERINTENDENT APPOINTMENT**

The Board shall select and appoint a Superintendent for a term which may be negotiated.

## **2.10 SUPERINTENDENT EXPENSES**

The Superintendent shall be reimbursed in the same manner and at the same rates as all other employees of LWS.

## **2.11 SUPERINTENDENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Superintendent shall pursue professional development to keep the Board and professional staff informed of new and promising educational developments. The Superintendent should attend educational conferences, seminars, workshops, and other professional meetings, visit other school systems, and use other means to be informed about modern educational thought and process. The Superintendent shall notify the Board Chairperson of any professional meetings, which will cause the Superintendent to be absent from the school for more than two (2)

consecutive workdays. Professional development of more than three (3) days shall require notification of the entire Board. When the Superintendent is absent, the Superintendent shall notify school personnel through the school bulletin of their absence, along with who the Acting Superintendent shall be.

## **2.12 SUPERINTENDENT CONSULTING**

The Superintendent shall devote their time to the supervision of the school and shall not be engaged in any other business, which includes identified extra-curricular activities. Only by prior agreement with the Board may the Superintendent undertake consultant work or other professional obligations.

## **2.13 COMMITTEES TO SUPERINTENDENT**

The Superintendent may establish committees, as they deem necessary for proper administration of policy and for improvement of the total educational program. Such committees function in an advisory capacity, have no inherent authority and make recommendations to the Superintendent for possible submission to the Board. The Superintendent shall define the membership and responsibilities of such committees, which may be changed at their discretion. The Superintendent may approve the expenses incurred by such committees to be paid from school funds for services, materials, and travel, which shall be subject to veto by the Board.

## **2.14 SUPERINTENDENT ASSESSMENT**

The Board shall evaluate the Superintendent at least once annually with consensus about the Superintendent's abilities and performance put in writing and made available to the Superintendent utilizing an approved Assessment form. The Assessment criteria shall include, but not be limited to the criteria relied upon in hiring the Superintendent.

## **2.15 BOARD/SUPERINTENDENT RELATIONS**

Legislation of policies is the most important function of the Board and the execution of policies is the function of the Superintendent. However, at all times the Superintendent is supervised by the LWS School Board. The Superintendent has executive powers to administer the school within Board policies, freeing the Board to devote time to policymaking and assessment functions. The Superintendent is responsible for carrying out policies within established guidelines and for keeping the Board informed about school operations. The Superintendent will notify the Board Chairperson and/or Board members as soon as possible of any events of an emergency nature which occur in school and any other important information.

## **2.16 SUPERINTENDENT COMPENSATION GUIDES AND CONTRACTS**

The Board shall employ a superintendent with the ability to exercise professional leadership in the school.

1. The salary for the Superintendent shall be negotiated with the Board. The salaries must be within established budget line items.
2. The amount and type of leave shall be 16 days for the Superintendent.
3. Any unused leave remaining at the end of the superintendent's contract period shall be negotiated as to any carryover provisions into the next contract term, or for payment upon completion of the contract, at the discretion of the Board.
4. The fringe benefits for the superintendent shall be according to the fringe benefits that employees currently received.
5. Any provisions and negotiated items shall be clearly specified on the superintendent's contract and approved by the Board.
6. The original contract executed with the signatures of the superintendent and Board Chairperson shall be placed in the personnel file of the Superintendent.
7. The Board will attempt to notify Superintendent of contract renewal or non-renewal by the first regular meeting in January. However, the Board reserves the right to not renew superintendent's contract at any time before the beginning of the next school year.

## **2.17 SUPERINTENDENT SEPARATION**

The contract of a superintendent who shall arbitrarily or willfully breach their contract or abandon their employment without being released by the Board shall be null and void. The Board may recommend to proper authorities that the license or certificate of the superintendent be suspended or revoked. The Board may dismiss a superintendent for reasonable and just cause to include, but not be limited to, breach of contract, incompetence, neglect of duty, immoral conduct, in-temperance, brutal or oppressive treatment of a student or staff member, commission of a crime, continuing physical or mental disability rendering the Superintendent unfit to perform their duties, refusing to give or follow a directive necessary to the safe and effective functioning of LWS, other matters prescribed by law, and violation of the code of ethics.

Only the Board may terminate a superintendent. The Superintendent may make the recommendation to the Board to terminate a principal, or the Board may terminate upon its own motion. If it decides to proceed upon the charge(s), the Board shall notify the superintendent in writing of the charge(s) brought against the Superintendent, the reasons therefore, and advise the Superintendent of the right to a due process hearing before the Board upon said charge(s) at a

date to be set by the Board. A due process hearing shall not be automatic, and only be granted upon timely request by the superintendent. With regard to the procedures for such due process hearings, the superintendent shall follow the grievance procedures established by the LWS, except that the grievance shall only be heard by the Board. By unanimous vote, the Board may suspend from active duty, with or without pay, a superintendent against whom formal charge(s) or recommendation for termination has been filed, until a final decision is rendered.

## **2.18 SUPERINTENDENT RESIGNATION**

If the Superintendent desires to be released from her/his contract, the Superintendent shall request approval for such release in writing to the Board with the reason(s) clearly stated. Such resignation shall be in accordance with the Superintendent's contract.

## **2.19 SCHOOL PRINCIPALS**

Each school principal, whether elementary, middle or high school principal is the chief administrator and instructional leader in each of the three schools. To be eligible for position of principal, a person must meet the legal requirements of the accrediting authority applicable to principals. The principals are charged with the overall responsibility of the administration and instruction of the Principal's respective school, within the framework of the LWSPP, and under the direction and supervision of the Superintendent of LWS. The principals must be able to provide professional administrative leadership for the teachers and staff of each of the respective schools.

The Superintendent is responsible for clearly specifying the requirements and expectations of the Principals. Each principal shall meet a minimum of once per week with the school superintendent and a minimum of once per week with that principal's teachers and staff, with the exception of extenuating circumstances as determined by the Superintendent.

The school principals are ultimately responsible for maintaining and improving the academic and social progress of the LWS students, and for communicating and recommending to the Superintendent and School Board the needed changes in curriculum, student support, and staff development. The principals are responsible for carrying out the school mission and executing the LWSPP. The principals may delegate to subordinates in order to carry out their duties, but shall be ultimately responsible for ensuring that those duties are fulfilled by teachers and staff. The principals are also responsible for listening to and acting upon reasonable recommendations of the teachers and staff.

The principals shall, in conjunction with the Superintendent, submit an annual Instructional Progress Report no later than their Contract expiration date, which shall evaluate the instructional progress of the LWS students in each of the respective schools, as well as make recommendations for changes in instructional and operational policies and procedures. When a

School Principal is absent, the Principal shall notify school personnel through the school bulletin of their absence, along with who the Acting Principal shall be.

## **2.20 PRINCIPALS RECRUITMENT, SELECTION, INTERVIEWING, AND APPOINTMENT**

The recruitment, selection and interviewing shall be as follows:

### **Recruitment**

The Board shall consider only those candidates who meet qualifications of the accrediting agency and who display the ability to successfully carry out the duties of the Principal. The Board shall solicit applications from qualified members of the staff and may list the vacancy with any placement agency at its discretion.

### **Selection and Interviewing Process**

Applications for the Principal shall be screened by the Human Resource Director and those candidates selected as finalists by the Board shall be interviewed. The Board shall endeavor to conduct interviews on a school day so that applicants may visit the school while in session and may utilize the services of the retiring Principal or an outside consultant for recruiting and interviewing candidates for the Principal's position. The Board reserves the right to re-advertise if the Board is dissatisfied with the existing group of applicants.

1. Applicants must submit a letter of application, resume, credentials, certificate of endorsement, transcripts and shall include written statements concerning:
  - a. Educational philosophy,
  - b. Philosophy of Educational Administration,
  - c. Management experience,
  - d. Experience relating to facilities management,
  - e. Personnel and program Assessment experience and knowledge,
  - f. Knowledge of support programs and funding resources,
  - g. Philosophy concerning role of Superintendent and School Board,
  - h. Philosophy concerning role of the student in the educational leadership process,



- i. Philosophy concerning local control of the educational process,
  - j. Demonstrated knowledge and experience in Lakota history, culture, and values.
2. The Little Wound School Board shall schedule structured interviews with the selected finalists and with the participation of staff, students, parents and community members. Interview questions will relate to any criteria deemed appropriate by the School Board.
  3. The Principal shall be subject to a pre-employment alcohol and drug test, a background check which shall include, but not be limited to, criminal history, employment history, and a due diligence background check. The contract with the Principal, even if signed by the parties, shall not be considered executed, valid or enforceable until all results are returned regarding the background check. The legal effect of positive test results coming in after the contract has been signed is that the Principal's contract shall be considered null and void, as if no employment relationship exists between the Principal and the Little Wound School.

## **2.21 PRINCIPAL COMPENSATION GUIDES AND CONTRACTS**

The Board shall employ principals with the ability to exercise professional leadership in the school.

1. The salary for the Superintendent shall be negotiated with the Board. The salaries must be within established budget line items.
2. The amount and type of leave for administrators shall be 16 days for the Superintendent and 12 days for Principals.
3. Any unused leave remaining at the end of the administrators' contract period shall be negotiated as to any carryover provisions into the next contract term, or for payment upon completion of the contract, at the discretion of the Board.
4. The fringe benefits for administrators shall be according to the fringe benefits that employees currently received.
5. Any provisions and negotiated items shall be clearly specified on the administrator's contract and approved by the Board.
6. The original contract executed with the signatures of the administrator and Board Chairperson shall be placed in the personnel file of the administrator.

7. The Board will attempt to notify Superintendent of contract renewal or non-renewal by the first regular meeting in January. However, the Board reserves the right to not renew an administrator's contract at any time before the beginning of the next school year.
8. The Board will attempt to notify the Principals of contract renewal or non-renewal by the first regular meeting in February. However, the Board reserves the right to not renew an administrator's contract at any time before the beginning of the next school year.

## **2.22 PRINCIPAL**

The superintendent shall evaluate the principals at least twice annually, based upon criteria agreed upon in advance between the School Board, the Superintendent, and the principals. The Assessments shall be placed in the principals' personnel folders.

The Superintendent shall report to the Board annually, prior to the first Monday in February, on the performance of all principals and recommend their continued employment and salary status. Written Assessments, observation of work by a principal's supervisor, or any other objective criteria may be used to recommend or not recommend continued employment. Formal Assessments shall be made at least twice per year, once each semester, according to the following guidelines:

1. Assessment criteria shall be in written form and made available to the principal.
2. The principal's immediate supervisor shall make the Assessment unless there is a conflict of interest, then see Section 2.05.
3. Assessment results shall be written and discussed by the evaluator and principal.
4. The principal being evaluated has the right to attach a memorandum to the written Assessment.
5. Results of Assessment shall be maintained in confidential personnel files kept in the Human Resources Office.

## **2.23 PRINCIPAL SEPARATION**

The contract of a principal who shall arbitrarily or willfully breach their contract or abandon their employment without being released by the Board shall be null and void. The Board may recommend to proper authorities that the license or certificate of the principal be suspended or revoked. The Board may dismiss a principal for reasonable and just cause to include, but not be limited to, breach of contract, incompetence, neglect of duty, immoral conduct, in-temperance, brutal or oppressive treatment of a student or staff member, commission of a crime, continuing

physical or mental disability rendering the Principal unfit to perform their duties, refusing to give or follow a directive necessary to the safe and effective functioning of LWS, other matters prescribed by law, and violation of the code of ethics.

Only the Board may terminate a principal. The Superintendent may make the recommendation to the Board to terminate a principal, or the Board may terminate upon its own motion. If it decides to proceed upon the charge(s), the Board shall notify the principal, in writing of the charge(s) brought against the Principal, the reasons therefore, and advise the Principal of the right to a due process hearing before the Board upon said charge(s) at a date to be set by the Board. A due process hearing shall not be automatic, and only be granted upon timely request by the principal. With regard to the procedures for such due process hearings, the principal shall follow the grievance procedures established by the LWS, except that the grievance shall only be heard by the Board. By unanimous vote, the Board may suspend from active duty, with or without pay, a principal against whom formal charge(s) or recommendation for termination has been filed, until a final decision is rendered.

#### **2.24 PRINCIPAL RESIGNATION**

Before the end of the contract, a principal shall give the Board thirty (30) calendar day's written notice of their intention to relinquish their position. The Board may accept or refuse the resignation. The Board reserves the right if it refuses the resignation of a principal to petition the State of South Dakota to revoke the principal's certificate and/or to impose a salary penalty.

#### **2.25 TIME SCHEDULES**

Daily time schedules for principals shall be set by the Superintendent. Principals shall be on duty during the approved specified school calendar year of classroom instruction as required by law for the school term. The Board shall determine the additional days needed to meet the demands of the school upon the recommendation of the Superintendent. principals may be required to attend meetings, conferences, and other activities in connection with their job responsibilities, which might extend beyond the regular workday at no additional compensation.

#### **2.26 BOARD POLICY IMPLEMENTATION**

The Superintendent is responsible for enforcing administrative regulations and policies established by the Board. Principals are responsible for informing subordinates of policies and regulations and enforcing them.

#### **2.27 DISREGARD FOR POLICY**

Continuous disregard for Board policy and administrative rules and regulations shall be interpreted as insubordination or willful neglect of duty and may lead to disciplinary action.

## **2.28 PART-TIME ADMINISTRATORS**

Administrators may be retained on a part-time basis under special circumstances agreed upon by the Superintendent and Board. This shall be considered only as long as it will be advantageous and workable for the school and the administrator involved.

## **2.29 ADMINISTRATIVE INTERN PROGRAM**

An administrative intern program may be established and maintained to provide the school with a group of personnel eligible for service as administrators.

## **SECTION 3 - PERSONNEL**

- 3.01 Personnel Goals and Objectives
- 3.02 Personnel Values
- 3.03 Equal Employment Opportunity
- 3.04 Indian and Veteran Preference
- 3.05 Staff Involvement in Decision-making
- 3.06 Staff Development Opportunities
- 3.07 Personnel Discipline
- 3.08 Staff Grievance
- 3.09 Grievance Committee
- 3.10 Appeal Committee
- 3.11 Staff Protection
- 3.12 Drug-Free Workplace
- 3.13 Alcohol/Prescription Drug Use/Abuse
- 3.14 Sexual Harassment
- 3.15 Staff-Student Relations
- 3.16 Staff Conflict of Interest
- 3.17 Staff-Community Relations
- 3.18 Political and Labor Activities
- 3.19 Public Appearances
- 3.20 Solicitations and Gifts
- 3.21 Personnel Records

- 3.22 Compensation Guides and Contracts
- 3.23 Position Classification
- 3.24 Definition of Employee
- 3.25 Personnel Qualifications & Duties
- 3.26 Personnel Recruitment
- 3.28 Personnel Hiring
- 3.29 Personnel Assignment
- 3.30 Temporary Appointments
- 3.31 Personnel Orientation
- 3.32 In-service Training
- 3.33 Personnel Probation
- 3.34 Personnel Supervision
- 3.35 Personnel Performance Assessment
- 3.36 Personnel Promotion
- 3.37 Personnel Suspension
- 3.38 Reduction in Force
- 3.39 Personnel Transfer
- 3.40 Personnel Employment Termination
- 3.41 Personnel Resignation
- 3.42 Re-employment
- 3.43 Health Examination

- 3.44 Personnel Time Schedule
- 3.45 Personnel Work Load
- 3.46 Compensatory Time and Overtime
- 3.47 Staff Meetings
- 3.48 Personnel Extra Duty
- 3.49 Personnel Expenses
- 3.50 Personnel Non-school Employment
- 3.51 Consulting
- 3.52 Personnel Tutoring for Pay
- 3.53 Sabbatical Leave
- 3.54 Conferences and Visitations
- 3.55 Leaves and Absences
- 3.56 Jury Leave
- 3.57 Sundance Leave
- 3.58 Sick Leave
- 3.59 Maternity/Paternity Leave
- 3.60 Family Care Leave
- 3.61 Military Leave
- 3.62 Bereavement Leave
- 3.63 Personal Leave
- 3.64 Annual Leave
- 3.65 Educational Leave

- 3.66 Vacation Leave
- 3.67 Substitute Employees
- 3.68 Holidays
- 3.69 Professional Publishing
- 3.70 Code of Ethics
- 3.71 Personal Appearance
- 3.72 Tobacco Use
- 3.73 Alcohol & Drug Testing
- 3.74 Gambling
- 3.75 Social Media
- 3.76 Chain of Communication
- 3.77 Use of School
- 3.78 Workplace Bullying and Harassment



### **3.01 PERSONNEL GOALS AND OBJECTIVES**

This section shall apply to all LWS employees, including administrators, unless otherwise stated in Section 2, or other sections of the LWSPP. The purpose is to provide a system of personnel administration where economy and effectiveness in personnel services and fairness and equal treatment to employees and the public may be promoted. Principles governing personnel matters:

1. All appointments, promotions, measures of control, and separations shall be based on objective criteria as designated by the Little Wound School Policies and Procedures (LWSPP).
2. Fair and equitable rates of pay with due observance of the principle of equal pay for equal work and suitable differences in pay for differences in work.
3. Service to the Little Wound School shall be made attractive as a career and employees are encouraged to render their best service to the public and students.

Personnel Goals:

1. To recruit and employ the highest qualified personnel to staff the school system.
2. To provide appropriate compensation and benefits for staff.
3. To develop and implement personnel Assessment processes which will contribute to improvement of staff capabilities and the learning program.
4. To provide in service training programs for all employees to improve the educational program and assist each staff member's career aspirations.
5. To assign personnel to ensure they are utilized effectively.
6. To provide a climate producing high staff performance, morale, satisfaction and retention.

### **3.02 PERSONNEL VALUES**

Acceptable behavior of staff and students at the school is encompassed by actions that exemplify the seven Lakota Values of Wisdom, Generosity, Respect, Courage, Spirituality, Patience and Honesty.

### **3.03 EQUAL EMPLOYMENT OPPORTUNITY**

Race, creed, color, national origin, religion, gender, age, marital status, disability, or prior civil

rights activity will not be a factor in the hiring, assignment, reassignment, promotion, demotion, or dismissal of personnel at Little Wound School, but Indian preference shall apply. However, federal Title VII, ADA, ADEA, and other equal employment laws are not applicable to the tribal schools.

### **3.04 INDIAN AND VETERAN PREFERENCE**

In accordance with the provisions of federal statutory and case law, Little Wound School shall give preference in employment and training opportunities to qualified tribal members and Native Americans. In determining level of qualification, Little Wound School shall assign a weighted point factor selection system that assigns a value to the Indian status of the applicant, if the applicant chooses to self-identify as such. The weighted point factor selection is as follows:

10 pts. Enrolled member of the Oglala Sioux Tribe

8 pts. An enrolled Indian who is a member of a tribe other than the Oglala Sioux Tribe. An individual must be capable of proving their membership in a federally-recognized Indian tribe by providing an enrollment number, enrollment certificate, or other acceptable means of showing membership as established under tribal law.

Although not obligated to do so under the law, Little Wound School shall also give preference in initial hiring to honorably discharged veterans of the Armed Forces of the United States. In determining level of qualification, Little Wound School shall assign a weighted point factor selection system that assigns a value to the veteran status of the applicant, if the applicant chooses to self-identify as such. The weighted point factor selection is 10 points.

An individual must be capable of proving their veteran status through a DD214 document from the Veteran's Administration.

### **3.05 STAFF INVOLVEMENT IN DECISION-MAKING**

The Superintendent is responsible for ensuring that decision-making processes are designed to incorporate the advice of employees in matters that affect their conditions of employment, program and institutional Assessments, educational planning, community involvement, school climate, student activities and other related developmental activities.

### **3.06 STAFF DEVELOPMENT OPPORTUNITIES**

In-service and staff development programs shall be provided to school personnel on an annual basis within budget limitations. Such opportunities shall include special course offerings, workshops, visitations from and to other schools, an adequate professional library, assistance from supervisors or consultants, and attendance at professional conferences and meetings. Staff shall always keep classroom teaching a priority and limit attendance to these opportunities

accordingly as not to hinder or interfere with regular teaching. Provision shall be made annually for a Staff Development Program that will be developed with the staff and paid for upon the recommendation of the supervisors and approval of the Superintendent.

### **3.07 PERSONNEL DISCIPLINE**

The Board endorses a policy of progressive discipline in which employees are provided with notice of deficiencies and an opportunity to improve. The progressive discipline procedures may be applied to an employee who is experiencing a series of problems involving job performance and/or behavior.

Types of disciplinary action:

- Verbal warning - notification and warning to employee.
- Written reprimand - formal notification in writing to employee.
- Suspension - loss of work and wages for a specified number of hours or days.
- Termination - termination of employment.

The Board reserves the right to immediately go to more serious discipline than warranted by the progressive discipline procedures if the Board determines such discipline is warranted. In cases involving serious misconduct, every employee may be subject to immediate suspension by the Superintendent and/or immediate dismissal by the Board.

Employees, excluding substitutes or temporary employees, who believe they have been disciplined too severely or without good cause may use the grievance procedures. Grievance procedures are not available to staff whose contracts have not been renewed, if the grievance is related to the non-renewal, or to any at-will employees who have been terminated or suspended with pay.

Disciplinary action may result from, but is not limited to, the following employee behavior:

1. Failure to conduct performance evaluation on an employee under their supervision.
2. Acts of moral turpitude affecting the workplace.
3. Abuse of authority.
4. Creating discord among employees.
5. Smoking or use of tobacco in any form inside the smoking boundaries.
6. Serious personal misconduct which bring the organization into dispute.
7. Unauthorized/Excessive absenteeism or tardiness.
8. Misuse of the school leave policy
9. Job Abandonment: Missing one (1) day of work without personally contacting their immediate supervisor.
10. Neglect of duty.
11. Insubordination

12. Disloyalty (public statements not supporting the policies of the school) during working hours.
13. Sexual harassment of an employee or student.
14. Circumventing any school policy and procedure.
15. Threatening, bullying or intimidating harassment of employees, students, or visitors during work hours.
16. Causing physical injury to students or employees of the school.
17. Endangering the safety of employees or students.
18. Involvement with students ethically or morally prohibited by professional and community standards.
19. Failure to carry out assigned duties.
20. Failure to provide adequate supervision of students.
21. Retaliation against an employee.
22. Stealing or destroying school property.
23. Misuse of school materials, supplies or equipment.
24. Misuse of school vehicles, i.e., personal use of school vehicles.
25. Violating traffic laws while operating a school vehicle.
26. Misuse, conversion, or embezzlement of school funds.
27. Positive alcohol/drug screening result.
28. Violation of LWS Drug Free Workplace policy.
29. Drinking or using alcohol or other illegal or illicitly obtained prescription drugs while performing job duties during hours of employment or at any school sponsored activity.
30. Creating or influencing nepotism or favoritism in employment activities.
31. Breach of confidentiality.
32. Creating or being involved in workplace violence.
33. Driving a school vehicle while under the influence of alcohol or illicitly obtained prescription drugs or illegal drugs.
34. Conflict of interest with intended personal gain.
35. Falsification of required reports.
36. Possession of firearms, explosives, explosive devices, knives, or other dangerous weapons.
37. Conviction of a felony under the Major Crimes Act.
38. Non-compliance with the Code of Ethics
39. Using social media to defame school employees, students or school board.
40. Failure of a supervisory employee to enforce any or all of these policies
41. Breach of confidentiality of execution session of the School Board.
42. Falsifying credentials or application for financial/personal gain.

The supervisor shall utilize the following procedures, unless the violation involves serious misconduct, if an employee violates policy:

#### Step 1. Verbal Warning

1. Meet with the employee to discuss the matter.

2. Inform the employee of the nature of the problem and the action necessary to correct it.
3. Documentation that a verbal reprimand has occurred and shall be maintained by the supervisor, employee, and a copy filed in the employee's personnel folder.

#### Step 2. Written Reprimand

1. Have another meeting with the employee to discuss the matter.
2. Issue a written reprimand to the employee that shall include the reason(s) for the action, the expected improvement and a time line for improvement.
3. The supervisor shall warn the employee that a third incident may result in their suspension.
4. A copy of the written reprimand shall be filed in the employee's personnel folder, and a copy given to the employee.

#### Step 3. Suspension

1. Hold a third meeting with the employee to discuss the matter.
2. Recommend suspension of the employee from work to the Superintendent.
3. The Human Resources Director shall issue a written recommendation letter for suspension to the employee with concurrence of the Superintendent. The letter shall include the reason(s) and the dates of the suspension.
4. The Human Resources Director shall warn the employee that another Incident may result in termination.
5. A copy of the suspension letter shall be filed in the employee's personnel folder and a copy given to the employee immediately upon notification of suspension.

#### Step 4. Termination

1. Hold a fourth meeting with the employee to discuss the matter.
2. Recommend termination of employment to the Superintendent.
3. Provide all written documentation concerning the employee to the Superintendent.

4. The Superintendent may proceed with the recommendation for termination of the employee's contract to the Board.
5. If termination is approved by the Board, the Human Resources Director shall issue a letter of termination to the employee and shall include the reason(s) for the disciplinary action.

Three or more written reprimands in an employee's personnel folder may be grounds for immediate suspension with recommendation for termination to the board.

### **3.08 STAFF GRIEVANCE**

A grievance is defined as a complaint of an employee, whether contract or at-will, excluding substitutes or temporary employees, concerning interpretation or application of an employment related policy, rule or regulation by supervisors or fellow employees. Grievance procedures are to be available to the employee until exhausted under policies and procedures of Little Wound School, if filed according to the timeline. Any information concerning an employee grievance is to be held in strict confidence by Little Wound School administration, staff, and by the grieving employee.

Employees cannot grieve an administrative suspension with pay, a contract non-renewal, or a termination or failure to hire or rehire an at-will employee.

#### **Informal Grievance**

Employees must attempt to informally resolve their complaints prior to filing a formal grievance. This shall be accomplished by contacting the employee's immediate supervisor within five (5) regular business days after the incident giving rise to the grievance, or if the supervisor is the subject of the complaint, then contacting the next supervisor in line. This process shall continue until the grievance is received by the Superintendent. Supervisors are required to address an informal grievance received within three (3) business days of receipt of the informal grievance. At each level the employee will be required to provide written documentation and the supervisor will be required to issue a decision in writing on the informal grievance. The complaint will be heard and attempted to be resolved to the employee's satisfaction. If the employee fails to timely follow the informal grievance, the employee shall be prohibited from filing a formal grievance.

#### **Formal Grievance**

If the employee is not satisfied with the informal resolution, then the employee must file a formal grievance with the Human Resource Office of Little Wound School. The formal grievance must be received by the Human Resource Office within ten (10) regular business days from the date of the incident giving rise to the complaint, or the employee may not proceed any

further within the grievance procedures of Little Wound School. This ten (10) business day limitation includes the informal grievance period, so employees are reminded to file within ten (10) regular business days, even if informal counseling is still continuing. The ten (10) regular business day limitation is counted beginning the day after the alleged incident.

### **3.09 GRIEVANCE COMMITTEE**

Any regular full-time employee of Little Wound School who has filed a formal grievance with the Human Resources Office of Little Wound School may request a hearing by the Grievance Committee or may request that the Grievance Committee make a decision based upon the written record without a hearing.

Grievance Committee shall be comprised of the following individuals:

1. The Little Wound School Human Resources Director. If the Human Resources Director is the subject of the complaint or has heard the complaint while acting as the complainant's supervisor, the currently designated LWS Board member sitting on the Appeal Committee shall select an alternate to act in the place of the Human Resources Director.
2. A member of the administration or supervisory staff not in the same department as the grieving employee.
3. A member of the staff not in the same department as the grieving employee. The administration and staff members shall be selected by the Superintendent of the Little Wound School, or if the Superintendent has a conflict-of-interest, then they shall be selected by the currently designated LWS Board member sitting on the Appeal Committee.

#### **Request a hearing by the Grievance Committee**

If a hearing is requested by the grieving employee, the employee shall request the hearing in writing, or by so indicating on a grievance form supplied by Little Wound School. A hearing shall be granted and held within thirty (30) calendar days of the date of filing the grievance, unless the Grievance Committee, for good cause, postpones the hearing.

At the hearing, the grieving employee may be accompanied by one personal representative or by an attorney of the employee's choosing (and expense). The grieving employee has the right to present evidence and testimony, cross-examine witnesses, and provide supporting documentation. The rules of evidence and procedure shall not apply, but the Grievance Committee shall require that the hearing be conducted in an orderly fashion, with decorum and respect, and that the hearing be fair and impartial. A tape recording of the hearing shall be taken and maintained by the Human Resources Office. The Little Wound School shall be represented

by the Little Wound School attorney, and may hire a hearing officer, if one is necessary. The Grievance Committee may issue an oral decision at the end of the hearing, or it may choose to issue a written decision, which shall be provided to the grieving employee within five (5) business days of the end of the hearing. Its decision shall constitute a final decision of the grievance Committee.

#### Request the Grievance Committee make a decision

If the grieving employee requests that the Grievance Committee make a decision, without a hearing, the Committee will base its decision upon the personnel record of the employee, the personnel record of the alleged subject of the complaint, and written statements of the grieving employee, the alleged subject of the complaint and any other written document requested by the Grievance Committee. The written statements shall be submitted within five (5) regular business days of the date of filing the grievance.

### **3.10 APPEAL COMMITTEE**

If an employee is dissatisfied with the decision of the Grievance Committee, the grieving employee may appeal to the Appeal Committee. The appeal must be filed with the Human Resource Office within five (5) regular business days of the date of the decision of the Grievance Committee. If the employee fails to file timely, their appeal shall be dismissed.

The Appeal Committee shall be comprised of the following individuals:

1. A Little Wound School Board member, appointed by the Little Wound School Board on an as needed basis.
2. A parent of a Little Wound School student, selected by the Superintendent or the Superintendent's designee.
3. A member of the community served by Little Wound School, selected by the Superintendent or the Superintendent's designate. If the Superintendent has a conflict of interest, then the other two individuals on the Appeal Committee shall be selected by the currently-designated LWS Board member sitting on the Appeal Committee. In the event that the School Board Member has a conflict of interest, another board member will be designated by the board.

The Appeal hearing shall be held within thirty (30) calendar days of the date of filing of the appeal by the appealing employee, unless the Appeal Committee shows good cause for an extension of time within which to hold the hearing. The parent and community member may be compensated by the Little Wound School Board at a rate to be set by the Board. The parent and community member shall not be related or have a conflict of interest to the grieving employee.



The Appeal Committee shall not hear any new evidence or receive any new documents, but must make its decision based upon the record established by the Grievance Committee, including, but not limited to a transcript or tape of the proceedings below, and all of the files and documents considered by the Grievance Committee.

The grieving employee may be represented by a personal representative or an attorney of the employee's choosing and expense. The grieving employee must argue that the decision of the Grievance Committee was legally or procedurally flawed, and not argue or present new evidence.

The Little Wound School shall be represented by the Little Wound School attorney. A grieving employee may request that a decision be made by the Appeal Committee on the record below, without an oral hearing. If a hearing is requested, and the appellant fails to appear, the appeal shall be dismissed with prejudice. The Appeal Committee may issue an oral decision at the end of the appeal hearing, or it may issue a written decision, which shall be provided to the grieving employee within five (5) regular business days of the end of the hearing. The decision of the Appeal Committee shall constitute a final decision of the Little Wound School Board and the Superintendent.

**3.11 STAFF PROTECTION**

The Board shall support, protect, provide legal counsel, and aid any school employee who is threatened with or suffers physical harm or assault by a student, employee, parent or other person while the employee is acting in the discharge of the employee's duties within the scope of the LWS policies.

**3.12 DRUG-FREE WORKPLACE**

The Little Wound School Board shall provide for an alcohol and Drug-Free work environment. LWS is committed to assisting employees and administration with multiple issues which may be raised such as family issues (divorce, custody), emotional issues (psychological disease, depression), physical issues (disability, temporary or terminal health problems), and addiction issues (alcoholism, drug addiction). As part of this commitment, LWS provides the following guidelines to assist in the provision of services and discipline to employees or administrators who abuse alcohol or drugs. For purposes of this policy, the following definitions apply:

1. The workplace shall mean anywhere work is assigned by the appointing authority and is performed by an employee or administrator.
2. Conviction shall mean a finding of guilt, including a plea of nolo contendere or suspended imposition of sentence by a court.
3. Criminal drug statute shall mean any statute adopted by the tribe, state or federal

government which prohibits the manufacture, distribution, possession or use of alcohol or a controlled substance.

4. Drugs shall mean the same as defined in Section 3.74 III, Definitions.

5. Alcohol shall mean the same as defined in Section 3.74 III, Definitions.

Any employee or administrator, who is under the influence of, possesses, distributes or manufactures alcohol or drugs in the workplace or on school premises or at school functions or school related activities shall be subject to appropriate disciplinary action, up to and including termination. However, if such use endangers the health, life or safety of the students, staff, parents or others, they shall be immediately be suspended with recommendation to the Little Wound School Board for termination from their employment at LWS.

Any employee or administrator who is convicted of a violation of a criminal drug statute, on or off the Pine Ridge Indian Reservation, shall notify the Board by and through the Superintendent, within five (5) regular business days after such conviction.

An employee's failure to notify the Board as required by this section shall result in immediate suspension with recommendation for termination by the Board. Once the Board is notified of such conviction, the Supervisor shall put together a plan of discipline and employee assistance with the help of Human Resources Director and/or school attorney regarding such conviction. This plan must then be submitted to the Board for its input and approval within the thirty (30) regular business days of receiving the notice. Further action shall be taken at the direction of the Board. Within ten (10) regular business days of receiving notice of conviction, the Board must notify federal and tribal agencies with which it has contracts over \$25,000. Abuse of alcohol and drugs is not an acceptable reason for not providing consistent and competent services to the school. Excessive non-attendance and lack of performance due to such abuse may result in discipline, up to and including termination.

### **3.13 ALCOHOL/PRESCRIPTION DRUG USE/ABUSE**

Employees, whether contract or at-will, who endanger the health, life or safety of students, staff, parents, or others while under the influence of alcohol or other drugs while on school property or school related activities shall be immediately suspended with recommendation for termination from their employment at the school.

Abuse of alcohol or other drugs on school premises is not an acceptable reason for not providing consistent and competent service at the school. Excessive non-attendance and lack of performance due to alcohol, drug or inhalant abuse may result in suspension with recommendation for termination of an employee's services at the school.

The selling, distribution, possession, manufacture, or use of alcohol or illegal drugs by Little

Wound School staff on the Little Wound School premises will subject the employee violator to immediate suspension from work by the Superintendent, with the recommendation for termination of employment to the Board. Reported incidences of such activity will be turned over to the Oglala Sioux Tribal law enforcement.

The selling, distribution, possession, manufacture, or use of alcohol or illegal drugs by anyone within Little Wound School campus boundaries is prohibited, and reported incidences of such activities will be turned over to the Administration of Little Wound School for further investigation which may result with the involvement of the Oglala Sioux Tribal law enforcement.

The HR Director shall notify the supervisor of the employee's participation if this service is used. If not used, the employee shall submit proof of participation in an equivalent program. Employees who believe they have been disciplined too severely or without good cause may use the grievance procedures. Grievance procedures are not available to staff whose contracts have not been renewed, if the grievance is related to the non-renewal.

### **3.14 SEXUAL HARASSMENT**

The School will provide employees with an environment which encourages efficient, productive, and creative work. The Board recognizes that sexual harassment is illegal, unacceptable and will not be tolerated. Any employee will be subject to disciplinary action including possible termination of employee for violation of this policy.

DEFINITION: Threatening or insinuating, either explicitly or implicitly, that a employee's refusal to submit to sexual advances will adversely affect their employment, performance assessment, compensation, advancement, assigned duties, condition of employment, career development or educational endeavors shall be considered sexual harassment. Other sexually harassing conduct in the school system is prohibited and includes:

1. Any sexual flirtation, particularly unwelcomed flirtations, touching, advance, or proposition;
2. Verbal abuse of a sexual nature, jokes or stories that the victim has previously or clearly communicated are unwelcome;
3. Graphic or suggestive comments about an individual's dress, body, or sexual orientation;
4. Sexually degrading words to describe an individual; and
5. The display of sexually suggestive objects or pictures, including photographs.

RESPONSIBILITY: Board members and employees are responsible for maintaining a working

and learning environment free from sexual harassment. In-service training will be provided for employees at the beginning of each school year to explain policy and law.

**PROCEDURES:** Any employee who believes they have been the victim of sexual harassment by school personnel should report the incident(s) immediately. Employees shall report any incidents of sexual harassment to their immediate supervisor in writing. If the employee's immediate supervisor is responsible for the harassment, the employee shall report the harassment to the supervisor of the employee's supervisor. The supervisor is then responsible for reporting the information immediately to the Superintendent in writing. An investigation shall be completed regarding said report. The school cannot take appropriate action if it does not receive notice of allegations of sexual harassment. As such, if a report is brought to the attention of any employee, that employee must report it to the employee's immediate supervisor.

Little Wound School has the discretion to take any action necessary to protect staff, students and alleged victims. Possible action may include, but is not limited to, placement on administrative leave of the alleged perpetrator or transfer of the alleged perpetrator and/or alleged victim to another department pending the completion of the investigation. If any regular full-time employee is disciplined due to sexual harassment, the employee may proceed with the established grievance procedures if the employee is dissatisfied. False allegations that are malicious or ill-founded may constitute libel or slander. An investigation shall be completed regarding said false allegations. The individual who made the false allegations may be subject to discipline up to and including termination. The Board will, however, insure that allegations, made in good faith by individuals shall not subject the complaining individual to discipline.

### **3.15 STAFF-STUDENT RELATIONS**

Staff members shall treat students with courtesy, regard each student as a unique individual and aid each student in learning consistent with the school goals. Students shall regard staff members as people with specific knowledge and capabilities and do not have the right to interfere with efforts of instructional staff to implement a learning program or interfere with the learning of other students.

### **3.16 STAFF CONFLICT OF INTEREST**

No employee shall engage in or have a financial interest in any activity that conflicts or raises a reasonable question of conflict with the employee's duties and responsibilities in the school system or engage in any type of private business during school time or on school property.

An employee shall be disqualified from participation in any selection procedure or personnel action or participation in any student disciplinary action for a member of the employee's immediate family.

"Immediate family member" is defined in the Oglala Sioux Tribe's nepotism/personnel policies

as meaning first degree relatives, i.e., father, mother, son, daughter, sister, brother, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step father, step-mother, step-son, step-daughter, step-brother, step-sister, half-brother, half-sister, grandfather, grandmother or grandchildren.

An employee has the discretion to recuse self from disciplinary action if that person is a hunka relative.

### **3.17 STAFF-COMMUNITY RELATIONS**

The Board, the administration and the professional staff have the responsibility to insure community involvement in the development and implementation of the academic and extracurricular programs of the school by:

1. Identifying through research, conferences, and in service programs those innovative trends in the areas of curriculum, student activities, and professional development which shall be relevant to the school;
2. Developing and implementing educational programs, which reflect the needs of the community and the students;
3. Informing community and parents of the school service area about all aspects of school programs through the news media and presentations to local parent and civic groups;
4. Inviting community and parents to visit the school. Parents and community may schedule individual conferences with teachers or Principals at any time. The Board believes in community and parental involvement.

### **3.18 POLITICAL AND LABOR ACTIVITIES**

Employment may not be offered as a consideration for the support or defeat of any political party or candidate for public office including tribal, district, and School Board. Employees have the right, as citizens, to engage in activities which exemplify good citizenship. School property and time shall not be used for political purposes including, but not limited to, circulating a petition during work hours at the school.

Employees shall not have the right to engage in unorganized labor activities during the school day, or when they are on school property, unless such activity is protected by and in conformity with federal law, including but not limited to, the Indian Self-Determination Act and the Labor Management Relations Act. Unprotected or legally nonconforming behavior related to unorganized labor activities shall be the subject of disciplinary action up to and including termination.

### **3.19 PUBLIC APPEARANCES**

Personnel making public appearances not on behalf of the Little Wound School shall take appropriate leave to do so. If appearing on behalf of the Little Wound School, they should represent the school in a positive way. Any personnel making false allegations that are libelous or slanderous of the Little Wound School, or school officials or employees shall be grounds for discipline action, up to and including termination.

### **3.20 SOLICITATIONS AND GIFTS**

Employee shall not accept gifts, money or gratuities from persons receiving benefits or services from the school. In recognition and support of local custom, those gifts given as part of community activities or Lakota custom are allowed. Personnel shall not sell, solicit for sale, or advertise for sale, merchandise, or services, or organize students for such purposes without the approval of the respective Principal.

### **3.21 PERSONNEL RECORDS**

Personnel records shall be kept on file in the Human Resources Office for each employee and should include, but are not limited to:

1. Job advertisement
2. Job description
3. Application
4. W-4 and I-9 Forms
5. Employment Record-Salary
6. Assessments
7. Employee Contract or Letter of Employment
8. Health Certificates
9. Personnel Actions
10. Valid Certificate of License
11. Transcripts of Credit
12. Diplomas
13. Certificate of Degree Indian Blood
14. DD214
15. Employee Orientation Checklist
16. Employee pay
17. Grievance Procedure
18. Federal Tribal and State background check

All personnel records, except the application and performance ratings, are considered confidential and are not open for inspection by unauthorized personnel. Upon the employee's written request, each employee has the right to review their own personnel file and to ask for

removal of any unnecessary information from the file.

Documentation of personnel actions may be removed annually from the personnel folder upon the recommendation of the Human Resources Director with Board approval. Documentation of personnel actions resulting from serious misconduct shall be maintained on file the Human Resources Director.

Personnel records will comply with all applicable laws.

### **3.22 COMPENSATION GUIDES AND CONTRACTS**

Salary ranges shall be established in order to provide a basis for recognizing individual differences among positions. The objective is to insure equal pay for equal work.

1. No employee shall be paid less than the federal minimum wage.
2. Salary increases may be given no more frequently than annually to reward efficient work and career development.
3. No employee shall have their salary and benefits increased unless approved in advance by the Board.

#### Salary Schedules

Salary and wage schedules will be reviewed every three (3) years. Any adjustments made to salary and wage schedules will be based on the overall financial status of the school.

#### Salary Increases

At the discretion of LWS Board with salary considerations, salary increases may be granted annually for one of the following reasons: Step increase, educational attainment, or cost of living. The Superintendent, in consultation with the Business Manager, shall make recommendations to the Board.

Official college transcripts shall be on file with the Human Resources Director before the first payment is received after employment begins in order to receive a salary increase based upon completion of college courses, except for summer school classes that are completed before the beginning of school if proper proof of completion is submitted to Human Resources Director. Only credits toward a graduate level degree may be used to advance on the teacher salary schedule. (See also 3.-Educational Leave).

Employees must be employed at a minimum of fifty-one percent (51%) of their contracted work period to be eligible for salary increases.

### Entrance Salary

Salary granted to new employees will depend on performance assessment of education, experience, and qualifications. New employees, other than certified teachers, may bring in four (4) years of related outside experience. Certified teachers may bring in (8) years of related outside experience. If the employee is a former Little Wound School employee, all previous experience at the school may also be used to determine entrance salary if such experience is directly related to the position hired for.

The Business Manager's salary is negotiable.

### Temporary Employment Salary

Salary for temporary employees will be based on established rates approved by the Board annually. Temporary employees shall not work no more than 29 hours per week. Supervisors are required to monitor time to assure hours do not exceed 29 hours per week.

### Substitute Salary

Payment for substitutes will be based on established rates approved by the Board. Substitutes shall not work no more than 29 hours per week. Supervisors are required to monitor time to assure hours do not exceed 29 hours per week.

### Compensatory Hours

Compensatory hours are all hours that the employee is required to work from the organization. This shall also include time during which the employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place.

Employees are not required to remain at work during their lunch periods. An employee may not waive their lunch period and thereby leave their workstation prior to the end of the normal workday.

At the discretion of the Superintendent, salaried (*exempt*) employees may be compensated for time worked or required to work that exceeds their daily required work hours. These employees must have prior approval from their supervisor or Superintendent prior to performing work after regular work hours.

### Contracts & Employment Agreement

The Board does not provide for a continuing contract or employment agreement. Other than the Superintendent all employees, both certified and non-certified, are hired for one (1) year or less,



and their employment is not deemed to be continuing.

Employment Contract: Teachers, counselors, and administrators required to have SD Teacher Certification shall sign an employment contract annually.

Employment Agreement: All other non-certified or at-will employees shall sign an employment agreement annually.

These contracts or agreements shall be on file with the Human Resources Director before employment starts. The Board reserves the right to annually attach such addendum or conditions to offered contracts and agreements as may improve the performance of LWS employees. An annual contract once offered by LWS, must be accepted or rejected, and may not be altered in any way by the employee or by LWS.

Instructional personnel (Teachers, Counselors, Librarians, and Student Assistants, Mentors) shall provide services for a predetermined number of days per contract period. Instructional personnel shall receive their salary on a bi-weekly basis for twenty-one (21) or prorate their annual salary for twenty-six (26) pay periods and shall receive bi-weekly salary payment until the contract amount is fulfilled. Days missed without approved leave for prorated salaries will be deducted at a rate dividing the contract amount by the number of contract days to acquire a daily rate for deductions.

Hourly wage employees are paid bi-weekly at an hourly rate based on hours of service provided during a two (2) week period. Hourly wage employees who work less than one year may opt to prorate their annual salary and use the same prorated guidelines as instructional staff.

The Board reserves the right to pay a recruitment or retention signing bonus to new certified teachers, who have not worked at LWS within the previous five (5) years. New teacher signing bonus will be paid upon submitting a current SD Teaching Certificate to Human Resources and the teacher has successfully completed a 90-day probation period.

Fringe Benefits

Fringe benefits for personnel shall be established by the Board on an annual basis and may include: Life insurance, Health Insurance, Dental Insurance, Disability Insurance, Vision Insurance, Retirement, and Annual, Personal or Sick Leave.

The Board shall have the authority to authorize a Fringe Benefits Committee whose purpose is to make recommendations on employee fringe benefits no less than annually to the Superintendent and the School Board pursuant to a Committee Charter adopted by the Board.

**3.23 POSITION CLASSIFICATION**

The Superintendent shall annually develop and recommend to the Board personnel organizational plan for all positions at the annual meeting. The Superintendent shall be responsible for the operation and maintenance of the position classification plan for the school. The Board considers all positions vital to the smooth functioning of the school system and requires all employees to work together as partners to provide the best learning situation for students of the school. Only those positions approved by the Board will be used. Only the Board may create or abolish a position. The purpose of the position classification plan shall be to:

1. Provide the school employee with a means to identify work distribution, areas of responsibility, lines of authority, and other relationships between positions.
2. Provide uniform titles for positions.
3. Establish that all positions will be paid according to specific salary schedules.

The position classification plan shall be based upon the analysis of the duties and responsibilities of each position and shall be maintained on a current basis. The plan shall include:

1. An appropriate classification of each kind and level of work.
2. A description of the duties and responsibilities of each classification.
3. A statement of the knowledge, skills, and abilities generally needed to perform the work.
4. A statement of any special qualifications necessary to enter the position.

#### Procedure

All requests for new positions will be made to the Superintendent who may either approve or disapprove the request considering the budget and need. If the Superintendent approves the request, the request shall be submitted to the Human Resources Director who shall then work with the supervisor to develop a job description. Once the job description is written, the Human Resources Director will compare the qualifications to the established plan to establish a pay level to be assigned. The request will then be submitted to the Board for approval. If approved, the Human Resources Director will take action to fill the position.

#### Position Reclassification

When the duty assignments of an employee have changed substantially as to the kind and level of work, the supervisor may initiate a request for change in the job title or pay class level in writing to the Superintendent. The request should outline the reasons why the supervisor feels change is needed. Such reclassification of position is not required to be advertised. Reclassification will take effect the ensuing contract year.

If the Superintendent determines that the position has changed sufficiently to warrant a change in job title or pay class level and budget considerations have been made, recommendation will be made to the Board for approval or disapproval.

### **3.24 DEFINITION OF EMPLOYEE**

An employee is defined as an individual who has signed an agreement with and who performs work for Little Wound School, who works under the supervision of someone in the organization, and who utilizes the resources of the organization to perform these functions. The classes of employees are defined as follows:

#### **Regular Employees:**

Those employees who work at least thirty hours per week and who maintain regular employment status under an employment contract or agreement. All regular full-time employees are eligible for all employee benefits, annual leave, holidays, and sick leave benefits. These employees may utilize the grievance procedures.

There are two types of regular employees:

1. **Support Employees:** Those employees who provide support services to the educational programs and who are not required to be certified by SD Teacher Certification. This includes hourly wage employees.
2. **Certified Employees:** Those employees who must have a SD Teacher Certificate as a teacher, counselor or administrator in order to maintain their employment with Little Wound School. Any failure to renew or obtain certification before the first day of the school year constitutes a breach of the terms and conditions of the contract. If certification is not in place before the first day of the School Year, the contract will automatically terminate unless:
  - a. The employee proves documentation from SD Teacher Certification that application for certification is in process; or
  - b. The LWS Board approves a conditional approval to continue work based on the lack of any available certified personnel, and the LWS complies with all required state and federal regulations.

#### **Temporary Employees:**

An appointment which does not exceed ninety (90) days, and which includes, but is not limited to, substitute teachers and staff. Temporary employees will not work more than 29 hours per week. After 90 days, the supervisor must provide justification of need to continue the

appointment. The continued employment will be contingent on funds and board approval. However, the Board shall have the right to extend a temporary employee's appointment beyond the (90) days if the school needs require it. These temporary employees shall not be eligible for employee benefits, including but not limited to, leave, holiday pay, and insurance or retirement benefits. These employees may be dismissed with or without cause at any time. These employees may not utilize the grievance procedures.

Contractors:

All contractors are not employees of Little Wound School.

**3.25 PERSONNEL QUALIFICATIONS AND DUTIES**

Each position shall require establishment of definitive job qualification statements. This statement shall document the requirements for each position within the organization.

1. Each position in the organization shall have a job qualification requirement established.
2. The Human Resources Director will be responsible for assuring that job qualification statements are available for all positions within the organization.
3. The job qualification shall include a statement as to whether the designated position is classified as temporary, professional, etc.

Hiring and selection procedures will be strictly in accordance with job qualifications. Waivers of job qualifications shall only be granted with concurrence of the Board. As a minimum, the job qualifications shall include:

1. Job title and general definition of the job,
2. Educational requirements, including specialized educational skills and education in a specific or specialized area,
3. Experience and related background requirements,
4. Special qualifications and attributes including physical qualifications, licensing or certifications, attitude, behavioral characteristics, emotional and social requirements.

The minimum qualification for employment at the school will be a high school diploma or GED certificate. Teachers shall hold a valid certificate to perform the particular service for which they are hired and have a copy of their certificate placed in their personnel file within 30 days of their starting date of work, or receipt of certification application. Failure to do so may result in suspension of their salary payments. A teacher's/counselor's contract shall be considered null

and void if that teacher/counselor does not hold a valid certificate or an approved authority to act to perform the service for which they are employed. Based upon applicable federal law and regulation, a minimum of 60 credit hours is required for all Student Assistants.

### **3.26 PERSONNEL RECRUITMENT**

The Human Resources Director is responsible for the recruitment and recommendation to the Board of the best personnel for the school. Anyone who believes they are qualified for a vacant position may submit a completed application to the Human Resources Director.

The job shall be advertised within the school for a period of one (1) week before being publicly advertised.

Vacancies that require advertising shall be advertised by posting in school buildings and throughout the school service area and may be submitted to local, state and national placement agencies or utilize other methods deemed appropriate by the Human Resources Director.

A job vacancy that requires advertising is defined as a job that has become available and there has been no recommendation for a transfer or a reassignment of a qualified current employee to fulfill such job.

The job that is left vacant shall be advertised.

Public job advertisements will be posted for at least two (2) weeks.

### **3.28 PERSONNEL HIRING**

At the earliest possible date following the closing date of a job announcement, the Human Resources Director shall submit applications to a screening committee. The screening committee may be composed of the Human Resources Director, or designee, supervisor of the position to be filled, a community member, and/or one other supervisory employee. The Human Resources Director shall determine appropriate screening procedures for job announcements advertised as opened until filled.

The purpose of the committee will be to review and rate applications based solely on the information contained in the application and other documentation provided by the applicant. Regardless of when determined, falsifying credentials submitted with application will result in disqualification of application or if employed, immediate suspension with recommendation made to Board for termination. The screening committee will be responsible to carefully rate information contained in the application. Information that is not contained in applications will not be used to rate applications and in no way shall be used against an applicant. Applications that will not be rated are:

1. Applications not meeting job qualifications as indicated in job advertisement.

2. Applications that are not signed by the applicant.
3. Applications received after job advertisement closing date.
4. Applications from former LWS employees who were terminated for disciplinary reasons within one year from date of application.

All applications which meet qualifications will be screened and rated based on established criteria. Applicants with the highest points may be selected for interviews:

1. If in the opinion of the Human Resources Director, applicants with the highest points shall be required to have at least one interview.
2. Immediate supervisors, the Human Resources Director, the Superintendent and/or the Board may be included among persons who interview an applicant. A supervisor shall not be involved in the selection and hiring process of an immediate family member, nor shall a supervisor be allowed supervise an immediate family member, as defined by LWS policy. Immediate family member is defined in policy sections 1.58 and 3.16.
3. There will be no travel expenses paid to applicants for interviewing.
4. Interviews may be conducted by the telephone or other electronic platform, e.g. skype, zoom, etc.

If in the opinion of the Board, the applicants interviewed for a position are not suitable for the position, the Board may request that the position be re-advertised or other qualified applicants screened for the position be scheduled for an interview.

#### Employment Background Check

The Board believes all employees are role models for students and is committed to providing a safe and secure educational and working environment for students and employees. As part of this effort, the Board requires background checks, which includes criminal background checks, for all employees pursuant to P.L. 101-630 and CFR 25 Part 63.

#### Definitions

1. Employee includes all regular employees, substitutes, temporary, coaches, advisors, volunteers, contract child services, with significant unsupervised access to students.
2. Criminal History Report is a document generated by the South Dakota Bureau of Criminal Investigation and/or Federal Bureau of Investigation (FBI) after a fingerprint-based search of the state and national criminal history files and/or other state and federal databases designated by applicable law or by the school. It also includes reports from the tribal court on prior criminal proceedings in tribal court.

3. Background Check means information on an applicant or employee that may include, but is not limited to, employment history, fingerprint scans, criminal history reports, employment and residency history, and driving record reports.
4. Prospective Employee is defined as the individual who is selected as the “successful applicant” for a particular position at the school.
5. Adjudicated: is defined as making a comprehensive, common-sense judgement, made after consideration of all the relevant information; favorable or unfavorable.

### Employment Screening

The Board requires background checks on all applicants for employment. Accordingly, the Board requires each applicant to submit to a background check prior to employment or service in the school. However, the applicant may begin working or volunteering while the background check is in process on a provisional basis, if the LWS provides supervision of the provisional employee and ensures that the provisional employee is never unsupervised when in the presence of LWS students.

The applicant shall pay all of the cost of the background check, except as otherwise provided herein. The background check is a condition of employment or volunteering if the applicant is selected as the “successful applicant” for the particular job or volunteer position.

Volunteers with significant unsupervised access to students must also complete a background check but will not be required to pay the cost of the background check.

An adjudication will be completed on all relevant information obtained through the background check to determine if the applicant is suitable for employment with the school.

Upon successful completion of the background check, the provisional employee’s job status will change to a regular employee at the school.

If the applicant or provisional employee’s is determined to be undesirable for employment with the school based on the background check, the offer of employment with the school will be rescinded and/or the provisional contract shall automatically terminate upon notice to the provisional employee of an unsatisfactory background check. . The applicant or provisional employee shall have the opportunity to respond in writing to any information received as a result of the background check. However, applicants or provisional employees with statutory debarment convictions will not be considered for employment.

Upon written request by the applicant or provisional employee to review the background check, the matter shall be submitted for an administrative review. The applicant or provisional employee shall be granted an informal review at which time the applicant or provisional employee may present documentary and/or verbal evidence for review and reconsideration. The decision of the administration regarding this review shall be final.

If an applicant or provisional employee is denied employment due to information obtained through a criminal background check, the applicant or provisional employee shall be given written notice of reasons for denial and shall have the opportunity to respond to the reasons in writing and to have an informal administrative review.

The legal effect of negative results coming in after the contract/employment agreement has been signed is that the employee's contract/employment agreement shall be considered null and void, as if no employment relationship exists between the employee and the Little Wound School. An employee contract is otherwise binding upon execution/signature by the parties, and enforceable upon execution.

Each current employee and applicant must agree to have his/her fingerprints taken and sign a document of acknowledgment and waiver permitting the school to request a background check of any state or federal criminal history file that the school might deem applicable as a condition of employment or volunteering. Student employees under the age of eighteen (18) years are not required to be fingerprinted.

#### Periodic Background Checks

The school shall conduct background checks for all employees every five years.

An employee who is arrested or charged with any of the following alleged offenses shall report the charge or arrest to the Human Resources Officer, or his/her designee, within forty-eight (48) hours or the next business day, whichever is greater:

- any alleged sex offenses;
- any alleged drug-related offenses;
- any alleged alcohol-related offenses;
- any alleged offenses involving children, including any offense against a child, child abuse, child neglect, child endangerment, or contributing to the delinquency of a minor.
- any alleged offenses involving offenses against another the person including, but not limited to, offenses of assault, harassment, abuse, neglect, exploitation, endangerment, kidnapping, murder, human trafficking, rape, sexual assault, or other offenses against another person(s); and
- any alleged offenses relating to of the vehicle code or traffic laws for employees who drive motor vehicles as an employment responsibility.

An employee shall report arrests, charges filed, and convictions to Human Resources, or his/her designee, within forty-eight (48) hours or the next business day, whichever is greater.

An employee will be immediately suspended from student supervision responsibilities for offenses which may endanger students during the period of investigation. LWS may also in its sole discretion suspend the employee with or without pay from employment pending investigation.



An employee will be immediately suspended from transporting students for alleged offenses involving alcohol or drugs during the period of investigation and where reasonable cause exists.

The school will provide adequate due process for the employee consistent with school policy, but LWS had the sole responsibility and discretion to determine if suspension of employment pending investigation is warranted based on the facts of each specific case.

Records of arrests and convictions shall be placed in the employee's personnel file and will include final determinations and actions following investigation; and will be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.

Any failure to report an arrest or conviction required in this policy, or failure to authorize the school to conduct a background check will result in disciplinary action, up to and including termination pursuant to school policy.

The Board has the final decision on all appointments for employment at Little Wound School. Little Wound School may retroactively approve to hire an employee where the Superintendent has had to act without advance Board approval. The Board reserves the right to select one alternate for any position who will fill a position in the event the selected person declines the job offer or fails to fulfill the probation period.

### **3.29 PERSONNEL ASSIGNMENT**

Teachers are assigned to specific duties and grade level placement by the respective Principal who shall consider the teachers preparation, qualifications, and the specific educational needs of the students. The Superintendent shall assign employees to other duties with the employee's preference considered after consulting with the employee and their immediate supervisor. The Board shall be informed of all personnel assignments.

### **3.30 TEMPORARY APPOINTMENTS**

The Superintendent shall have the authority to appoint temporary personnel to work assignments required at the school dependent upon available funding sources and avoiding nepotism. Under no circumstances will an individual be employed without first undergoing background investigation and pre-employment drug testing. The Board will be notified of all temporary appointments. Temporary appointments may not exceed ninety (90) work days. The temporary employee shall be paid at a rate established by the School Board for actual work days performed.

### **3.31 PERSONNEL ORIENTATION**

An orientation program for all new employees shall be implemented by the Human Resources

Director. The orientation shall assist new employees to become acquainted with the community, school policies and procedures, philosophy, programs, and assessment. Supervisors shall be assigned specific roles in carrying out the orientation program. Employees shall document their participation in orientation by completing a checklist developed by the Human Resources Director which lists those items understood and those items requiring additional awareness, to be placed in their personnel folder.

The Human Resources Director shall be responsible to work with supervisors to ensure all support staff have the required preparation and training as outlined in their job description.

All new personnel unfamiliar with the Oglala Sioux Tribe and the communities on the Pine Ridge Reservation shall participate in an orientation on Lakota values and reservation life.

Supervisors and the Board shall meet annually during the month of August for the purpose of providing them with an orientation as to their roles and responsibilities.

### **3.32 IN-SERVICE TRAINING**

The Superintendent is responsible for administering a needs assessment to identify areas of training and for reporting the results to the Board who shall provide funding annually to accommodate the resources needed to implement pre-service and in-service programs. All employees are required to participate in programs of pre-service and in-service training as scheduled. The Superintendent is responsible for designing and coordinating a pre-service workshop to be approved by the Board prior to implementation.

### **3.33 PERSONNEL PROBATION**

All employees with special contract provisions requiring a ninety (90) calendar day probation period, all new employees and any employees who transfer from one job to another within the school system shall be covered by this policy. New employees does not include renewed staff.

Nature and Purpose: Probation is established to benefit the employee and the school and is a time for personal adjustment, adaptation, learning the job requirements, and the policies and procedures of the school. This 90 calendar day period shall determine if the new employee meets required standards of employment and will be a period when the employee and the employee's supervisor will pay close attention to the employee's job performance and progress.

1. Leave During Probation: Probationary employees are not allowed to use personal or annual leave during this period but may accrue leave. This does not include probationary employees who transfer from one job to another, unless the transfer is involuntarily and due to a disciplinary reason. Exception: New employees requiring to get a health examination may be provided four (4) hours of administrative leave to take the physical.

2. Promotions During Probation: Employees must complete the probation period before being eligible for promotion.
3. Transfers During Probation: An employee may be transferred during the probation period if such action would benefit the school or the employee. A new probation period will begin on the date of transfer.
4. Salary Adjustments During Probation: Salary adjustments will not be made for a probationary employee who is fulfilling their probationary period. Such adjustment will be made following the successful completion of probation.
5. Attendance of Workshops and Training Sessions/Seminars: Probationary employees are not eligible to attend workshops and training sessions/seminars that are held off of the LWS campus until that employee's probationary period has ended and the employee has been made a regular employee. The Superintendent, upon request of the employee's supervisor, may make exceptions for those probationary employees who must attend training as part of a special project which requires such training.
6. Performance Assessment During Probation: The supervisor shall provide a performance Assessment after thirty days of work during the probation period. Performance Assessments shall be documented and used to determine how the employee is adapting to job requirements, the department, the overall school system, and to recommend for regular employment or termination of employment. Assessments are not required in the event a probationary employee is terminated within the 90-day period.
7. Conditions Preliminary to Regular Appointment: The regular appointment of an employee shall begin with the date ending the probation period. The Human Resources Director is responsible for obtaining a written statement from the employee's supervisor containing an assessment of the employee's duties indicating the employee's services during the probation period have been satisfactory and the employee is recommended for regular status. The supervisor shall notify the employee in writing if the appointment is to be made a regular employee and a copy of such notice shall be placed in the employee's personnel file.
8. Dismissal During Probation: Any time during the probation period that an employee fails to successfully adapt to the requirements of the position, the department or the school system, employment may be terminated immediately. The supervisor will make a recommendation to terminate to the Superintendent who will notify the employee in writing of such recommendation and the date services will be terminated. The Board will make the final decision on termination. The employee shall have no right to appeal the Board's decision.
9. Continuing Employment: Those employees whose contract renewals for continuing

employment is contingent upon the employee meeting special conditions, as recommended by their supervisor to the Superintendent and approved by the Board, may be placed on a ninety (90) calendar day probation period. All special conditions to employment contracts and agreements must have Board approval.

### **3.34 PERSONNEL SUPERVISION**

The major focus of employee supervision shall be to assist, monitor and support the capabilities of an employee to competently perform their assigned job responsibilities. Employees shall be notified of the identity of their direct supervisor by the Human Resources Director at the time of their initial appointment. The employee's direct supervisor shall approve time and attendance, evaluate, provide technical assistance, consult with, assist in planning, conduct conflict resolution and problem-solving, identify developmental needs and resources, acquire materials, approve/disapprove leave, and assign other duties to the employee. Failure to fulfill these duties may result in discipline up to and including termination.

### **3.35 PERSONNEL PERFORMANCE ASSESSMENT**

The LWS Board requires annual performance evaluations of all employees to create and maintain an environment of excellence. The performance evaluation program has been established to enable each employee to receive feedback on the employee's job performance and, if needed, to assist the employee to become more effective in their position.

The principal objectives of performance evaluation are to:

1. evaluate and improve performance,
2. facilitate mutual feedback and communication between the employee and the supervisor,
3. plan professional development and training,
4. ensure position descriptions are accurate, and
5. provide a basis for continued employment recommendations.

Responsibility: The direct supervisor shall conduct a mid-year and an end-of-the-year evaluation of the employee's job performance and has the responsibility for evaluating the employee's job performance, and if the need arises, hold periodic coaching sessions with the employee to discuss ways to improve current job performance.

Performance Assessments shall be conducted twice annually as follows:

1. Mid-Year Review: November – January
2. End of Year Review: April – June

Procedures: All full-time employees will be evaluated annually using the employee evaluation form provided by the Human Resources office.

The supervisor shall interview the employee being evaluated and go through each item with the employee. The employee will review the completed evaluation, add any comments the employee may wish to make, and sign the form. The supervisor will then also sign the form.

During the evaluation, any “Unsatisfactory,” or “Needs Improvement,” ratings must be discussed and documented in the “Comments” section of the evaluation form, describing why performance is not satisfactory along with special improvement measures on how performance can be improved. The employee may make any written comments on the evaluation form prior to signing it. If needed, the supervisor will arrange a follow up meeting with the employee, to resolve differences of opinions that came up during the initial meeting.

Completed and fully signed forms will then be sent to Human Resources with copies routed to the employee and to personnel file.

### **3.36 PERSONNEL PROMOTION**

Whenever new jobs are created or vacancies occur in a higher-rated position that may provide salary advancement, present employees who meet job qualifications may be eligible for consideration for a reassignment to such position.

### **3.37 PERSONNEL SUSPENSION**

The Superintendent may suspend any personnel with or without pay from their assignment, for good cause (in collaboration with the employees immediate supervisor), and shall report such action promptly to the Chairperson of the Board and/or the Board members.

### **3.38 REDUCTION-IN-FORCE**

A reduction-in-force (RIF) is defined as a situation whereby either a position no longer serves the mission or purpose of the LWS, or reductions in funding sources used to support a program have occurred, and staff reductions become necessary. The Board may lay-off an employee for any of the usual reasons for a RIF, or due to conditions that impede its ability to meet employee contract obligations. The Superintendent shall notify all personnel in writing as to their job status in any RIF action taken by the Board.

An employee laid off due to a RIF action may, if it meets the needs of LWS, be given priority in hiring for job vacancies for which they are qualified and if prior job performance was satisfactory. The position offered may be at a salary or under conditions which are less than the former position of the RIF’D employee. If a RIF’D employee is offered a position, and that RIF’D employee rejects it, then LWS shall not give the RIF’D employee priority consideration for any further positions. All personnel must keep the Human Resources Director informed of their current mailing address in order for them to be eligible for employment.

### **3.39 PERSONNEL TRANSFER**

Personnel may transfer within the school on a voluntary or involuntary basis, unless position advertising restrictions prohibit such transfer. Transfer may not be used as a means of disciplinary action. Transfers may only be made where a vacant position exists. All transfers shall be approved by the Board.

**VOLUNTARY**: Employees may request transfer or be reassigned from one department or job to another, which may be granted when in the best interest of the employee and the school.

Staff wishing to transfer or to be reassigned to another position within the school shall notify their immediate supervisor of reasons for the request and the position to which transfer or reassignment is desired. Upon approval by the immediate supervisor, the request is then submitted to the Human Resources Director who shall refer the request to the Superintendent for Board action, who shall make the final decision.

**INVOLUNTARY**: If an involuntary transfer is in the best interest of the school, the Superintendent may consider maintaining the transferring employee's former salary, pay, or grade, but is not required to do so and is contingent on school budget.

The Superintendent shall request transfers or reassignments of support personnel in the best interest of the school and consider employee preference. The Superintendent may take into consideration the recommendation of the transferring employee's supervisor prior to transfer or reassignment.

If an employee is transferred or reassigned to a vacant or soon-to-be vacant position then the requirement for advertisement of that position is waived by the School Board, and only the position being left vacant by the transferring or reassigned employee shall be advertised. The board may require additional probation for a transferred employee of 30 – 90 days.

### **3.40 PERSONNEL EMPLOYMENT TERMINATION**

Support personnel are at-will employees and may be terminated at any time, with or without cause or notice. However, the School may, at its discretion, provide written notice of their dismissal by the Superintendent two (2) weeks prior to the effective date, unless the underlying cause of the termination is a ground for discipline as described in the policies and procedures. The Board makes the final decision on all terminations, and reserves the right to terminate an employee without notice.

The Board may dismiss a teacher or other certified staff as recommended by their supervisor for reasonable and just cause to include, but not be limited to: breach of contract, incompetence, serious misconduct, neglect of duty, immoral conduct, in-temperance, inappropriate treatment of a student or staff member, commission of a felony crime, continuing physical or mental

disability rendering the teacher unfit to perform their duties, other matters prescribed by law, and violation of the code of ethics, or for any reason set forth in Section 3.07.

### **3.41 PERSONNEL RESIGNATION**

Any non-certified (support) employee may resign at any time by mutual consent with the Board. Support personnel wishing to voluntarily resign from their position shall give written notice of resignation to the Superintendent fourteen (14) days prior to leaving their employment.

A certified employee may resign effective at the end of their current contract. If an administrator becomes aware of a situation, which may constitute a possible resignation, that administrator shall notify the Superintendent, who shall then notify the Board Chairperson within forty-eight (48) hours. A resignation may be accepted by the Board by any means, including verbally or in writing, at any time thereafter.

Once a certified staff member has signed a contract, they may not terminate or cancel their contract, unless the Board has given its consent. In cases where an employee has breached their contract by departing during the contract year, terminating or canceling the contract without the Board's consent, the Board may consider legal action, including seeking revocation of the employee's certification. The Board may seek revocation of a teaching or administrator's certificate upon the event that a certified staff member abandons their position, otherwise breaches their contract, and the Board shall levy a five (5) percent penalty on the financial value of the entire current contract of the certified employee, upon such breach of contract.

All employees who fail to comply with exit documentation or comply with the above stated policy, will not be considered for future employment for a period of at least one year.

### **3.42 RE-EMPLOYMENT**

Following review of performance assessments and consultation with an employee, the supervisor will submit recommendations to the Board for re-employment for the following school term. The Human Resources Director will, whenever, feasible notify the employee of renewal or nonrenewal for the following school term two weeks before the end of an employee's current contract or employment agreement. Failure to notify an employee does not constitute an expressed or implied promise to renew the employee's employment. If the employee is not renewed, the employee is not entitled to utilize grievance procedures or to a due process hearing.

The employee must notify the Board in writing whether they will accept or reject the re-employment offer within fourteen (14) calendar days following the date of notification. Failure to provide the Board with such notification shall constitute a rejection of the offer of employment and the position is declared vacant.

### **3.43 HEALTH EXAMINATION**

All employees shall have a physical examination and a tuberculosis test at their own expense and shall file a medical certificate attesting to freedom from communicable disease, unless such physical examination violates the provisions of federal or tribal law. Such certificates must be filed with the School Nurse within thirty (30) days of the starting date of employment and every year thereafter. Tuberculosis tests shall be required every year. All Food Service, Facilities, and Transportation employees must pass a physical examination annually.

New employees requiring to get a health examination will be provided four (4) hours of administrative leave to get the physical.

### **3.44 PERSONNEL TIME SCHEDULE**

The Board requires employees to report to work punctually as scheduled and to work all scheduled hours.

It is the responsibility of the supervisor to keep an accurate record of employee time and attendance and to discuss with the employee any difficulties that they may have in this area.

#### **Work Schedule:**

All employees, except those listed in (b) and (c) shall have a forty (40) hour work week. Daily time schedule shall be 8:00 am to 4:30 pm unless position requires varying work hours, e.g. night watch, custodians, cooks). These daily time schedules will be determined by their supervisor.

#### **Other work schedules:**

Teachers, student assistants, student mentors: ½ before school begins and ½ hour after school ends. The Board shall indicate the length (start and end time) of a school day annually.

Bus Drivers: Each bus driver will have a specific drive time schedule and is dependent upon the bus route assigned to each.

Personnel shall assist in clearing students from school building areas daily unless they are working, receiving tutorial assistance, participating in a school sponsored activity, or are supervised by staff.

Personnel are not to have their own children, family members, friends or significant others at their duty station during the regular workday. This includes children not of school age and school age children.



### **3.45 PERSONNEL WORK LOAD**

Class size and work load of individual employees shall adhere to requirements for accreditation by the accrediting agency.

Workload of employees shall be determined by the Superintendent commensurate with needs of the school.

### **3.46 OVERTIME**

The Board shall comply with the applicable provisions of the Fair Labor Standards Act.

With effective planning and efficient management, overtime work is not required. Overtime work will normally be permitted only upon the authorization of the designated supervisor and Superintendent.

Prior to incurring overtime, which will lead to overtime compensation, the employee shall request approval from their immediate supervisor. Compensation time earned, the length of time worked, the reasons for such overtime, and authorization will be documented by the immediate supervisor and the Superintendent. False claims regarding overtime by employees shall subject the claimant to suspension or termination action.

1. Non-exempt employees are subject to FLSA and shall be paid for overtime at one and one-half (1 ½) times their hourly rate of compensation for all involuntary or permitted hours in excess of forty (40) actual work hours per work week.
2. Exempt: An employee who is not subject to federal overtime laws Fair Labor Standards Act (FLSA). These employees do not qualify for overtime when they work more than 40 hours in a workweek. These employees are classified based on specific job descriptions and duties involved and are generally classified as exempt if the employee falls into one of three classes: executive, administrative, or professional as defined by the Fair Labor Standards Act.

#### **Involuntary or permitted work:**

Involuntary or permitted work is defined as work which has been required by the Little Wound School or the immediate supervisor or work which the employee performs with the implied consent or knowledge of the supervisor.

The LWS is required to keep records for such employee to determine hours worked.

Time Clocks: All hourly employees are required to utilize an electronic time clock to sign in and

out each work day. Employees paid hourly shall be considered non-exempt.

### **3.47 STAFF MEETINGS**

Supervisors shall conduct regular meetings that do not significantly interrupt work schedules with the personnel they directly supervise and shall document the outcomes of the meetings, inclusive of agenda items, decisions made, committees formed, tasks delegated, time lines for the completion of activities, and other appropriate information. This information is to be disseminated to those in attendance within five (5) days of the meeting to assist in communications. Agendas and minutes will be included in monthly supervisor reports submitted to the Board.

### **3.48 PERSONNEL EXTRA DUTY**

Each staff member must assume their share of duties incidental to programs, extra-curricular activities, or community involvement activities assigned by their supervisor.

All LWS employees that consider extra duty activities must have signed prior approval by their immediate supervisor. Extra duty activities differ from consultant contracts; because they may be filled by Little Wound School employees who shall not otherwise act as paid consultants to any school programs during their regular working hours. Extra duty activities performed by employees are for duties that are in addition to the regular duties of an employee and beyond the job description and/or functions expected of the employee in the ordinary course of their work.

#### Athletic/Activities Extra Duty:

Athletic/Activities Extra-duty positions will be advertised and may be issued for activity sponsorship or coaching that requires consistent supervision when applicable and approved in advance by the Board. Background checks and pre-employment drug tests must be completed by all coaches/sponsors prior to beginning activity if coach or sponsors is not a regular LWS employee.

The Athletic/Activities Director shall be responsible for providing an orientation for all individuals having extra-duty athletic/activities assignments and have documentation submitted to the Superintendent's office. Orientation shall be provided to sponsors and coaches on expectations, rules and regulations, purchasing procedures, proceeds from fund-raising activities (see section 5.43), philosophical elements, supervision, and other documentation requirements.

Extra-duty payment shall not be made until the activity has been completed AND an evaluation by the Activities/Athletic Director and/or Principals has been submitted to the Human Resources Director, unless the Board has authorized in advance other payment options. Bonuses may be considered by the Board for post-season involvement.

Coaches/sponsors shall be evaluated annually following the completion of the coaching/sponsor assignment. The Activities/Athletic Director shall have the coaching/sponsor assessments available for the Board's review at the next regular meeting.

All high school head coaches must attend SDHSAA rules meetings for their respective activity. Failure to do so shall result in coaches reimbursing the LWS any fines assessed by the SDHSAA. Violation of any SDHSAA rule may result in the immediate termination of coaching assignment. If a coach is fined for failing to pass the coaches test, it shall be the responsibility of the employee to pay such fines. The coach must pass the open-book test. The coach can be tutored.

Family members of coaches traveling with team is prohibited.

Other extra duty assignments:

Other extra duty are assignments that may occur that do not fall under the responsibility of the Athletic/Activities Director, e.g. after school tutoring, bus monitors, etc. Depending on the nature of an activity, advertising may or may not be required.

The department supervisor where these extra duty assignments are located will be responsible for:

1. Submit the need for an extra duty activity to Superintendent that identifies the activity, the responsibilities of the activity, and the budget.
2. Evaluate the activities.
3. Determined when payment will be paid e.g. biweekly, end of activity.

**3.49 PERSONNEL EXPENSES**

Personnel shall receive the prior written approval of the Superintendent in carrying out their authorized duties before incurring expense and shall submit properly completed vouchers and supporting receipts as required to the Business Manager.

Mileage payment shall be made at the rate currently approved by the Board when official travel has been authorized for the use of a personal vehicle.

**3.50 PERSONNEL NON-SCHOOL EMPLOYMENT**

The Board considers employment duties at the school full-time employment. Employees shall not be employed or involved in any private business during the hours necessary to fulfill assigned duties. Employees shall not engage in any employment that interferes with their effectiveness in performing regular assigned duties, compromises or embarrasses themselves or the school, adversely affects their employment status or professional standing, and/or conflicts with assigned duties.

### **3.51 CONSULTING**

Personnel wishing to provide consultant services to other agencies are required to submit a request to their immediate supervisor who shall consult with the Superintendent for approval.

Personnel receiving approval to provide consulting services shall utilize annual leave or leave without pay during time consultant services are required. If the consulting contract is funded with federal funds then annual leave, holiday leave, and personal leave cannot be utilized. All leave without pay (LWOP) provisions are still applicable.

### **3.52 PERSONNEL TUTORING FOR PAY**

To assure students receive assistance without charge from their own teachers and to avoid placing a teacher in a position where the teacher may have a conflict of interest, teachers shall receive no money for tutoring a student they have in class or to whom they will perform an assessment or give assignments, unless part of a formal after-school tutoring program of Little Wound School. No tutoring for which a teacher receives a fee will be performed in the school building, unless such tutoring is performed in a formal after-school tutoring program of Little Wound School.

### **3.53 SABBATICAL LEAVE**

Personnel become eligible for sabbatical leave after four (4) years of uninterrupted service to the school. The reasons for sabbatical leave shall include the completion of (12) hours of graduate work per semester for each semester of the year in which the sabbatical is requested and to increase the employee's abilities to provide services to the school through an approved graduate study program. To be considered for sabbatical leave, applicants must:

1. Submit a written request to the Board, indicating area of study, location of study, graduate program pursued, and time line for graduate program completion.
2. Provide a statement indicating their commitment to return to the school to provide a minimum of three (3) years of additional service immediately following completion of sabbatical leave.
3. Submit a letter of recommendation from their supervisor and Superintendent for approval of request.

Other considerations:

1. No more than two (2) professional staff members may be granted sabbatical leave within any given year.

2. Sabbaticals granted include no compensation by the Board during sabbatical year, only a commitment to provide a position to the person approved for sabbatical leave during the initial year following completion of degree program or approved sabbatical study. Subsequent employment shall be based on contract renewal or non-renewal based on performance of staff member.
3. Failure of the staff person to complete graduate study or sabbatical study as originally approved by the Board will relieve the Board of any commitment for employment.

### **3.54 CONFERENCES AND VISITATIONS**

The Superintendent may authorize professional leave for visitations, attendance of personnel at state, regional, and national meetings, workshops, and conferences without salary deduction. Upon completion of professional leave/activity, employee is required to report to departmental staff of training outcomes.

All personnel shall not travel within one (1) month prior to graduation to ensure that the students and the school are prepared for the end of the school year (unless included in professional development/plan of study or approved by supervisor with consultation with Superintendent). Upon completion of professional leave/activity, employee is required to report to departmental staff of training outcomes.

The Superintendent shall be responsible for judging which absences for professional leave will be allowed. The Superintendent shall consider factors of limitations for employing substitutes and reimbursement for travel, meals and lodging. Such leave shall be considered administrative leave.

### **3.55 LEAVES AND ABSENCES**

There are only specified forms of leave available to LWS personnel. These include: annual, administrative, sick, personal, bereavement, legal, military, family care, family and medical leave, and Sundance leave all of which require advance approval by the requesting employee's immediate supervisor, based upon a completed leave slip application.

No leave shall be allowed during Orientation, the first two weeks of classes and last two weeks of school (to include: Personal, annual, and leave without pay) unless approved in advance by the Supervisor. If prior leave arrangements have been made by an employee and school dismisses early, that employee will utilize the prior leave arrangements.

Applications for leave must be made through established procedures and as far in advance as possible. All employees must receive prior approval for all leave requests, except in emergencies. Failure to receive approval in advance may result in assignment of Absent Without

Leave (AWOL) status and personnel action taken, based upon a completed leave slip application.

At the discretion of the immediate supervisor and Superintendent, Leave without Pay (LWOP) may be granted to an employee for extreme emergencies. Leave without pay refers to unpaid leave and will be considered excessive after three (3) days have been granted and may result in personnel action taken. There shall be no advance leave granted. Advance leave is defined as deductions from future leave not yet earned by the employee. (LWOP) will not be approved until all leave is exhausted.

A regular employee may donate annual, personal or sick leave to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. The school does not provide a leave bank. Therefore, an employee who may need donated leave shall recruit employee(s) to donate leave. There is no limit on the amount of donated leave a leave recipient may receive from the leave donor(s). However, leave donation is a courtesy to employees who have personal and health emergencies, and should not be abused. A leave donor must complete a leave donation form and submit to the human resources director for approval.

The Human Resources Director shall be responsible for submitting a leave report to the Superintendent for LWS Board review (prior to contract renewal), reporting accumulative leave taken annually.

**3.55 ADMINISTRATIVE LEAVE**

Administrative leave is defined as leave granted by the Superintendent or the Superintendent’s designee only for the following situations: conferences and visitations, during a disciplinary investigation, weather-related school closings, health and safety of staff and students, or any other required closing of the school necessitating the dismissal of staff.

**3.56 JURY LEAVE**

Leave shall be granted to any employee duly called and accepted for jury duty, whether or not they have asked the court to be excused. Such leave shall be leave without pay if employee is compensated for jury duty. If such compensation is less than the employee's salary, the LWS shall offset the balance and shall be made with appropriate documentation provided by employee.

**3.57 SUN DANCE LEAVE**

Little Wound School year-round employees who are Sun Dancers and who participate and are dancing in a Sun Dance can be granted up to four working days of paid Sun Dance leave yearly.

Year-round employees wishing to apply for Sun dance leave must submit to their supervisor a

request for three days at least two weeks in advance. The supervisor and employee will determine that the duties of the employee will be fulfilled, and that notification has been made in sufficient time for those duties to be fulfilled.

### **3.58 SICK LEAVE**

Sick leave may be granted for employee illness. Sick leave taken in excess of three (3) consecutive workdays or twenty-four (24) consecutive work hours shall require a physician's statement. If the supervisor has a suspicion that an employee is abusing the sick leave program, the supervisor may request verification of the illness from a health professional. If an employee has over eighty (80) hours of accumulated sick leave, this sick leave may be donated to another employee who is ill and without any remaining sick leave. Such arrangements shall be made through the Human Resources Director, and shall not be made informally. Sick leave for wage personnel will be earned at a rate of four (4) hours per pay period and will not be paid at the end of employment.

#### **Sick Leave Bank**

Unused sick leave that has been accrued by an employee who no longer is employed at Little Wound will be compiled into a sick leave bank that may be used by employees who have a catastrophic illness or accident and has used all leave available to them. Employees are not eligible to use the sick leave bank, until they have worked at LWS for a period of at least one (1) year. Employees must request this leave in writing and provide a physician's statement to the Human Resources Director. Employees may request a maximum of eighty (80) hours per year from the leave bank. Such requests will be approved by the Little Wound School Board.

Former employees who return to Little Wound School within five (5) years whose accrued sick leave was placed in the sick leave bank will have the sick leave returned to the employee from the sick leave bank.

### **3.59 MATERNITY/PATERNITY LEAVE**

Employees may be granted a family leave of absence not to exceed twelve (12) weeks. Such leave shall be unpaid leave. Ten (10) days of this leave will be granted without loss of pay annually. Employees may use accrued leave available during this period. If both parents are employed by the Board, their aggregate leave is limited to twelve (12) weeks for the birth of a child. If the leave is requested because of the illness of a child, each parent is entitled to twelve (12) weeks of unpaid leave. Employees are expected to follow the provisions of the federal Family and Medical Leave Act. Employees are encouraged to report pregnancy as soon as possible so health can be safeguarded and plans can be made for temporary replacements.

### **3.60 FAMILY CARE LEAVE**

Employees may be granted up to twelve (12) weeks of unpaid leave in any twelve (12) month period for the purpose of their own health condition or the birth or placement for adoption or foster care of a child, or to care for a family member who is defined as child, parent, or spouse who has a serious health condition. The Board may require certification, on a periodic basis, of the family member's continuing serious health condition by the family member's physician and/or a physician selected by the Board. Employees may use accrued leave available during the twelve (12) week unpaid leave. Employees shall follow the provisions of the Federal Family and Medical Leave Act.

*Ref: Family and Medical Leave Act of 1993.*

### **3.61 MILITARY LEAVE**

An employee shall be allowed approved leave of absence from the employees duties without loss of status or efficiency rating while performing "ordered military duty" with full employment, compensation and reinstatement rights as provided by law. Such leave shall be leave without pay if employee is compensated military duty. If such compensation is less than the employee's salary, the LWS shall offset the balance and shall be made with appropriate documentation provided by employee. "Ordered military duty" means any military duty performed in the service of the United States or the State of South Dakota pursuant to orders issued by competent federal or state authorities with or without the consent of the employee. Military leave shall be granted only when in the performance of ordered military duty or while reporting to and returning from such duty not to exceed a total of thirty (30) work days in any one calendar year. Military auxiliary members (ex: American Legion or V.F.W.) may be granted leave with pay at the discretion of the Superintendent with notification to immediate supervisor for purposes relating to their obligations. The performance of this duty shall not exceed a total of ten (10) workdays in any one calendar year.

### **3.62 BEREAVEMENT LEAVE**

Bereavement leave may be granted up to five (5) days per contract year without loss of pay for loss of immediate family at the discretion of the immediate supervisor, as defined in sections 1.58 and 3.16.

### **3.63 PERSONAL LEAVE**

Personal leave is provided to those personnel who do not accrue annual or sick leave. The amount of personal leave shall be determined by the particular job classification. This leave can be carried over, or at the election of the employee, any of this leave that is unused may be paid out at their daily rate in one lump sum payment to be issued within thirty (30) calendar days of the end of their current contract, contingent on the availability of funds.

No more than 10 days of personal leave can be carried over to the following year.



### **3.64 ANNUAL LEAVE**

Annual leave for wage personnel will be earned at the following rates:

- 3 years and under of employment - 4 hours per pay period
- 4 years to 15 years of employment - 6 hours per pay period
- 16 years of employment and over - 8 hours per pay period

Only Little Wound School employment may be accepted to compute years of employment.

Not more than 80 hours of annual leave can be carried over from one year to the next. For purposes of carryover, the fiscal year is July 1 to June 30.

### **3.65 EDUCATIONAL LEAVE**

At the discretion of the Superintendent, employees are permitted 45 hours of educational leave to attend formal education classes during regular work hours for the fall and spring semesters for a total of ninety (90) hours per school year. Participation in formal education classes shall not adversely affect the ability of the employee to properly and adequately perform their job responsibilities and duties.

Certified personnel shall have a professional development plan approved by the immediate supervisor and Superintendent prior to taking educational leave.

Mid-term progress and attendance reports are to be submitted to the Superintendent. Any further educational leave will be denied if employee is not fulfilling their commitment. A final grade shall be submitted to the Superintendent at the completion of the semester.

The school will not pay for employee tuition for college credit for participation in courses, workshops, conferences and related activities unless the school sponsors such activities and college credit are made available to school participants. Non-credit registration fees will be paid for.

### **3.66 VACATION LEAVE**

Vacation leave is only allocated for year around employees who do not accrue annual or sick leave. Vacation leave shall be determined by the supervisor and Superintendent on an employee-by-employee basis and settled through the contract renewal process. Vacation leave is to be used before the end of an employee's contract or leave will be lost.

### **3.67 SUBSTITUTE EMPLOYEES**

The Human Resources Director shall be responsible for acquiring a list of substitute employees meeting Board requirements on an annual basis. Employees may be used only in those jobs that in the absence of an employee would adversely affect the school and the services provided.

### Substitute Teachers:

Substitute Teacher Orientation will be organized by the Human Resources Director.

Substitute Orientation will be held at the beginning of each month or more frequently to acquire a suitable pool of substitutes. All substitute shall possess and file a copy of their high school diploma or GED with the Human Resources Director. It is preferred that substitute teachers who are substituting in a classroom have at least two years experience or at least thirty (30) college credit hours. A substitute teacher in high school may not substitute any sooner than four (4) years after graduation from high school.

Failure of a teacher to report their absence in time to acquire a substitute teacher may result in disciplinary action. Teachers are required to consult with the substitute about learning activities to be implemented in their absence, unless in an emergency. Teachers are required to prepare a substitute folder that contains lessons during their absence which will include the weekly lesson plan with appropriate learning activities, attendance roster, and other activities that will assist the substitute teacher.

Substitutes who hold a valid SD Teaching Certified will be paid as certified substitute only when they are substituting for a teacher.

### **3.68 HOLIDAYS**

Personnel shall be provided paid holidays, which shall include:

Labor Day, Native American Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, President's Day, Martin Luther King Day, Good Friday, Independence Day, Crazy Horse Day and Memorial Day.

If the holiday falls on a Saturday, the Friday before will be taken as a holiday. If the holiday falls on a Sunday, the Monday after will be taken as a holiday. Only those holidays that fall within the time frame of the employment contract will be considered paid holidays.

### **3.69 PROFESSIONAL PUBLISHING**

Employees are encouraged to write and prepare professional material for publication in their areas of expertise. Employees who prepare material on their own time without use of school facilities or equipment are not required to submit such material for review prior to publication. Employees who desire to copyright, patent, or market material prepared totally or partially on

school time, shall submit a copy of such material to the Superintendent for review and accompanied by:

1. The names of persons who participated in preparation of the material;
2. The percentage of duty time spent by these persons during preparation;
3. A statement as to whether royalties would be waived in any purchases of the material which might be made by the school.

The Board may authorize the sale of copies or reproduction rights to instructional material prepared by the school to other school systems, organizations or commercial firms. The Board may choose to own the copyright if the materials are produced for school use.

### **3.70 CODE OF ETHICS**

1. Obligations to Students. In fulfilling their obligations to the students, educators, professional staff and support personnel shall, where applicable:
  - a. Not without just cause restrain students from independent action in their pursuit of learning, and shall not without just cause deny to the students access to varying points of view.
  - b. Not deliberately suppress or distort subject matter for which they bear responsibility.
  - c. Make reasonable effort to maintain adequate discipline and order in the classroom and the school system to protect the students from conditions harmful to learning, health and safety.
  - d. Conduct professional business in such a way that they do not expose the students to unnecessary embarrassment or disparagement.
  - e. Not for reasons of race, color, creed, sex, national origin, marital status, political affiliation, or family social or cultural background exclude any student from participation in or deny them benefits under any program, nor grant any discriminatory consideration or advantage.
  - f. Not use professional relationships with students for private advantage.
  - g. Keep in confidence information that has been obtained in the cause of professional service, unless disclosure serves professional purposes or is required by law.
  - h. Not tutor for remuneration students assigned to their classes unless no other qualified

educator is reasonably available.

- i. Shall maintain professional relationships with students in a manner which is free of vindictiveness and recrimination.

2. Obligations to the Public. In fulfilling their obligations to the public, educators shall:

- a. Not misrepresent an institution or organization with which they are affiliated, and shall take adequate precautions to distinguish between their personal and institutional or organizational views.
- b. Not knowingly distort or misrepresent the facts concerning educational matters in direct, and indirect public expressions.
- c. Not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- d. Not use institutional privileges for private gain or to promote political candidates or partisan political activities.
- e. Accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or thing of value to obtain special advantage.

3. Obligations to the profession. In fulfilling their obligations to the profession, educators shall:

- a. Not interfere with the free participation of colleagues in the affairs of their associations.
- b. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- c. Not use coercive means or promise special treatment in order to influence professional decision of colleagues.
- d. Withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes.
- e. Not misrepresent their professional qualifications.
- f. Not knowingly distort assessment of colleagues.
- g. Not disparage a colleague before others nor criticize a colleague before students.

4. Obligations to Professional Employment Practice. In fulfilling their obligation to professional employment practices, educators shall:
  - a. Apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
  - b. Apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates.
  - c. Not knowingly withhold information regarding a position from an applicant or misrepresent an assignment of conditions of employment.
  - d. Give prompt notice to the employing agency of any change in availability of service; and the employing agency of any change in availability or nature of a position.
  - e. Adhere to the terms of a contract or appointment unless the contract has been legally terminated, legally voided or substantially altered, without prior consultation with the affected parties.
  - f. Conduct professional business through channels that have been developed and approved by the employing agency, when available.
  - g. Not delegate assigned professional responsibilities to unqualified personnel.
  - h. Permit no commercial exploitation of their professional position.

### **3.72 PERSONAL APPEARANCE**

The Little Wound School Board expects all employees to set a good example for our youth and make a favorable impression in their contacts with the general public. All employees will be neat in personal appearance at all times, with appropriate professional clothing. Appropriate clothing will be at the discretion of the Superintendent. Employees are to wear a school issued identification badge along with clothing appropriate for their jobs. Employee dress should meet the standards of health and safety, not be obscene or disrupt the educational process, nor wear clothing that promotes the consumption of illegal substances or/and alcohol or gang activity, and all headgear will not be allowed indoors. Employee who report to work with visible hickeys will be sent home and shall be required to take leave without pay until hickeys are no longer visible.

All security employees are required to wear their school issued security uniform when on duty.

### **3.73 TOBACCO USE**

Board and employees shall not smoke or use tobacco in any form while on the school campus. Board and Staff shall not smoke or use tobacco in any form while occupying a school vehicle.

### **3.74 ALCOHOL & DRUG TESTING**

All employees will be subject to the LWS Alcohol & Drug Testing procedures established by the Little Wound School Board, attached to and incorporated by reference into these policies and procedures, which will be implemented in all situations involving the abuse and use of alcohol or drugs by employees in the performance of their duties. Note: All test results are the property of Little Wound School and copies of results will not be distributed unless court ordered. All employees will be provided a copy of the policies and procedures at the beginning of their employment and shall be notified within a reasonable period of time of any revision to such procedures by the Superintendent. This policy is property of the Little Wound School. Its contents in this policy were designed and implemented specifically for LWS purposes only and should not in any way be copied and used in another organization. This policy is provided to interested organizations wishing to establish a similar policy to be used as a guide only.

#### **1. Statement**

The Little Wound School Board has a strong commitment to the health, safety and welfare of its students, employees and their families, and to the community. Statistics establish that the incidence of drug and alcohol abuse is increasing and that the effect is devastating to lives, the educational process, and the community at large. Little Wound School is concerned that due to the potential for abuse among some employees, the safety of our students, employees and general public could be endangered. The LWS Board's commitment to maintaining a safe, secure and drug and alcohol free workplace requires a clear policy and supportive programs relating to the detection, treatment, and prevention of substance abuse by all employees.

#### **2. Policy**

It is the policy of the Little Wound School Board to provide a safe, secure and drug and alcohol free workplace by implementing a program to detect, treat and prevent the use and abuse of alcohol and drugs by all employees. The Little Wound School Board will comply with all federal, state, and tribal laws and regulations to implement this program.

The contents of this policy shall be made available to each covered employee, and shall include, at a minimum, discussion of:

- a. Definitions of language used in the manual.

- b. The identity of the person designated by the LWS Board to answer employee questions about the alcohol and drug-free program.
- c. The categories of employees who are subject to the provisions of this policy.
- d. Specific information concerning the behavior that is prohibited by this policy.
- e. The specific circumstances under which a covered employee will be tested for prohibited alcohol and drugs under the provisions of this policy.
- f. The procedures that will be used to test for the presence of alcohol and drugs, protect the employee and the integrity of the testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct covered employee.
- g. The requirement that a covered employee submit to alcohol and drug testing administered in accordance with this part.
- h. A description of the kind of behavior that constitutes a refusal to take an alcohol or drug test and a statement that such a refusal constitutes a verified positive test result.
- i. The consequences for a covered employee who has a verified positive test result or refuses to submit to a test under this part, including the mandatory requirements that the covered employee be removed immediately from their safety sensitive function and be evaluated by a substance abuse professional.
- j. If the LWS Board implements elements of an alcohol and drug-free program that are in addition to this policy, the LWS Board shall give each covered employee specific information concerning which provisions are mandated by this policy and which are not.

#### Requirement to Disseminate Policy

The LWS Board shall provide written notice to every covered employee of the Little Wound School's alcohol and drug-free policies and procedures.

#### Education and Training Programs

The LWS Board shall establish an employee education and training program for all covered employees, including:

- a. Education: The education component shall include display and distribution to every covered employee informational material and a community service hot-line telephone number for employee assistance, if available.

b. Training:

- i. Covered employees. Covered employees shall receive at least 60 minutes of training on the effects and consequences of prohibited alcohol and drug use on personal health, safety, and the work environment, and on the signs and symptoms which may indicate prohibited alcohol and drug use.
- ii. Supervisors who make reasonable suspicion determinations shall receive prior training on physical, behavioral, and performance indicators for reasonable suspicion and drug use. Training must be completed every two years.
- iii. Transportation Manager, bus drivers, and all CDL holders must receive training annually on the physical, behavioral, and performance indicators for reasonable suspicion and drug use.

### 3. Definitions

The following definitions apply to this manual:

- a. Adulterated Specimen means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but at a concentration so high that it is not consistent with human urine.
- b. Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol's including methyl or isopropyl alcohol.
- c. Alcohol concentrations means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.
- d. Alcohol & Drug-free program means a program to detect and deter the use of prohibited drugs and alcohol as required by this part.
- e. Alcohol confirmation test means a subsequent test using an EBT [evidentiary breath testing device]; following a screening test with a result of 0.02 or greater that provides quantitative data about the alcohol concentration.
- f. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
- g. Board member means the Little Wound School Board.
- h. Alcohol screening test means an analytic procedure to determine whether an



employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

- i. Alcohol testing site means a place selected by
- j. Breath Alcohol Technician (BAT). An individual who instructs and assists individuals in the alcohol testing process and operates an EBT.
- k. Canceled test means a test that has been declared invalid by a Medical Review Officer. It is neither a verified positive nor a verified negative test, and includes a specimen rejected for testing by a laboratory.
- l. Collection container. A container into which the employee urinates to provide the urine sample used for a drug test.
- m. Collection site. A place designated by the LWS where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.
- n. Confirmation (or confirmatory) test. In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principal from that of the screening test in order to ensure reliability and accuracy.

Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation methods for cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

In alcohol testing, a second test, following a screening test with a Blood Alcohol Concentration (BAC) of 0.02 or greater that provides quantitative data of alcohol concentration.

- o. Contractor means a person or organization that provides a service for Little Wound School consistent with a specific understanding or arrangement. The understanding can be a written contract or an informal arrangement that reflects an ongoing relationship between the parties.
- p. Controlled Substance means any drug or substance, or its immediate precursor, included in schedule I, II, III, IV, or V of part B of 21 U.S.C. Chapter 13, Subchapter I as set forth in 21 C.F.R. §§1308.11 - 1308.15. The term does not include distilled spirits, wine, malt beverages, or tobacco, as those terms are defined or used in subtitle E of the Internal Revenue Code of 1986. It does include, but is not limited to marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

- q. Disabling damage means damage which precludes departure of a motor vehicle from the scene of the accident/incident in its usual manner in daylight after simple repairs.
- i. Inclusion. Damage to motor vehicles that could have been driven, but would have been further if so driven.
  - ii. Exclusions.
    - Damage which can be remedied temporarily at the scene of the accident/incident without special tools or parts.
    - Tire disablement without other damage even if no spare tire is available.
    - Headlamp or taillight damage.
    - Damage to turn signals, horn, or windshield wipers which makes them inoperative.
- r. Employee. An individual, including all employees of Little Wound School, substitutes, temporary, volunteers, applicants for employment, or transferees. As used in this manual "employee" includes an applicant for employment. "Employee" and "individual" have the same meaning for purposes of this policy.
- s. EBT (or evidential breath testing device). An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.
- t. Medical Review Officer (MRO) means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the Little Wound School's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with their medical history and any other relevant biomedical information. The Medical Review Officer shall have the authority to make determinations of whether an employee positive test result is consistent with use of a medically prescribed controlled substance at dosages that were medically prescribed, in which case an employee will not be considered to have a positive test result.
- u. Performing (a safety-sensitive function) means an employee is considered to be performing a safety-sensitive function and includes any period in which the employee

is actually performing, ready to perform, or immediately available to perform such functions.

- v. Prohibited drug means any controlled substance, including but not limited to, marijuana, cocaine, amphetamines, phencyclidine (PCP) and four semi-synthetic opioids (hydrocodone, oxycodone, hydromorphone, oxymorphone) for which the employee or job applicant does not have a valid medical prescription. Some common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.
  
- w. Refuse to submit means that an employee fails to provide adequate breath for alcohol testing or a urine sample for drug testing without a valid medical explanation, or refuses to report to the collection site, after they have received notice of the requirement to be tested in accordance with the provisions of this part, or engages in conduct that clearly obstructs the testing process. A valid medical explanation must be supported by a statement from a licensed medical physician.
  
- x. Safety-sensitive function means any of the following duties:
  - i. Operating a vehicle;
  - ii. Operating a vehicle, when required to be operated by a holder of a Commercial Driver's License;
  - iii. Controlling dispatch or movement of a vehicle;
  - iv. Maintaining a vehicle or equipment used in service;
  - v. Carrying a firearm for security purposes; or
  - vi. Performing a function, which potentially impacts the life, health, or safety of another person.
  
- y. Screening test (or initial test). In drug testing, an immune-assay screen to eliminate "negative" urine specimens from further analysis. In alcohol testing, an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
  
- z. Substance abuse professional (SAP) means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of an clinical experience in the diagnosis and treatment of drug and alcohol related disorders.
  
- aa. Vehicle means a bus, van, or automobile.
  
- bb. Verified negative (drug test result) means a drug test result reviewed by a medical

review officer and determined to have no evidence of prohibited drug use.

cc. Verified positive (drug test result) means a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use.

#### **4. Persons Who Are Subject To Testing**

The following employees, who perform a safety-sensitive function, will be subject to alcohol and drug testing, pursuant to the federal government's Drug Free Workplace Policy.

- a. All employees of the Little Wound School.
- b. Any part-time, substitute, temporary employee and volunteers of Little Wound School if said employee or volunteer participates in school functions for more than two (2) weeks or supervises students overnight.
- c. Any applicant selected for employment at Little Wound School.
- d. Casual or occasional driver, leased and independent drivers whether leased or directly employed by Little Wound School.
- e. All Little Wound School Board members (annually).

#### **5. Prohibited Substances**

Substances that are prohibited and for which tests will be conducted are marijuana, cocaine, amphetamines, phencyclidine (PCP), and four semi-synthetic opioids (hydrocodone, oxycodone, hydromorphone, oxymorphone). Some common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.

Testing for alcohol will also be conducted.

#### **6. Testing Categories**

The Little Wound School Board shall establish a program which provides for testing for prohibited alcohol and drug use in the following circumstances: pre-employment, post-accident, reasonable suspicion, random, return to duty/follow up and volunteer, as described in detail in the policy.

#### **7. PROHIBITIONS**

a. On-duty use.

The LWS shall prohibit an employee from using prohibited alcohol and drugs while performing safety-sensitive functions. A supervisor having actual knowledge that an employee is using prohibited alcohol and drugs while performing safety-sensitive functions shall not permit the employee to perform or continue to perform safety-sensitive functions.

b. Pre-duty use.

- i. General. The LWS shall prohibit, whenever the school has actual knowledge, an employee from using prohibited alcohol and drugs prior to performing a safety sensitive function. A supervisor having actual knowledge that an employee has used prohibited alcohol and drugs prior to performing a safety sensitive function shall not permit the employee to perform or continue to perform safety sensitive functions.

Employees or applicants who are prescribed a controlled substance by a medical professional are required to report such information to the LWS Human Resources Department. LWS reserves the right to limit employee performance of safety sensitive functions by any employee who is taking a controlled substance for medical reasons when LWS determines that such prescriptions impair the employees ability to safely and effectively perform job functions. LWS will make every effort to provide its employees with reasonable accommodations that permit the employee to continue to perform their essential job functions.

- ii. On-call employees: The LWS shall prohibit the use of alcohol and drugs for the specified on-call hours of each employee who is on-call. The procedure shall include:
- An on-call employee shall have the opportunity to acknowledge the use of alcohol or drugs at the time the employee is called to report to duty and the inability to perform their safety sensitive function.
  - If the employee has acknowledged the use of alcohol or drugs, but claims ability to perform their safety sensitive function, the employee shall take an alcohol and/or drug test before performing a safety-sensitive function.
- iii. Use Following An Accident: No employee required to take an alcohol or drug test following an accident may use alcohol for eight hours following the accident or until the employee has undergone the post-accident test.

## 8. TYPES OF TESTING

a. Pre-employment testing.

- i. The LWS Board shall not hire an applicant to perform a safety sensitive function unless the applicant takes a drug test with a verified negative result administered under this policy.

A contract for employment shall be considered null and void in the event the selected individual has a verified positive test result. If an individual has been selected for employment, or offered employment, but the individual has not yet accepted such employment, the offer shall be considered as withdrawn immediately, and the selection shall be considered as canceled by LWS.

- ii. The LWS Board shall not transfer an employee into a bus driving position until the employee takes a drug test with a verified negative result administered under this policy.
- iii. If an applicant or employee drug test is canceled, the LWS shall require the employee or applicant to take another pre-employment drug test.
- iv. A refusal to submit to testing, failure to report to collection site after being notified, or adulteration of urine specimen will be considered a positive result.

The Little Wound School shall be responsible for the drug testing costs contained in this section. Only the Human Resources Director or designee may authorize a pre-employment test. Individuals who test under this section and have a verified positive test result shall not be permitted to retest or reapply for one year from the date of the positive pre-employment test.

b. Reasonable Suspicion testing.

- i. The LWS shall conduct testing when a supervisor has reasonable suspicion to believe that the employee has used prohibited alcohol or drugs.
- ii. The determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. The required observations must be made by a supervisor who is trained in detecting the signs and symptoms of alcohol or drug use. A reasonable suspicion may be based upon, but is not limited to, a supervisor's assessment/observation of the employee's decline in work performance, excessive employee tardiness and/or absenteeism, or an obvious decline in employee's personal appearance or character.
- iii. A refusal to submit to testing, or failure to report to collection site after being

- notified, or adulteration of urine specimen will be considered a positive result.
- iv. Employees are required to submit to hair follicle testing and a urine test based upon reasonable suspicion, except where there is only reasonable suspicion of alcohol use, or other circumstances that result in a determination that a hair follicle test is not required to determine whether controlled substance use in violation of this Policy is required, in which case only a urine test will be administered. The Human Resources Director shall make the determination of whether both hair follicle and urine tests are required, or only a urine test is required.
  - v. Determinations may only be made during, just preceding or just after performance of job duties. Such testing should occur as soon as possible; alcohol: by two (2) hours or within eight (8) hours of the determination; controlled substance: within thirty-two (32) hours of the determination.
  - vi. The Little Wound School shall be responsible for the alcohol and drug testing costs contained in this section.

c. Post-accident/incident testing.

Fatal accidents. As soon as possible following an accident/incident involving the loss of human life, the LWS shall test each surviving employee operating a vehicle for the LWS at the time of the accident/incident. The LWS shall also test any other employee whose performance could have contributed to the accident/incident, as determined by the LWS using the best information available at the time of the decision.

Nonfatal accidents/incidents. As soon as practicable following an accident not involving the loss of human life, in which the vehicle involved, is a bus, van, or automobile, the LWS shall test each employee operating the vehicle for the school at the time of the accident/incident unless the school determines, using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident/incident.

The LWS shall also test any other employee whose performance could have contributed to the accident/incident, as determined by the school using the best information available at the time of the decision.

- i. The driver received a citation for a moving traffic violation arising from the accident/incident.
- ii. The LWS shall ensure that an employee required to be tested under this section is tested as soon as practicable but within 32 hours to test for prohibited drugs and 8 hours for alcohol.

- If an alcohol test required is not administered within two hours following the accident/incident, the LWS shall prepare and maintain on file a record stating the reasons the test was not promptly administered.
- If an alcohol test required is not administered within 8 hours following the accident/incident, the LWS shall cease attempts to administer an alcohol test and shall maintain the same record.

An employee who is subject to post-accident/incident testing who fails to remain readily available for such testing, including notifying an authorized representative of LWS of their location, if the employee leaves the scene of the accident/incident prior to submission of such test, may be deemed by the LWS to have refused to submit to testing.

- iii. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident/incident or to prohibit an employee from leaving the scene of an accident/incident for the period necessary to obtain assistance in responding to the accident/incident or to obtain necessary emergency medical care.
- iv. A refusal to submit to testing, or failure to report to collection site after being notified, or adulteration of urine specimen will be considered a positive result.
- v. Employees are required to submit to hair follicle testing and a urine test based, except where there is only reasonable suspicion of alcohol use, or other circumstances that result in a determination that a hair follicle test is not required to determine whether controlled substance use in violation of this Policy is required, in which case only a urine test will be administered. The Human Resources Director shall make the determination of whether both hair follicle and urine tests are required, or only a urine test is required.

The Little Wound School shall be responsible for the alcohol and drug testing costs contained in this section.

d. Random testing.

- i. The minimum annual percentage rate for random drug testing shall be 50 percent and 50 percent for alcohol. There shall be a separate random pool for each of the following:
  - regular employees
  - bus drivers and CDL drivers.
  - substitute, temporary, part-time and volunteer employees



- ii. The selection of employees for random testing shall be made by a scientifically valid method. Under the selection process used, each employee shall have an equal chance of being tested each time selections are made.
- iii. The medical vendor shall randomly select a sufficient number of employees for testing during each calendar year to equal an annual rate not less than the minimum annual percentage rate for random testing.
- iv. The LWS shall ensure that random tests conducted under this part are unannounced and that the dates for administering random tests are spread reasonably throughout the calendar year.
- v. The LWS shall require that each employee who is notified of selection for random testing proceeds to the designated collection site by designated appointment time; provided, however, that if the employee is performing a safety-sensitive function at the time of the notification, the LWS shall instead ensure that the employee ceases to perform the safety-sensitive function and proceeds to the collection site as soon as possible.

Notification of employees selected for random drug and/or alcohol selection will be made in accordance with the following procedure:

- Random selection list is received by the program manager or designated person;
  - Notification letters are prepared by the program manager or designated person and identifies where to report, date and time of reporting for testing.
  - Notification letters are delivered by the program manager or designated person.
  - Employee verifies that notification was received by signing receipt of deliverance identifying date and time received.
  - Upon reporting to collection site, employee signs notification letter verifying that they reported to the collection site.
- vi. An employee shall only be randomly tested while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing safety-sensitive functions.
  - vii. In the event, an employee is unavailable for testing due to absence, lay-off period (summer), travel on a school sponsored activity or on pre-arranged leave, such test will be completed promptly upon employee's return to work.
  - viii. A refusal to submit to testing, failure to report to collection site on time after

being notified, or adulteration of urine specimen will be considered a positive result.

The Little Wound School shall be responsible for alcohol and drug testing costs contained in this section.

e. Return to duty testing.

The requirements of this section shall apply only to regular Little Wound School employees:

- i. Return to duty. The LWS shall ensure that, before returning to duty to perform a safety-sensitive function, each employee who has refused to submit to a test or has a verified positive test result:
  - Has been evaluated by a substance abuse professional to determine whether the employee has properly followed the recommendations for action by the substance abuse professional, including participation in any rehabilitation program;
  - Has taken a return to duty test with a verified negative result. If a test is canceled, the LWS shall require the employee to take another return to duty test.
  - A substance abuse professional may recommend that the employee be subject to a return to duty breath alcohol test with a result indicating a breath alcohol concentration of less than 0.02, to be conducted in accordance with these procedures.
- ii. A refusal to submit to testing, or failure to report to collection site after being notified, or adulteration of urine specimen will be considered a positive result.

The employee shall be responsible for alcohol and drug testing costs included in this section.

f. Follow-up testing.

The requirements of this section shall only apply to regular Little Wound School employees.

- i. Follow-up testing shall be conducted when the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.

- ii. Following a determination that an employee is in need of assistance in resolving problems associated with drug or alcohol use, the LWS shall ensure that the employee is subject to unannounced follow-up testing as directed by a substance abuse professional in accordance with the provisions of this policy. A refusal to submit to testing, or failure to report to collection site after being notified, or adulteration of urine specimen will be considered a positive result.

Notification of employee selected for follow-up drug and/or alcohol selection will be made in accordance with the following procedure:

- Follow-up notice of testing is received by the program manager or designated person.
- Employee notification letter is prepared by the program manager or designated person and identifies where to report, date and time of reporting for testing.
- Notification letter is delivered by the program manager or designated person.
- Employee verifies that notification was received by signing receipt of deliverance identifying date and time received.
- Upon reporting to collection site, employee signs notification letter verifying that they reported to the collection site.
- The employee is responsible for alcohol and drug testing costs included in this section.

g. Volunteer testing.

Any employee may voluntarily submit to alcohol or drug testing at any time, however, any volunteer must agree that all testing shall comply with all provisions of this policy that apply after submitting. The employee shall be responsible for the alcohol and/or drug testing contained in this section.

## 9. TESTING PROCEDURES

Testing shall be conducted in a manner to assure adherence to standards of confidentiality, privacy, accuracy, and reliability. The Little Wound School will establish a collection site and utilize an independent laboratory that conforms to all appropriate regulatory guidelines to ensure accuracy of tests for all tests conducted under this Policy. Persons reporting to the collection site for testing will be informed of the proper procedures for providing a specimen.

Employees who cannot take an urinalysis shall submit to a blood test at Pine Ridge ClinLab or other accepted laboratory.

Drug testing:

- a. Urine shall be the required substance tested and will be collected under controlled circumstances.
- b. Urine shall be divided into split specimens (2 collection containers) and each shall be labeled thoroughly to preserve identity.
- c. Specimens are transported to a previously designated and approved testing lab.
- d. Specimens undergo testing by an initial screening procedure which is followed by confirmation by (Gas chromatography/mass spectrometry GC/MS) testing, if necessary.
- e. The urine is positive for a substance if the substance is present in an amount greater than the screening limits set by the laboratory.
- f. A Medical Review Officer (MRO) will contact the donor if there is a positive result to verify the result.
- g. The medical review officer gives the donor the option of testing the remaining split specimen at a lab of their choice and at their own expense.

Alcohol Testing:

- a. Breath is tested for alcohol.
- b. Test is conducted by a certified Breath Alcohol Technician (BAT).
- c. Tests uses an approved Evidential Breath Testing (EBT) device.
- d. The initial test must give a BAC results of less than 0.02 or a retest (confirmation) test must be done following a 15-minute wait.
- e. If the confirmation reveals a BAC of greater than 0.039, the employee is in violation of the policy.

**10. Consequences For Violations**

The requirements of this section shall apply only to regular Little Wound School employees:

- a. Action when employee has a verified positive test result.
- i. As soon as practicable after receiving notice that an employee has a verified positive test result, or if an employee refuses to submit to a test, the LWS shall require that an employee or cease performing a safety-sensitive function.
    - Employee shall be placed on administrative leave status not to exceed five (5) days, for the period of valuation and rehabilitation. An employee shall not delay participating in an assessment. Such assessments shall take place no later than one week after receiving notice of positive. The employee shall use their personal leave or leave without pay after five days of administrative leave.
  - ii. Before allowing the employee to return to duty and resume performing a safety-sensitive function, the LWS shall ensure that the employee meet the requirements of this policy for returning to duty, including taking a return to duty test with a verified negative result.
  - iii. Adulteration: Adulteration is the tampering of a urine specimen, or in the case of reasonable suspicion or post-accident testing, hair follicle specimen, in an attempt to mask any drug that may be otherwise detected. The Little Wound School will now have all specimens tested for adulteration. If an employee's specimen is found to have been adulterated it will automatically be considered a positive test. However, an adulteration is considered pre-meditated actions to deceive the employer, therefore will be treated as a more severe violation of this policy than a positive test result. The consequences for adulteration will be immediate termination.

b. Referral, assessment, and treatment.

An employee who has a verified positive test result or refuses to submit to a test under this policy shall be advised by the LWS of the resources available to the employee in evaluating and resolving problems associated with prohibited alcohol or drug use, including the names, addresses, and telephone numbers of substances abuse professionals and counseling and treatment programs.

The LWS shall ensure that each employee who has a verified positive test result or refuses to take a test shall be evaluated by a substance abuse professional who shall determine whether the employee is in need of assistance in resolving problems associated with prohibited alcohol or drug use.

- i. Assessment and rehabilitation may be provided by the LWS, by a substance abuse professional under contract with the LWS, or by a substance abuse professional not affiliated with the LWS. The choice of substance abuse professional and

assignment of costs shall be made in accordance with LWS employee agreements and LWS Board policies.

- ii. The LWS shall ensure that a substance abuse professional who determines that an employee requires assistance in resolving problems with prohibited alcohol or drug use does not refer the employee to the substance abuse professional's private practice from which the substance abuse professional receives re-numeration or to a person or organization from which the substance abuse professional has a financial interest. This paragraph does not prohibit a substance abuse professional from referring an employee for assistance provided through:
  - A public agency, such as a tribal, state, county, or municipality;
  - The LWS or a person under contract to provide treatment for prohibited alcohol or drug use problems on behalf of the LWS.
  - The sole source of therapeutically appropriate treatment under the employee's health insurance program; or
  - The sole source of therapeutically appropriate treatment reasonably accessible to the employee.

The LWS shall ensure that, before returning to duty to perform a safety-sensitive function, an employee has complied with the referral and Assessment provisions of this policy and takes a return to duty testing with a verified negative result.

c. Other alcohol-related conduct.

- i. The LWS shall not permit an employee tested under the provisions of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 to perform or continue to perform safety-sensitive functions, until:
  - The employee's alcohol concentration measures less than 0.02; or
- ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

Except as provided in paragraph (a) above, the LWS shall not take any action under this policy against an employee based solely on test results, showing an alcohol concentration less than 0.04. This does not prohibit the LWS from taking any action otherwise consistent with law and LWS policies and procedures.

d. Termination.

An employee who refuses to participate in a rehabilitation referral, participate in the recommendations of the substance abuse professional or fails to successfully complete a required rehabilitation program will be terminated by the Little Wound School Board.

An employee, who has a second positive test result, after a negative return to duty test, may be terminated by the Little Wound School Board.

- i. As soon as is practicable, after receiving notice that a temporary, substitute, part-time or volunteer has a verified positive test result, or refuse to submit to a test, the LWS shall terminate such individual immediately from any further service to LWS.
- ii. The temporary, substitute, part-time or volunteer shall not be permitted to provide services to the Little Wound School for one year from the date of the verified positive test result.

#### Substance Abuse Professional.

The LWS's alcohol and drug-free program shall have available the services of a designated substance abuse professional who shall work directly with the Little Wound HR Director.

The substance abuse professional shall determine whether an employee who has refused to submit to a test or has a verified positive test result is in need of assistance in resolving problems associated with prohibited alcohol and drug use. The substance abuse professional then recommends a course of action to the employee/Board member. The substance abuse professional shall determine whether an employee who has refused to submit to a test or has a verified positive test result has properly followed the SAP's recommendation.

The substance abuse professional shall determine the frequency and duration of follow-up testing for an employee. Such employee shall be required to take a minimum of six follow-up drug tests with verified negative results during the first 12 months after returning to duty. After that period of time, the substance abuse professional may recommend to the LWS the frequency and duration of follow-up testing, provided that the follow-up testing period ends 60 months after the employee returns to duty. In addition, follow-up testing may include testing for alcohol, as directed by the substance abuse professional, to be performed in accordance with this policy.

### **11. Grievance**

Any regular employee who has a grievance due to the application of this drug and alcohol testing policy may utilize the grievance policy.

## 12. Administrative Requirements

- a. Retention of records.
  - i. General requirement. The LWS shall maintain records of its alcohol free program and shall be maintained in a secure location with controlled access.
  - ii. Period of retention. In determining compliance with the retention period requirement, each record shall be maintained for the specified period of time, measured from the date of the document's or data's creation. The LWS shall maintain the records in accordance with the appropriate regulatory requirements.
- b. Access to facilities and records.
  - i. Except as required by law, or expressly authorized or required in this section, the LWS may not release information pertaining to an employee that is contained in records required to be maintained.
  - ii. Any and all documents pertaining to an employee or school board member's alcohol and/or drug tests are property of Little Wound School and shall not be made available to anyone other than designated employees of Little Wound School.
  - iii. Any individual may make a written request to be tested for alcohol and drugs upon payment by money order at time of collection.
  - iv. The LWS shall permit access to all facilities utilized in complying with the requirements of this policy to any agency with regulatory authority over the LWS or any of its employees.
  - v. The LWS shall disclose data without identifying names of employees for its drug and alcohol testing program and any other information pertaining to the LWS'S drug and alcohol free program required to be maintained by appropriate regulatory requirements, when requested by any agency with regulatory authority over the LWS or employee.
  - vi. Records shall be made available to a subsequent employer upon receipt of written request from the employee. Subsequent disclosure by the LWS is permitted only as expressly authorized by the terms of the employee's request.
  - vii. The LWS may disclose information required to be maintained under this policy pertaining to an employee to the employee or the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol test administered under this policy



(including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.)

- viii. The LWS shall release information regarding an employee's record as directed by the specific, written consent of the employee authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's consent.
- ix. Little Wound School Alcohol and Drug Testing Program shall collect alcohol and drug specimens on Little Wound School employees and school board members and those organizations that have a Memorandum of Agreement (MOA) with Little Wound School for such services.

### **3.75 GAMBLING**

The “Rules of Gambling” within a school setting specific to employee involvement in such activity are as follows:

1. All activity associated with gambling must be done outside of school time which includes any development of forms, chances, selling, soliciting, or collecting money.
2. Employees who use students or school sponsored activities for personal monetary gain is prohibited.
3. Betting on or developing a sports pool is your own personal business, and shall not be allowed during school hours.
4. Supporting games or activities that generate money for classes or student projects is an allowable employee activity, as long as it is in compliance with federal laws and regulations.
5. People not employed by the school should not sell chances, spots, slots, etc. to school employees during the working day.

### **3.76 EMPLOYEE USE OF SOCIAL MEDIA**

#### **1. Purpose**

The Little Wound School recognizes the value of teacher inquiry, investigation and research, and innovation using new technology tools to enhance the learning experience.

The school also recognizes its obligation to teach and ensure responsible and safe use of these technologies.

This policy addresses employees' use of publicly available social media networks including: personal Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media. The School takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during school time or on school equipment is prohibited. In addition, employees must avoid posting any information or engaging in communications that violate state or federal laws or school policies.

## **2. General Statement**

The School recognizes the importance of online social media networks as a communication and e-learning tool. Toward that end, the School may provide password-protected social media tools and School-approved technologies for e-learning and encourages use of School tools for collaboration by employees. However, public social media networks, outside of those sponsored by the School, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the building Principal, or designee, and parental consent for student participation on social networks. The School may use these tools and other communication technologies in fulfilling its responsibility for effectively communicating with the general public.

However, employees must avoid posting any information or engaging in communications that violate state or federal laws or School policies.

The line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with School students, families or fellow employees in a social media context that exists outside those approved by the School, they are advised to maintain their professionalism as School employees and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting.

## **3. Definitions**

- a. *Public social media networks* are defined to include: Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public or consumers and which do not fall within the School's electronic technologies network (e.g. Facebook, Twitter, LinkedIn, Flickr, YouTube, blog sites, etc.).
- b. *School approved password-protected social media tools* are those that fall within the School's electronic technologies network or which the School has approved

for educational use. The School has greater authority and responsibility to protect minors from inappropriate content and can limit public access within this limited public forum.

#### **4. Requirements**

All employees are expected to serve as positive ambassadors for our schools and to remember they are role models to students. Because readers of social media networks may view the employee as a representative of the School, the School requires employees to observe the following rules when referring to the School, its students, programs, activities, employees, volunteers and communities on any social media networks:

- a. An employee's use of any social media network and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable School policies.

Employees must be respectful and professional in all communications (by word, image or other means). Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.

Employees should not use their School e-mail address for communications on public social media networks that have not been approved by the School.

Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the School. Employees may not act as a spokesperson for the School or post comments as a representative of the School, except as authorized by the Superintendent, or designee.

When authorized as a spokesperson for the School, employees must disclose their employment relationship with the School.

Employees may not disclose information on any social media network that is confidential or proprietary to the School, its students, or employees or that is protected by data privacy laws.

Employees may not use or post the School logo any social media network without permission from the Superintendent, or designee.

Employees may not post images on any social media network of co-workers without the co-workers' consent.

Employees may not post images of students on any social media network without written parental consent, except for images of students taken in the public arena, such as at sporting events or fine arts public performances.

Employees may not post any nonpublic images of the School premises and property, including floor plans.

- b. The School recognizes that student groups or members of the public may create social media representing students or groups within the School. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the School. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.
- c. Employees who participate in social media networks may decide to include information about their work with the School as part of their personal profile, as it would relate to a typical social conversation. This may include:
  - i. Work information included in a personal profile, to include School name, job title, and job duties.
  - ii. Status updates regarding an employee's own job promotion.
  - iii. Personal participation in School-sponsored events, including volunteer activities.
- d. An employee who is responsible for a social media network posting that fails to comply with the rules and guidelines set forth in this policy may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media network.
- e. Anything posted on an employee's Web site or Web log or other Internet content for which the employee is responsible will be subject to all School policies, rules, regulations, and guidelines.

### **3.77 CHAIN OF COMMUNICATION**

It is the intent of LWS to have effective and positive communication for all staff members with their respective supervisor. Therefore, any and all questions, suggestions, and/ or concerns must be communicated with the supervisor in accordance with proper chain of communication.

### **3.78 USE OF SCHOOL COMPUTERS**

Employees who are assigned school computers for school business shall:

1. Conduct all school business on school computers. Personal computers shall not be used for school purposes. No school files shall be stored on personal computers.
2. Only regular school employees shall be issued an account to access the school network and an email account. School visitors will be provided access upon request from appropriate administrator.
3. School email shall be used for all school related business and communications.

### **3.79 WORKPLACE BULLYING AND HARRASSMENT**

#### **PURPOSE:**

Any threatening, menacing, abusive, or disorderly conduct toward staff is against the law and will not be tolerated. Little Wound School is committed to providing a safe working environment for all employees, volunteers, and community members that is free from harassment, intimidation, or bullying.

Work place bullying creates an intimidating or threatening environment and has the effect significantly impacting an employee's ability to perform the duties of their position at an expected level of performance.

#### **DEFINITION:**

Work place bullying is defined as the act of one or more individuals intimidating one or more persons negatively and over time through verbal, physical, mental, cyber, or written interactions and those persons have difficulty defending themselves. Bullying may take many forms and can occur in any setting. It can create insecure and unwarranted anxiety that will affect the professional work environment.

Examples of work place bullying include, but are not limited to:

- Threats, humiliation, or intimidating
- Work interference or sabotage that prevents work from getting done
- Verbal abuse
- Harassment on social media at any time

Harassment is defined as threatening, insulting, and dehumanizing gestures, use of technology, computer software or written, verbal or physical conduct directed against an employee that

places an employee in reasonable fear of harm to their person or damage to their property or position. Harassment has the effect of substantially interfering with an employee's work performance. It can also have the effect of negatively impacting an employee's emotional or mental well-being and substantially disrupting the orderly operation of the school.

OBJECTIVES:

It is expected that all staff understand that bullying/harassment in the schools, on school grounds, on the buses, or at school sponsored activities will not be tolerated and will be grounds for disciplinary action up to and including suspension or termination for employees.

The Little Wound School grievance procedures shall be utilized by alleged victims of bullying or harassment.

Little Wound School administration will promptly and reasonably investigate allegations of bullying/harassment.

No retaliation of any kind is permitted in connection with an individual having made a bullying/harassment complaint and if it occurs it shall be deemed an additional act of bullying/harassment.

Disciplinary consequence for a person who commits bullying/harassment will follow the personnel discipline policy, which may range from a documented warning up to suspension or termination of employment with Little Wound School.

## **SECTION 4 - STUDENTS**

- 4.01 Student Goals and Objectives
- 4.02 Equal Educational Opportunities
- 4.03 Compulsory School Attendance
- 4.04 Entrance Age
- 4.05 School Admissions
- 4.06 Non-resident Students
- 4.07 Assignment To Class(es)
- 4.08 Transfer and Withdrawal
- 4.09 Eligibility for Extracurricular Activities
- 4.10 Student Absences and Excuses
- 4.11 Skipping Class(es)
- 4.12 Passage
- 4.13 Truancy
- 4.14 Student Rights & Responsibilities
- 4.15 Due Process
- 4.16 General Hearing Procedures
- 4.17 Investigations and Searches
- 4.18 Student Involvement in Decision Making
- 4.19 Student Conduct/Discipline Expectations
- 4.20 Expulsion

- 4.21 In-School Suspension
- 4.22 Homebound Study
- 4.23 Tobacco Use
- 4.24 Dress Code
- 4.25 Complaints and Grievances
- 4.26 Demonstration and Strikes
- 4.27 Corporal Punishment
- 4.27a Child Protection and Mandatory Reporting
- 4.28 Detention of Students
- 4.29 Expulsion of Students
- 4.30 Physical Examinations
- 4.31 Inoculations
- 4.32 Communicable Disease
- 4.33 Student Health Service - Medication
- 4.34 Student Health Service - Accidents
- 4.35 Student Safety/Supervision
- 4.36 Emergency Drills
- 4.37 Dismissal Precaution
- 4.37a Custody
- 4.38 Student Safety Patrols
- 4.39 Bicycle Use



- 4.40 Automobile/Motorcycle/ATV Use
- 4.41 Student Organizations
- 4.42 Student Council
- 4.43 Student Social Events
- 4.44 Student Performances
- 4.45 Student Volunteers
- 4.46 Employment of Students
- 4.47 Solicitations
- 4.48 Student/Community Relations
- 4.49 Pregnant/Married/Unwed Students
- 4.50 Drop Outs
- 4.51 Exchange Students
- 4.52 Student Records
- 4.53 Sexual Harassment
- 4.54 Technology Acceptable Use
- 4.55 (Section 504)
- 4.56 Special Education (IDEA 2004)
- 4.57 Obtaining/Disclosing Confidential Information Regarding Students
- 4.58 Student Alcohol Testing
- 4.59 Student Chaperones
- 4.60 K-9 (Police Dog) Searches

4.61 Personal Electronic Device

4.62 Alternative Education

4.63 Backpacks

#### **4.01 STUDENT GOALS AND OBJECTIVES**

The Board will provide the educational and support services necessary for student learning options and experiences that allow for maximum physical, mental, social, emotional, cultural, spiritual and professional growth and development.

#### **4.02 EQUAL EDUCATIONAL OPPORTUNITIES**

Every student will have equal educational opportunities and access to all school activities, opportunities and support services in a non-judgmental environment regardless personal relationships, sexual or gender orientation, of race, color, gender, physical appearance, spirituality, religion, national origin, or disability.

#### **4.03 COMPULSORY SCHOOL ATTENDANCE**

The Board shall adhere to Oglala Sioux Tribe compulsory school attendance law, which requires every child not exceeding the age of 18 years to be enrolled in a school system, unless otherwise prescribed by law. The Board interprets this law to mean that a child must be enrolled in any school system, not necessarily Little Wound School, if such child has been dropped or expelled.

The Board shall advise people in control of children of the Oglala Sioux Tribe compulsory school attendance laws and may appoint a Truant Officer to enforce the compulsory school attendance law.

Little Wound School and OST Public Safety will work together through a Memoranda of Understanding to improve attendance.

Little Wound School (LWS) has designated staff leadership and LWS Project AWARE to establish written agreements with community partners to improve student attendance and truancy response. Project AWARE organizes Trauma-Informed School Model activities, trainings and support services for students, staff and parents of LWS. Project AWARE of Little Wound School works to improve and increase access to mental health services for students and families. The school-based program works to change policy, systems and the school environment to promote mental and emotional well-being.

Under the MOU between LWS and OST Public Safety, LWS, Project AWARE of Little Wound School, and OST Public Safety will collaborate as members of the Wellness AWARE Task Force, work together to improve student school attendance and resource students in crisis through the Project AWARE 24/7 Emergency On-call and OSTDPS Dispatch systems.

The above goals will be accomplished by undertaking the following activities:

1. Attend monthly Task Force meetings to the best of partner's ability.

2. Presentations of information on services provided by Project AWARE.
3. Presentations of information on services provided by Oglala Sioux Tribe Department of Public Safety.
4. Participation in trainings offered by partners, when available.
5. Discuss areas needed for improvement in service provision.
6. Collaborate and understand the Lakota Healing Informed/Trauma Informed School model to become better relatives to students.
7. Refer students and families for counseling services, respecting confidentiality and student privacy.
8. Share advertising for task force partners cultural & educational opportunities for youth, staff and families.
9. Refer parents to parenting support groups.
10. Refer students to Project AWARE counselors.
11. LWS will adhere to the following, found in section 4.03 COMPULSORY SCHOOL ATTENDANCE in the Little Wound Policies and Procedures Handbook:

The Board shall adhere to Oglala Sioux Tribe compulsory school attendance law, which requires every child not exceeding the age of 18 years to be enrolled in a school system, unless otherwise prescribed by law. The Board interprets this law to mean that a child must be enrolled in any school system, not necessarily Little Wound School, if such child has been dropped or expelled. All school personnel shall cooperate in the enforcement of the compulsory school attendance laws. A one day absence is equal to the number of periods that attendance is taken per day. Each school will identify the number of class periods annually.

All school personnel shall cooperate in the enforcement of the compulsory school attendance laws. In the event of a nationally declared emergency or pandemic, the School Board reserves the right to temporarily suspend or modify School attendance policies.

If any child has been expelled or is no longer enrolled at Little Wound School, then the Little Wound School has no obligation to readmit the child, even if the child has been ordered back to school pursuant to a court order.

In accordance with the State of South Dakota school accreditation standards and the Oglala Sioux Tribe mandatory school attendance policy, Little Wound School has adopted and adheres to the following policies and procedures:

If applicable to Little Wound School, then the School will comply with the Individuals with Disabilities Education Act in all attendance issues that involves a student with disabilities. (ref. IDEA)

Upon receipt of a signed written request or phone, email or text notification from the parents/guardian, the respective Principal may grant the student an excused absence from school or class for:

1. Illness of the student or member of the immediate family requiring the student's care; If a student will be absent due to illness for three days or more, a doctor's statement will be required.
2. Death of a member in the immediate family.
3. Doctor or dental appointments that cannot be met during non-school time (requires a doctor's statement verifying student being seen on the date of absence.
4. Emergency road conditions that endanger the safety of transporting students to school;
5. Attendance at school-related activities when school authorities request such attendance;
6. Other justifiable reasons authorized and approved by the respective Principal or their designee.

**The Consequences for unexcused absences are listed below:**

A one day absence is equal to the number of periods that attendance is taken per day. Each school will identify the number of class periods annually. OSTDPS may refer LWS students for counseling through Project AWARE. A 24/7 Emergency on-call system supports Little Wound School students, staff and families in crisis. It is available to receive referrals at 605-454-4187.

Ten (10) tardies shall be equal to one day of absence.

1. One (1) missed day\* without an excuse.
  - a. The school will send an electronic and voice message out to the parent/guardian to the parent/guardian contact information provided to the school.
2. Three (3) missed days\* without an excuse.
  - a. A staff member of the school or liaison will make an attempt to contact the parent/guardian. (face to face, and letter)
  - b. Required Parent/Guardian meeting with the Dean and/or counselor to discuss student's attendance, review school policy on attendance and sign attendance agreement. (if meeting is missed, will attempt to reschedule, and then proceed to next step)
  - c. Administrator/Counselor may assign appropriate interventions, including but not limited to, a home visit by a school liaison or official.
  - d. To improve student attendance support, after 3 days, Little Wound School staff, including school secretaries and truancy officers will work with OSTDPS to conduct a welfare check on LWS students. After all administrative remedies are exhausted, LWS staff will complete and submit the Student Truancy Referral Form and submit

to the Office of the Attorney General: OST Attorney General's Office. PO Box 1995, Pine Ridge, SD 57770 605.867.5141 ext. 5108. With this referral form, LWS staff must answer the reason for referral, attach supporting documentation and explain the exhaustion of administrative remedies. Staff will report to OSTDPS to perform a welfare check on the student.

3. Any student whose overall attendance falls below 70% and/or 5 days\* per quarter without an approved documented excuse will be dropped automatically.
  - a. A letter will be sent informing the parent/guardian of their student being dropped from the attendance rolls for excessive absenteeism.
  - b. Copies will be sent to the Tribal Prosecutor and any other appropriate agencies.

Consecutive Days Absent: LWS will comply with applicable federal regulations on the consequences for consecutive days absence and dropping a student from enrollment.

Maintaining an accurate record of student attendance is vital to the implementation of this policy. Therefore, teachers who fail to consistently enter their attendance on a daily basis may be subject to discipline up to and including termination.

Reinstatement Policy: A student who has been dropped for absenteeism may be reinstated if the following criteria are met:

1. Parents/guardians request and attend a conference with the Dean of Students within three days after receiving notification of their student being dropped from school.
2. Parents/guardians must show reasonable cause for the student's absenteeism. Student may reenroll with approval by the principal.
3. At the time of the dismissal, the student must have passing grades in all subjects.
4. A student who is reinstated must sign an attendance contract and it must be clearly understood that missing even one class period could result in the reinstated student being dropped.
5. There are no appeals for dismissal resulting from breaking the terms of the attendance contract. Student will be eligible to re-enroll in the sole discretion of the Superintendent.

Tutoring: Students may receive tutoring in areas of study that may be having problems. This program is designed to improve student's study habits.

Intervention: Strategies to improve student attendance and behavior may be made available to students. (i.e., group counseling)

After School Program: The Little Wound High School's After School Programs designed to improve attendance, study skills and student behavior.

#### **4.04 ENTRANCE AGE**

Children five years of age on September 1st of the ensuing school term will be eligible to enroll in Kindergarten at the school. Students may enroll in first grade if they have completed Kindergarten or demonstrate near Kindergarten proficiency.

#### **4.05 SCHOOL ADMISSIONS**

Students may enroll at the appropriate educational level during the school term under the following conditions:

1. Students must present appropriate verification of educational level participated in if previously enrolled in another educational system.
2. The parent(s) or guardian(s) of students enrolling must be present and complete all required forms prior to finalization of admission of the student.
3. Prior to admittance, students and their parent(s) must furnish a completed registration checklist to the school with:
  - Health Forms
  - Tribal Enrollment CDIB
  - Birth Certificate
  - Proof of guardianship or legal custody, if not one of the natural parents - School transcripts required for transferring students
4. The student must reside within Little Wound School service area (K-8). Parents may petition the LWS Board for admittance for their children who reside outside the service areas, with the exception of students who have had prior approval by the board to remain in continuous enrollment status. The LWS Board will take into consideration class sizes, transportation needs, and other factors when making final decisions.

#### **Late Enrollments:**

1. Students seeking enrollment more than two calendar weeks after the beginning of each semester shall not be admitted until the following semester, except under the following circumstances:

- a. Transfer from outside the Pine Ridge Indian Reservation with passing grades.
2. The superintendent shall make the final decision on all late enrollment requests.

Other enrollment considerations:

1. Any student who has not completed graduation requirements in the school year of their 19th birthday must petition the Board for re-admittance, and may do so only one (1) time, unless the student is a special education enrollee, by the August Budget Board meeting for the Fall Semester and by the December Budget Board meeting for the Spring Semester approval for the current school year.
2. Students who have reached their 21st birthday will not be admitted to the Little Wound School system.
3. New Students who have reached 16 will not be admitted to the Middle school general education system. They will be referred to the alternative education program.
4. Re-enrollment after being dropped is at the discretion of the Superintendent in consultation with the school principal, the counselor, and the Dean of Students.

Special education students are exempt from policy and shall be subject to laws related to Special Education.

**4.06 NON-RESIDENT STUDENTS**

Non-resident students enrolling in school shall give proof to school officials of legal custody/guardianship for the student to be enrolled by the guardian(s), who must be a resident or residents of the district.

**4.07 ASSIGNMENT TO CLASS(ES)**

In order to assure student assignment to the class level best suited to the student's needs, placement shall be at the discretion of the respective Principal working in cooperation with school counselors and the student's parent(s) or guardian(s).

Placement shall be based on records in writing from previous school(s) attended, the age and maturity level of the student and Assessment of standardized test results.

Transfers from other schools shall be honored as to student grade placement until such time as there may be evidence the student would perform better if placed in another grade.



#### **4.08 TRANSFER AND WITHDRAWAL**

Students may transfer to another school at the request and authorization of the parent(s). Students transferring into LWS High School shall have passing grades at their previous school, or shall not be allowed to transfer to LWS High School

Counselors, or other designated personnel, are responsible for providing documentation on students who withdraw.

1. The reason(s) for the withdrawal.
2. The efforts and resources utilized to prevent the withdrawal.
3. The outcome or location of the student.

The respective Principal will review the information prior to filing it for future reference and documentation.

#### **4.09 ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to be involved in school related activities. Athletics/activities are a privilege and not a right therefore, it is the student's responsibility to maintain their eligibility.

High School students, alternative education students, and 7<sup>th</sup> & 8<sup>th</sup> students who participate in the SDHSAA sanctioned contests will comply with SDHSAA rules and regulations.

The Athletic Director shall be responsible for providing the most current rules and regulations to principals, coaches, students and parents.

To be eligible for participation in extra-curricular athletics/activities, students must meet the following SDHSAA eligibility criteria:

1. You are under the age of 20. Age to be determined by birth date, not hour and minute.
2. You have not attended more than 4 first semesters and 4 second semesters, or 12 trimesters, of school in grades 9 through 12. Enrollment and attendance in school or participation in one or more contests shall constitute a semester/trimester of eligibility. Once a student enrolls as a ninth grader, all semesters/trimesters must be consecutive unless waived as per Article VII, Section 3 (I), page 10 of the constitution.

3. During the preceding semester/trimester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester/trimester you are enrolled in and attend a minimum equivalent of four full time subjects for which you will earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester/trimester. Date of regular entry into classes is considered the date of enrollment.
6. You have on file in the principal's office a signed physical examination, a parent & student consent form, consent for release of medical information form (HIPAA), and a concussion fact sheet for parents/athlete.
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open enrollment Bylaw.)
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than ten (10) consecutive school days in a member school which operates a five (5) day school week or more than eight (8) consecutive days in a member school which operates a four (4) day school week. (Illness of the student or death in the immediate family excepted.)
10. During a high school sport season, you do not compete on an unattached basis as an individual or as a member of a non-school team.
11. You have not participated in an athletic contest under an assumed name.
12. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.
13. You have not violated your amateur standing.
14. You have not graduated from a regular four-year high school or institution of equivalent rank.
15. Credit recovery. Students who have been declared ineligible because of academic deficiencies from the previous semester/trimester may earn scholastic/academic eligibility by taking an academic course(s) via the options approved by the SD

Department of Education. Examples include, but not limited to, on-line courses, in-district credit recovery courses, alternative education settings, digital courses, etc. The principal must monitor the successful completion of the course(s) and reinstate eligibility only after the successful completion of 2 units of credit as per Chapter I, Part IV, Section 1, Subsection D., page 14 of the Bylaws.

In addition to the SDHSAA eligibility criteria:

- All students who will represent Little Wound School in any extra-curricular activity must have their name appear on the School's Master Eligibility List prior to their participation.
- Any student who is suspended for disciplinary reasons shall be ineligible to participate in extra-curricular activities throughout the duration of their suspension period.
- Students may be in more than one activity if permission is first obtained from coach, advisor (sponsor), Athletic Director, Principal, and teacher.
- Students are responsible for any equipment or uniforms provided to them. Any lost, stolen, or broken equipment not returned at the completion of the activity will forfeit the student's right to awards, letters, and further participation in future activities until uniforms and/or equipment is returned or is paid for in full.
- Being ineligible to participate in an activity does not constitute ineligibility to practice.
- All students shall sign interscholastic rules/team rules and comply with the rules.

### Big Foot Conference

Students in grades 4 -8 will comply with the Big Foot Conference rules when participating in extracurricular activities.

### **4.10 STUDENT ABSENCES AND EXCUSES**

In accordance with the State of South Dakota school accreditation standards and the Oglala Sioux Tribal mandatory school attendance ordinance, it is necessary that LWS adopt policies and procedures. In order that the LWS remain in compliance with both tribal and state standards for attendance, the LWS shall provide students and their parents/guardians established attendance procedures from the K-12 student handbook at the beginning of each school year.

If applicable to Little Wound School, then the School will comply with the Individuals with Disabilities Education Act in all attendance issues that involves a student with disabilities. (ref. IDEA)

#### **4.11 SKIPPING CLASS(ES)**

Any unauthorized absence from class(es) during the school day by a student who was in attendance at school during that day is considered skipping and the student will be in violation of school policy. (refer to policy 4.19)

#### **4.12 PASSAGE**

Passage of students about the school campus while class(es) are in session requires a pass from the teacher. Any student found without a pass while out of the classroom will be subject to the same procedures as outlined in policy subsection 4.11. Respective building administrator shall set guidelines for issuance of passes.

All students must receive a class re-entry slip from the respective Principal or the Principal's designee before being allowed back into the class after each tardy or absence.

Students who are late for school or class must have a justifiable reason for being tardy to be excused by the respective Principal or the Principal's designee. Ten (10) tardies will be equal to one day of absence

Any student found off the Little Wound School campus, during school hours, shall be considered truant and subject to disciplinary action.

#### **4.13 TRUANCY**

A student is truant if they are absent from the school during the school day without the knowledge or permission of the parent(s) or respective Principal. Disciplinary action will follow the procedures as outlined in school policy. Employees are responsible for identifying and reporting students who are truant to the respective Principal who shall implement processes or resources to promote student enrollment and attendance.

#### **4.14 STUDENT RIGHTS AND RESPONSIBILITIES**

In order to maintain the integrity and values of the community and to promote the high ideals of education, students are expected to maintain high standards of personal conduct. By enrolling in Little Wound School, students have agreed to abide by the rules and regulations, which govern this institution. Students have and shall be afforded the following rights, however, the

declaration of rights implies corresponding responsibilities that students must accept and not infringe upon the rights of others.

1. The student has the right to a subsidized and suitable education; and the responsibility to participate in all classes and to complete all course requirements.
2. The student has the right to freedom of religion and culture; and the responsibility to respect other's religion and culture, age, sexual or gender orientation, experience, dignity, socioeconomic status, and association. Respect is a non-judgmental awareness of another human, accepting the person for who they are, offering support, compromise, honoring beliefs, and listening to what people have to say.
3. The student has the right to freedom from unreasonable search and seizure of their person and property; and the responsibility to obey school rules and procedures.
4. The student has the right to freedom of the press; and the responsibility not to libel, slander, to print obscenities or prejudicial material.
5. The student has the right to freedom of speech and expression, including buttons, length of hair; and the responsibility of appropriateness not to disrupt the educational process or endanger the health or safety of others in accordance with our Lakota Values. Students have the right to be heard by teachers, administration, and staff regardless of the student's ability, social status, body type, gender identity, gender expression, religion, spirituality, language, pronouns, or sexual or gender orientation.
6. The student has the right to freedom from discrimination; and the responsibility not to discriminate against others.
7. The student has the right to peaceable assembly and to petition for the redress of grievances; and the responsibility to obey recognized rules and procedures developed by the school board and community.
8. The student has the right to due process; and the responsibility to become familiar with the policy and procedures of due process.
9. The student has the right to file a grievance; and the responsibility to stay informed of the proper methods and channels for complaints.

#### **4.15 DUE PROCESS**

Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations.

#### **4.16 GENERAL HEARING PROCEDURES, EXCEPT FOR EXPULSION**

Hearings in this section shall be held only in cases of suspension longer than 10 school days. A hearing shall be held within ten (10) calendar days of the date of the incident unless the school shows good cause for scheduling the hearing at a later time.

1. Notification of hearing:
  - a. Written notice of the hearing date, time, place, and procedural hearing rights will be made to the student and the student's parent or legal guardian at least five (5) days prior to the hearing.
2. Right to a fair and impartial hearing:
  - a. Participants at the hearing shall be limited to involved parties.
    - i. Security may be present during the hearing.
  - b. All hearings shall be closed to the public. The school has the right to sequester witnesses.
  - c. The appropriate school principal shall appoint a hearing panel consisting of a teacher and an administrator from a school other than that which the student is enrolled. (ex: middle school teacher or administrator for a high school student).
3. Right to counsel:
  - a. The student and the student's parent or legal guardian may be represented by a personal representative or an attorney of the student's choosing at the student's own expense.
  - b. At all times during the hearing, the student has the right to have their parent(s) or their designee present.
4. Right to cross-examine:
  - a. The student has the right to confront and cross-examine any witness(es) against the student and to produce witness(es) on their behalf. The school will not allow another student to be a witness against the student without the permission of that student's parent or legal guardian. The school will make every effort to protect any student who is a witness from any adverse actions against them as a result of testifying

against the student. No student will be compelled to testify against self. The school reserves the right to protect student witnesses from harsh, threatening, or intimidating cross-examination.

- b. The student and/or the student's parent(s)/legal guardian or legal counselor must be provided at the hearing all the evidence to be used against the student to allow the student to adequately prepare for defense. If the student and/or the student's parent(s)/legal guardian or legal counselor feels they have not had enough time to properly prepare a defense, the hearing panel chairperson may grant a reasonable postponement.
- c. The hearing panel may issue an oral decision at the end of the hearing, or it may choose to issue a written decision, which must be provided to the student and the student's parent or legal guardian within three (3) calendar days of the end of the hearing. Its decision shall constitute a final decision of the hearing panel.
- d. Unless there is death in the immediate family, illness or serious injury of the student, if the student and the student's parent or legal guardian fails to appear at a hearing on the appointed date, they forfeit by default and the Principal's and or designee's recommendation will become effective.

5. Record of the hearing:

- a. Upon written request, the student and the student's parent(s)/legal guardian or legal counselor must be provided with an accurate transcription of the hearing; including, written finding of fact and conclusions in the case.
- b. In case of appeal, an accurate record must be furnished to the Superintendent's office.
- c. Hearing records will be maintained for one (1) year.
- d. Hearings are private and confidential personal recording devices are not allowed.

6. Right to appeal:

- a. If the student and the student's parent or legal guardian is dissatisfied with the decision of the hearing panel, they may appeal to the School Board. An appeal must be requested in writing to the Superintendent within five (5) calendar days of the date of the decision of the hearing panel or the student and the student's parent or legal guardian waive their right to appeal. An appeal hearing must be held within ten (10) calendar days of the appeal request.

- b. The School Board shall not hear any new evidence or receive any new documents, but must make its decision based upon the record established by the hearing panel, including, but not limited to a transcript or tape of the proceedings below, and all of the files and documents considered by the hearing panel.
- c. The student and the student's parent or legal guardian may be represented by a personal representative or an attorney of their choosing at their own expense. The student and the student's parent or legal guardian must argue that the decision of the hearing panel was legally or procedurally flawed, and not argue or present new evidence. The Little Wound School shall be represented by the Little Wound School attorney.
- d. The School Board shall issue an oral decision at the end of the appeal hearing, or it may choose to issue a written decision, which must be provided to the student and the student's parent or legal guardian within three (3) calendar days of the end of the hearing. The decision of the School Board shall be final.
- e. Unless there is death in the immediate family, illness or serious injury of the student, if the student and the student's parent or legal guardian fails to appear at an appeal hearing on the appointed date, they forfeit by default and the decision of the hearing panel will stand.

If the student is found not guilty of the charge(s) against the student, all allegations of misconduct and any information pertaining thereto will be expunged from the student school record.

#### **4.17 INVESTIGATIONS AND SEARCHES**

The School may notify parent(s) of any pending searches or interrogations of students by school officials, to permit their involvement, unless such search is necessary to the immediate safety of staff and students, based upon a reasonable suspicion that a student is in possession of a weapon or contraband.

Students have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, school desks and lockers and other equipment are the property of the school, and the school does not require permission to search lockers and desks, as there is no expectation of privacy. The school must maintain an atmosphere conducive to the pursuit of educational goals. Therefore, daily pat down searches of students are prohibited, unless an emergency situation warrants such searches. The school reserves the right to search



students when a school official, a teacher, or staff member has reasonable suspicion that the student has violated the law or school policy.

Lockers are the property of Little Wound School and may be opened, or other searches conducted, including canine searches, by the respective Principal or their designee and one member of the professional staff. The student to whom the locker is issued by the school should be present if possible. School administrators and teachers have the right to question students regarding their conduct and/or the conduct of others.

Law enforcement/FBI shall not interview or question a student without the parent/legal guardian being contacted or being present, unless the parent/legal guardian is the suspected perpetrator/abuser. In that instance, the Superintendent or School Principal shall be present, after consulting with the school attorney.

#### **4.18 STUDENT INVOLVEMENT IN DECISION MAKING**

The Board believes students should be given a role in developing the procedures and rules and regulations, which affect them and shall consider student opinions in these areas. Student participation in decision-making is part of the educational process. Students are welcome at Board meetings and will be granted the same privilege of speaking extended to the general public.

#### **4.19 STUDENT CONDUCT/DISCIPLINE EXPECTATIONS**

Students are expected to adhere to Lakota Values and conduct themselves in a respectful manner while at school or school related activities. The student is responsible for learning the following rules that govern the activities of the school environment. Unacceptable behavior by the student will result in immediate disciplinary action by the respective Principal or designee deemed developmentally appropriate by offense.

1. Students will follow good health and safety practices at all times, at school and at school related activities.
2. Students will attend and be on time for all scheduled classes.
3. Students will return home at the end of the school day.
4. Students are responsible for care and cleanliness of school property.
5. Students will adhere to all reasonable requests.
6. Students will adhere to school dress code. (Ref. 4.24)

7. Students will adhere to internet usage policy. Students will adhere to the electronic mail policy.
8. Students shall not exhibit inappropriate displays of affection.
9. Students will neither cause damage to nor steal school or other's personal property.
10. Students will respect the rights of others while at school or school related activities, and shall not interfere with efforts of instructional staff to implement a learning program, nor shall they interfere with the learning of other students.
11. Students will not endanger the life, health, or safety of themselves or others while at school or school related activities.
12. Students will remain on the school campus during the school day unless they have signed written permission to leave from the respective Principal.
13. Students will not communicate threatening, abusive, or obscene language or gestures, possess obscene material while at school or school related activities. Bullying is unacceptable. Bullying is the act of intentionally causing emotional, mental and physical harm to others, through verbal harassment, physical assault, coercion through electronic digital methods or other more subtle methods of coercion such as manipulation. Disciplinary actions will follow the procedures as outlined for a major offense.
14. Students will not instigate or participate in a fight while at school or school related activities.
15. Students will not smoke cigarettes or possess any tobacco products while at school or at school related activities.
16. Alcohol or illegal drug possession and use are strictly prohibited while on school grounds or school related activities.
17. Any gang related colors, tagging, or gang activity will not be allowed.

### **Disciplinary Procedures for Identified Infractions (K-12)**

#### **1. BEHAVIORAL EXPECTATIONS**

The Little Wound School District is committed to providing a safe learning environment for all students, employees, volunteers and community that is free from harassment, intimidation or bullying.

It is expected that **all staff** send a clear message to students and staff that bullying in the schools, on school grounds, on the buses or at school sponsored activities will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students and termination for employees.

Little Wound School will promptly and reasonably investigate allegations of harassment, including bullying. The principal or the principal's designee will be responsible for handling all complaints by students alleging harassment, including bullying.

Administrator or designee must take action on a report of harassment/bullying within three days from receipt of incident report form to administration.

Each school or facility will have a structured reporting system in place to report any act of bullying.

The staff is required to and must report in writing any allegation of bullying or violations of this policy to the principal or the principal's designee on the office referral form. Failure to report will result in disciplinary action. Members of the school community who have credible information that an act of bullying/harassment has taken place may file a incident/complaint report form as a witness, or as a victim on school grounds, during school related functions.

The procedure of investigating school- based bullying/harassment may include the administrator, counselor, or designated staff. The person shall begin a thorough investigation and interview with the complainant, the accused, and any witnesses within two school days of receiving the office referral form. During the investigation this person may take any action necessary to protect the complainant and other students or employees. A decision by the administrator shall be completed within ten (10) school days about the validity of the allegations and about any corrective action to be taken.

No retaliation of any kind is permitted in connection with an individual having made a bullying/harassment complaint and if it occurs it shall be deemed an additional act of bullying/harassment.

Disciplinary consequence for a person who commits bullying/harassment will follow the written policy, which may range from a positive behavioral intervention, to suspension and/or expulsion or termination.

An employee shall be disqualified from participation in any student disciplinary action for a member of the employee's immediate family. "Immediate family member is defined in 3.16".

An employee has the discretion to recuse self from disciplinary action if that person is a *hunka* relative.

## 2. STUDENT INFRACTIONS

If a student's actions require an out-of-school suspension (OSS), parents will be notified by phone call and in writing. Parents/guardians will have complete custody and jurisdiction of their child during the suspension. Schoolwork for out-of-school suspensions will be assigned by administration through the office. If students need assistance while completing the work, it is the family's responsibility to contact administration so arrangements can be made to provide assistance.

A student who is suspended cannot be on any Little Wound School property or at any school sponsored activities during the suspension time. If a student is directed by administration to be on school grounds for academic assistance all necessary parties will be notified.

The following definitions help to explain student infractions:

### **Abusive or Threatening Language**

Any communication that includes swearing, name-calling or use of words which immediately creates fear of harm. This is completed without displaying a weapon and without subjecting the victim to actual physical attack.

### **Arson**

Student plans and/or participates in malicious burning of school or personal property. The damage, or attempted damage, is intentional and unlawful. The fire may be started with any type of incendiary device.

### **Assault**

One student intentionally causes or attempts to cause physical bodily harm to another individual (staff or student). These actions differ from fighting in that the second individual does not participate.

### **Bullying Behaviors**

Bullying is considered to be severe, persistent, or pervasive in that it creates an intimidating or threatening environment and has the effect of substantially disrupting the orderly operation of the school. Bullying and harassment are major distractions from learning and both the victim and the perpetrator suffer significant negative consequences when engaged in this type of anti-social behaviors. The learning experience of victims

can suffer, and fear can lead to chronic absenteeism, truancy, dropping out of school, or other serious acts.

Bullying is defined as the act of one or more individuals intimidating one or more persons negatively and/or over time through verbal, physical, mental, cyber, or written interactions and those persons have difficulty defending themselves. Bullying may take many forms and can occur in any setting. It can create insecure and unwarranted anxiety that will affect the learning and social environment in a school.

Examples of bullying include, but are not limited to:

- Intimidation – either physical or psychological
- Threats of any kind – stated or implied
- Assaults on students – including those that are verbal, physical, psychological and emotional
- Attacks on student property
- Cyber / text messaging

### **Cyber stalking**

Cyber stalking is the act of communicating words, images, or language through the use of electronic mail or electronic communication directed at or about a specific person causing substantial emotional distress to that person and serving no legitimate purpose.

### **Cyber bullying**

Cyber bullying is the willful and repeated harassment and intimidation of a person through the use of digital technologies including but not limited to email, blogs, social website, chat rooms and instant messaging, distribution of photographs; recurring harassment; and recording physical, mental, and/or emotional violence or incidents.

Users are responsible for the appropriateness of the material they transmit.

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

In situations in which cyber bullying originated from a non-school device, but brought to the attention of school officials, any disciplinary action shall be based upon whether the

conduct is determined to be disruptive of the educational process so that it disrupts or impedes the day-to-day operations of the school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

**Chronic Tardies.**

The act of being repetitively late for class.

**Disrespect/Insubordination/Non-compliance**

Repeated refusal to follow directions, repeatedly talking back, and/or socially rude interactions. Students who defiantly swear or use profanity at staff members or adults will receive an automatic office referral.

**Disruption of Learning Environment**

Objectionable acts or conduct that are in violation of the rules of the classroom and/or school which threaten the ability to perform educational activities of learning.

**Domestic Abuse**

Domestic abuse is defined as a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Abuse is physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

**Dress Code Violation**

The wearing of clothing that does not fit within the dress code guidelines.

**Encouraging a Conflict**

Behavior encouraging two (2) or more students to engage in physical contact/verbal conflict while not being directly involved in the conflict.

**Electronic Cigarette (E-Cigarette), Vapor Pens**

The electronic cigarette also known as an e cigarette, an e cig, an electric cigarette, or a smokeless cigarette. An electronic device that is used to turn an oil-nicotine solution into vapor. The nicotine vapor produced looks, taste, and feels like cigarette smoke.

**False Fire Alarm/Bomb Threat**

Student deliberately triggers the fire alarm or delivers a message/threat of a pending fire. Student delivers message of possible explosive materials being on-campus, near campus, and/or pending explosion.

**Fighting**

Actions involving serious physical contact where injury may occur. Students are mutually participating in the conflict. There is no one main offender and no major injury. Examples may include the following: hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc. These actions differ from assault in that both individuals are participants.

### **Forgery/Theft**

Student is in possession of, having passed on, or being responsible for removing someone else's property. This also includes signing a person's name without the person's permission.

### **Gang Affiliation**

Any student who: admits being in or affiliated with a gang, frequents place of known gang members, accompanies known gang members, and/or recruits another by intimidation or force.

### **Harassing Behaviors**

Harassment is defined as threatening, insulting, and dehumanizing gestures, use of technology, computer software or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of personal harm or damage to their property. Harassment has the effect of substantially interfering with a student's education performance or an employees work performance, opportunities, or benefits. It also has the effect of substantially negatively impacting a student or employee's emotional or mental well-being and substantially disrupting the orderly operation of the school.

### **Hazing**

Hazing is an activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

### **Indecent Exposure**

The deliberate exposure in public or in view of the general public by a person of a portion or portions of a person's body, in circumstances where the exposure is contrary to local moral or other standards of appropriate behavior.

### **Inappropriate Display of Affection**

Student engages in inappropriate verbal and/or physical gestures/contact of a sexual nature with another student. These actions are consensual (without force or threat of force) but are not appropriate to the environment.

### **Larceny**

The unlawful taking of another person's property without threat, violence or bodily harm. This differs from robbery in that larceny does not involve a threat or battery.

**Possession or Use of Alcohol**

Student is in possession of alcohol or is using alcohol.

**Possession or Use of Drugs**

Students in possession of illegal drugs/substances, is using illegal drugs/substances, or is under the influence of illegal drugs/substances. This also includes imitations. The selling, manufacturing, or distributing of illegal drugs/substances is considered being in possession or use of drugs.

**Possession or Use of Inhalants**

Student is in possession of inhalants or is under the influence of inhalants. This includes "huffing" or inhaling mind-altering substances.

**Possession or Use of Weapons**

Students in possession of knives or guns (real or look alike) or other objects designed or converted to cause bodily harm. This also covers a device designed as a weapon capable of threatening or producing bodily harm or death. A firearm must expel a projectile by the action of an explosive or a propelled object.

**Robbery/Theft**

Taking, or attempting to take, anything of value that is owned by another person or organizations. Items are taken under confrontational circumstances by violence, force, or threat of force. This differs from larceny in that robbery involves threat or battery.

**Skipping/Truancy**

Student leaves class/school without permission or stays out of class/school without permission.

**Stealing**

Student intentionally takes personal property of another without permission or consent.

**Technology/Electronic Device Violation**

Student engages in inappropriate use of cell phone, pager, music/video players, camera, and/or computer.

**Tobacco**

Student is in possession of tobacco or is using tobacco. The selling or distribution of tobacco products is considered being in possession of tobacco.



**Vandalism**

Student participates in an activity that results in substantial destruction, disfigurement, or defacement of school or personal property. This destruction is willful and/or malicious. Tagging is considered to be an act of vandalism.

3. CONSEQUENCES

In order for students to return to school after an out-of-school suspension (OSS), they must be accompanied by a parent/guardian. The student and family must meet with administration. The student may be required to go through peer mediation or conflict resolution upon return and/or review the established social skills plan. Depending on the severity of the incident, appropriate authorities may be notified. The following will be the set disciplinary policy that will be enforced by each school and followed through by the Little Wound School Board.

In School Suspension may be a time that the Deans of Students may require the implementation of an alternative consequence curriculum.

A long-term suspension is defined as a suspension up to ten (10) days, unless the long term suspension falls under IDEA.

**Individuals with Disabilities Education Act (IDEA):** If applicable to LWS, then the School will comply with the Individuals with Disabilities Education Act in all disciplinary actions that involves a student with disabilities. (ref. IDEA)

<b>NATURE OF OFFENSE</b>	<b>CONSEQUENCES: The TOTAL number of offenses in any section will be used to determine the appropriate consequence.</b>
--------------------------	---

<p><b>Cyber Bullying or Stalking</b></p> <p><b>Hazing</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b></p> <p><u>1<sup>st</sup> Offense:</u> 1 day I.S.S. and a plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that student/staff need from the school.</p> <p><u>2<sup>nd</sup> Offense:</u> 3 days O.S.S. Administrator or their designee will work with student exhibiting bullying/harassing behavior and the parents/guardians to review, update and modify the behavior plan.</p> <p><u>3<sup>rd</sup> Offense:</u> Any further bullying offenses will result in recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p>
---	--

<p><b>Bullying Behaviors</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b>  1<sup>st</sup> Offense: 1 day I.S.S. and a plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that student/staff need from the school.  2<sup>nd</sup> Offense: 3 days O.S.S. Administrator or their designee will work with student exhibiting bullying/harassing behavior and the parents/guardians to review, update and modify the behavior plan.  3<sup>rd</sup> Offense: Any further bullying offenses will result in recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p> <p><b><u>Consequences for Elementary</u></b></p> <p><b>1<sup>st</sup> Offense Step 1:</b> Meet with the student to visit and assess students’ understanding of bullying. Assign three (3) meetings with the Sacred Safe Classroom Teacher, to strengthen the students understanding of bullying.</p> <p><b>2<sup>nd</sup> Offense Step 2:</b> Provide the student with a plan on how the bullying behavior will change. Plan will be reviewed and signed by the student, caretaker, DOS and the Principal. Student will meet with the School Counselor three (3) times to review and follow-up on the plan.</p> <p><b>3<sup>rd</sup> Offense Step 3:</b> Continued bullying offenses will result in recommendation for long term intervention plan with the Sacred Safe Classroom Teacher, School Counselor, parents/guardians, and a member of the Project Aware Staff.</p>
<p><b>Chronic Tardies</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b>  1<sup>st</sup> Offense: A plan must be created with the student outlining how the behavior will change in the future. The plan will be reviewed and signed by all parties involved. In addition, a verbal warning will be issued.  2<sup>nd</sup> Offense: 1 day I.S.S. plus review and modification of plan.  3<sup>rd</sup> Offense: 3 days I.S.S. with review and modification of the plan.  4<sup>th</sup> Offense: 5 days I.S.S. with conference with parent and/or guardian.  Any further offenses will result in recommendation for long-term suspension or placement in alternative school setting.</p>

	<p align="center"><b><u>Consequences for Elementary</u></b></p> <p>Step 1: 1-5 tardies          Parent Notification written/phone.</p> <p>Step 2: 6-10 tardies        Parent/Student will sign a Tardy Contract.</p> <p>Step 3: 11-15 tardies      Referral to Project Aware/Counselors.</p> <p>Step 4: 16-30 tardies      Referral to the court system and/or CPS.</p>
--	---

<p><b>Inappropriate Display of Affection</b></p> <p><b>Skipping/Truancy</b></p> <p><b>Tobacco</b></p> <p><b>E-Cigarettes, Vapor Pens</b></p>	<p>1<sup>st</sup> Offense: A plan must be created with the student outlining how the behavior will change in the future. The plan will be reviewed and signed by all parties involved. In addition, a verbal warning will be issued.</p> <p>2<sup>nd</sup> Offense: 1 day I.S.S. plus review and modification of plan.</p> <p>3<sup>rd</sup> Offense: 3 days I.S.S. with review and modification of the plan.</p> <p>4<sup>th</sup> Offense: 5 days I.S.S. with conference with parent and/or guardian.</p> <p>Any further offenses will result in recommendation for long-term suspension or placement in alternative school setting.</p>
<p><b>Leaving Campus without permission</b></p>	<p align="center"><b><u>Consequences for Middle &amp; High School</u></b></p> <p>1<sup>st</sup> Offense: Notify parents and law enforcement. The plan will be reviewed and signed by all parties involved. In addition, a verbal warning will be issued.</p> <p>2<sup>nd</sup> Offense: Notify parents and law enforcement. 1 day I.S.S. plus review and modification of plan.</p> <p>3<sup>rd</sup> Offense: Notify parents and law enforcement. 3 days I.S.S. with review and modification of the plan.</p> <p>4<sup>th</sup> Offense: Notify parents and law enforcement. 5 days I.S.S. with conference with parent and/or guardian.</p> <p>Any further offenses will result in recommendation for long-term suspension or placement in alternative school setting.</p> <p align="center"><b><u>Consequences for Elementary</u></b></p> <p><b>1st Offense Step 1:</b> Notify parents and School Security, verbal warning will be issued.</p>

	<p><b>2nd Offense Step 2:</b> Notify parents to attend a meeting with the Intervention team (SSCT, SC, DOS and the Principal) develop a plan.</p> <p><b>3rd Offense Step 3:</b> Review and modify the plan, assign the student to five (5) sessions with the SSCT to work on steps to change the behavior.</p>
<p><b>Technology/ Electronic Device Violation</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b>  1<sup>st</sup> offense: teacher/staff warning to student  2<sup>nd</sup> offense: PED privileges lost for the day; PED taken and given to security.  3<sup>rd</sup> offense and beyond: loss to PED privileges; violations will be treated as defiance and insubordination and further disciplinary consequences will be applied using administrative discretion.</p> <p><b><u>Consequences for Elementary</u></b>  <b>1st Offense Step 1:</b> Notification to the parent or guardian and school staff. Verbal warning to stop the behavior.  <b>2nd Offense Step 2:</b> Personal Electronic Device will be turned into the Deans of Students office. Notify the parent or guardian of the action taken.  <b>3rd Offense Step 3:</b> Student will not be allowed to bring Personal Electronic into the school/classroom. Further disciplinary actions may be applied using administrative discretion.</p>
<p><b>Gang Affiliation</b></p>	<p><u>1<sup>st</sup> offense:</u> 3 days in ISS. Law enforcement will be called. Time in ISS will be spent going over the Tribal Gang Ordinance &amp; Curriculum of prevention and intervention. Referral to the counselor. Parents/guardians will be called in to do a behavior plan and contract with the Dean of Students &amp; provided the Gang Ordinance.</p> <p><u>2<sup>nd</sup> offense:</u> 5 days O.S.S. Law enforcement will be called. Parents/guardians called. If repeat offender and violation of behavior contract, recommendation for long term suspension and/or expulsion.</p>

<p><b>Abusive or Threatening Language</b></p> <p><b>Encouraging a Conflict</b></p> <p><b>Disruption of Learning Environment</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b></p> <p>1<sup>st</sup> Offense: 1 day I.S.S. and a plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that student/staff need from the school.</p> <p>2<sup>nd</sup> Offense: 3 days I.S.S. Parent and/or guardian must accompany the student to school at the completion of the I.S.S. time to create a new student success plan.</p> <p>3<sup>rd</sup> Offense: 5 days I.S.S.</p> <p>4<sup>th</sup> Offense: Any further offenses will result in the recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p> <p><b><u>Consequences for Elementary</u></b></p> <p>1st Offense - Meet with the student to understand the situation that occurred that brought on this behavior. Create a plan outlining how the behavior will change in the future.</p> <p>2nd Offense - Meet with School Counselor to review plan and modify plan as needed.</p> <p>3rd Offense - Referral to Project Aware for Counseling and Family Intervention.</p>
---	--

<p><b>Disrespect/ Insubordination/Non-compliance</b></p>	<p>1<sup>st</sup> Offense: 1 day I.S.S. and a plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that student/staff need from the school.</p> <p>2<sup>nd</sup> Offense: 3 days I.S.S. Parent and/or guardian must accompany the student to school at the completion of the I.S.S. time to create a new student success plan.</p> <p>3<sup>rd</sup> Offense: 5 days I.S.S.</p> <p>4<sup>th</sup> Offense: Any further offenses will result in the recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p>
--	---

<p><b>Harassing Behaviors</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b></p> <p>1<sup>st</sup> Offense: 1 day I.S.S. and a plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that student/staff need from the school.</p> <p>2<sup>nd</sup> Offense: 3 days I.S.S. Parent and/or guardian must accompany the student to school at the completion of the I.S.S. time to create a new student success plan.</p> <p>3<sup>rd</sup> Offense: 5 days I.S.S.</p>
-----------------------------------	--

	<p>4<sup>th</sup> Offense: Any further offenses will result in the recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p> <p><b><u>Consequences for Elementary</u></b>  <b>1st Offense Step 1:</b> Dean of student will meet with the student to assess the incident. Verbal Warning. Parents/guardian notification.  <b>2nd Offense Step 2:</b> Student and parent/guardian will meet with the Intervention team to develop an improvement plan.  <b>3rd Offense Step 3:</b> Revisit and revise the improvement plan to be inclusive of a referral to the SSCT for five (5) days to work on changing the behavior.</p>
<p><b>Dress Code</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b></p> <p>1<sup>st</sup> Offense: 1 day I.S.S. and a plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that student/staff need from the school.  2<sup>nd</sup> Offense: 3 days I.S.S. Parent and/or guardian must accompany the student to school at the completion of the I.S.S. time to create a new student success plan.  3<sup>rd</sup> Offense: 5 days I.S.S.  4<sup>th</sup> Offense: Any further offenses will result in the recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p> <p><b><u>Consequences for Elementary</u></b>  <b>1st Offense Step 1:</b> Inform student of the proper school dress code. Verbal warning/reminder.  <b>2nd Offense Step 2:</b> Meeting with student and parent/caretaker to provide information on proper dress code for school.</p>
<p><b>Assault</b>  <b>Domestic Abuse</b></p>	<p><u>1<sup>st</sup> Offense:</u> Result in recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p>

<p><b>Fighting</b></p> <p><b>Robbery</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b></p> <p><b><u>1<sup>st</sup> Offense:</u></b> 5 days O.S.S. Parent and/or guardian must accompany the student to school at the completion of the O.S.S. time to create a plan for student success.</p> <p><b><u>2<sup>nd</sup> Offense:</u></b> 7 days O.S.S. Parent and/or guardian must accompany the student to school at the completion of the O.S.S. time to update plan for success.</p> <p><b><u>3<sup>rd</sup> Offense:</u></b> Result in recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p> <p><b><u>Consequences for Elementary</u></b></p> <p><b>1st Offense Step 1:</b> Meet with the student to visit and assess the incident. Parents/guardian notification.</p> <p><b>2nd Offense Step 2:</b> Conflict resolution meeting with the students involved. Plan developed with the intervention team (SSCT, SC, DOS and Principal.)</p> <p><b>3rd Offense Step 3:</b> Plan reviewed and modified, student assigned to the Sacred Safe Classroom for five (5) days.</p> <p><b>4th Offense Step 4:</b> Intervention team will meet with the student and parent/guardian to develop an anger management plan.</p>
<p><b>Stealing</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b></p> <p><b><u>1<sup>st</sup> Offense:</u></b> 5 days O.S.S. Parent and/or guardian must accompany the student to school at the completion of the O.S.S. time to create a plan for student success.</p> <p><b><u>2<sup>nd</sup> Offense:</u></b> 7 days O.S.S. Parent and/or guardian must accompany the student to school at the completion of the O.S.S. time to update plan for success.</p> <p><b><u>3<sup>rd</sup> Offense:</u></b> Result in recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p> <p><b><u>Consequences for Elementary</u></b></p> <p><b>1st Offense Step 1:</b> Student meeting to access the behavior. Parent/guardian notification of the stealing incident. Verbal warning.</p> <p><b>2nd Offense Step 2:</b> Assign three (3) sessions with the SSCT to work on teaching the student why stealing is wrong.</p> <p><b>3rd Offense Step 3:</b> The intervention team will develop a long term intervention plan with the student and parent/guardian.</p>



<p><b>Possession or Use of Alcohol</b></p> <p><b>Possession or Use of Drugs</b></p> <p><b>Possession or Use of Inhalants</b></p>	<p><u>1<sup>st</sup> Offense</u>: 5 days O.S.S and referral to local law enforcement. Referral to Project Aware to for drug and alcohol assessment and plan. Student must return with parent/guardian with the drug and alcohol assessment plan in order to be re-admitted back to school. A behavior plan and assessment plan will be followed up with counseling team.</p> <p>*Any subsequent violations will result in long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p>
<p><b>Possession or Use of Weapons, including tasers, knives, or other weapons</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b></p> <p><u>1<sup>st</sup> Offense</u>: Any violation may result in a long-term suspension or an expulsion. Referrals may be filed with local law enforcement.</p> <p><b><u>Consequences for Elementary</u></b></p> <p><b>1<sup>st</sup> Offense Step 1</b>: Dean of students will meet with the student to assess the incident. Parent/guardian notification. Verbal warning.</p> <p><b>2<sup>nd</sup> Offense Step 2</b>: Referral to the school counselor for a meeting with the student and the parent/guardian notification.</p> <p><b>3<sup>rd</sup> Offense Step 3</b>: Assign student to three (3) sessions with the SSCT.</p>
<p><b>False Fire Alarm</b></p>	<p><u>1<sup>st</sup> Offense</u>: Referral to counselors</p> <p><u>2<sup>nd</sup> Offense</u>: 3 days O.S.S</p> <p><u>3<sup>rd</sup> Offense</u>: 5 days I.S.S.</p> <p><u>4<sup>th</sup> Offense</u>: Any further offenses will result in the recommendation for long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p>
<p><b>Bomb Threat</b></p> <p><b>Arson</b></p>	<p><u>1<sup>st</sup> Offense</u>: Result in an expulsion hearing. Referrals will be filed with local law enforcement.</p>
<p><b>Forgery</b></p> <p><b>Larceny</b></p> <p><b>Robbery/Theft</b></p>	<p><u>1<sup>st</sup> Offense</u>: 5 days O.S.S. Parent and/or guardian must accompany the student to school at the completion of the O.S.S. time to create a plan for student success.</p> <p>*Any subsequent violations will result in a long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p>

<p><b>Vandalism</b></p>	<p><b><u>Consequences for Middle &amp; High School</u></b>  1<sup>st</sup> Offense: 5 days O.S.S. Parent and/or guardian must accompany the student to school at the completion of the O.S.S. time to create a plan for student success.  *Any subsequent violations will result in a long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.</p> <p><b><u>Consequences for Elementary</u></b>  <b>1st Offense Step 1:</b> Student will meet with the dean of students to assess the incident. Verbal Warning  <b>2nd Offense Step 2:</b> Meeting with student and parent/guardian notification  <b>3rd Offense Step 3:</b> Student will be required to restore, repay or replace the item.</p>
<p><b>Indecent Exposure</b></p>	<p><u>1<sup>st</sup> offense:</u> 5 day O.S.S. Parent is required to meet with dean of students with their student prior to student returning from O.S.S. to develop a plan on how the behavior will change. Any further offenses will result in a recommendation for long term suspension/expulsion pending a board hearing. Referrals will be done to appropriate agencies including, law enforcement and LOWO.</p>

The Little Wound School Board reserves the right to suspend or expel a student as per Policy.

The Dean of Students or Principal may refer students to the counselor at any point during the disciplinary process for the above offenses.

**When a student is referred to a counselor for any of the above behavior offenses:**

- Dean of Students or Principal will notify parent/guardian of counseling referral

**Counselor may make any of the following recommendations according to the student's individual needs:**

- Students may be sent home for the rest of the day for self-care
- Counselors will recommend self-care days anywhere for 1-5 days depending on students individual needs
- Students may be referred to Indian Health Service (IHS) Behavior Health

- A plan will be created and signed by student, parent/guardian, counselor, and an administrator

### **Emergency Referrals/Walk-ins to Indian Health Service (IHS) Behavior Health**

When a student is referred to IHS Behavior Health\* for an emergency referral/walk-in the following actions will take place:

- A counselor will inform the parent/guardian
- Parent/guardian will be required to meet the student and counselor at IHS Behavior Health

### **Suicide Ideation:**

The student will be referred to the IHS Behavior Health in Kyle for Suicidal Ideation. In the event that IHS Behavior Health in Kyle is unavailable, the student will be transported to the emergency room at Pine Ridge Indian Health Service.

**In the event of hospitalization:** Parent/guardian will have the option to sign an *Authorization for Use or Disclosure of Protected Health Information*.

- This will allow IHS to collaborate with Little Wound School on treatment plans, student transport to appointments, etc.
- If the parent/guardian does not wish to disclose this information to Little Wound School parent/guardian will assume all responsibility for student's mental health care in relation to Indian Health Service including transportation

**When hospitalization is not required:** Student will be required to go home for the remainder of the school day and for a period of time for no less than 3 days.

**Medication:** If a student is prescribed psychotropic, mood altering, or any other medications for any reason:

- A 72 hr. home period will be required before the student can return to school
- The student and parent/guardian will meet with the school nurse and administrator to document the medications and set up a medication plan if medications will need to be administered during school hours

### **Self-Harm/Cutting:**

Step 1: Nurse will assess severity of wounds and take appropriate actions

Step 2: Parents/Guardian will be notified

Step 3: Referral will be made to counselor where a good health agreement and plan will be created based on student's individual needs

#### **4.20 EXPULSION OF STUDENTS**

Through established procedures outlined in this section, a student may be expelled from school for conduct that disrupts the educational process or endangers the health of safety of the student, the student's classmates, or school personnel.

##### Immediate Expulsion

A behavior which may result in a student(s) immediate expulsion from school include, but is not limited to:

1. Behavior that shall cause bodily injury/assault to any other student or staff member at the Little Wound School.
2. Carrying weapons that could inflict bodily injury, making threats of bodily injury, inflicting bodily injury through the use of a weapon or object that could cause serious bodily injury.
  - a. A student who have been removed from school as a result of being found with a weapon will may be expelled for not less than one year from the date of expulsion. The Superintendent and respective principal may modify a weapon-related expulsion on a case-by-case basis.
  - b. "Weapon" is defined as any device discussed within 18 U.S.C. § 921 as well as any instrument used or designed to be used to injure or kill someone.
3. Any behavior that promotes gang violence including gang colors, gang activity.
4. Selling, distribution, possession, manufacture, or use of alcohol or drugs.

In all disciplinary actions that may result in a recommendation for expulsion, the Principal or designee will:

1. Immediately suspend the student from school until the hearing which will be set with the scheduled board meeting time-frame.

2. Give the accused student and the student's parent or legal guardian written notice of the charge(s) against the student and the nature of the evidence supporting the charge(s). All requests to expulsion hearings will be determined through principal's office, in consultation with the Dean of Students.
3. Inform the student and the student's parent(s) or legal guardian of the date, time, and place of expulsion hearing before the LWS Board, no less than 48 hours before the hearing. The hearing shall be scheduled within five (5) days from the date of the notice of expulsion, unless there is good cause by the LWS Board for an extension of time. Failure of the student and the student's parent or legal guardian to appear for the scheduled hearing at the scheduled time, time and place effectively waives the right for any further hearing and the expulsion shall become final.
4. There shall be no appeal of the LWS Board's decision regarding an expulsion. It is a final decision of LWS.

A student cannot re-enroll for a period of one (1) year from the date of the expulsion, unless a shorter period is set by the School Board.

#### **4.21 IN-SCHOOL SUSPENSIONS**

Student violations of LWS rules will result in students attending the in-school suspension program and follow the procedures as defined by the respective school building handbook.

#### **4.22 HOMEBOUND STUDY**

The Board shall provide appropriate instruction for students confined to home or hospitalized for a period exceeding ten (10) consecutive school days upon the written request of the parent(s)/guardian(s) with the approval of the respective Principal.

1. A physician must certify that the student will be unable to attend school, estimate the probable length of the student convalescence, and state that they are capable of receiving home instruction.
2. Should the student illness exceed the period, the parent(s) should request homebound instruction prior to the end of the ten (10) days so that instruction may begin as soon as the student is able to receive instruction.
3. Homebound instruction shall be geared to the student needs and capabilities during convalescence. Textbooks, supporting materials or remote/online instruction shall be provided by the school in a timely manner, along with a highly qualified staff.

#### **4.23 TOBACCO USE**

Students shall not smoke or use tobacco in any form at any time during school activities or on school grounds.

#### **4.24 DRESS CODE**

Student dress should meet standards of health and safety, not be obscene or disrupt the educational process, nor wear clothing that promotes illegal substances or/and alcohol or gang activity or be of a revealing nature.

Rules concerning student dress may be established by the administration to assure that student dress meets standards of healthfulness and safety and does not disrupt the education process or oppose any policy of the school. All students are expected to follow the rules of common courtesy and show proper respect in their dress. It is inappropriate to wear anything that causes health or security concerns, distracts from or disrupts the learning environment or educational process. Examples of inappropriate items or clothing are (but not limited to):

1. Sagging pants (pants worn below the waist)
2. Obscene/ Profane clothing (pictures, emblems, words)
3. Drug, alcohol or tobacco-related items on clothing
4. Very short skirts/shorts (hem must be 2 inches below fingertips when arms held parallel to body.
5. Translucent clothing
6. Tight clothing, or clothing that reveals your underwear.
7. Underwear (worn as outer wear)
8. Shirts that do not meet or fall below the waistband of your pants
9. Halter tops, midriff tops, spaghetti straps or otherwise revealing clothing
10. The exhibition of gang related clothing including gloves, scarves, colors, bandanas, headbands, caps, hoods, head wraps, etc. will not be tolerated.
11. No heavy chains or chain style belts will be allowed.

12. Coats and jackets meant for outerwear.
13. No oversized coats that could cause a security problem. (Hooded sweatshirts may be worn as a second layer when the temperature is cold. Hooded sweatshirts must be clean and appropriated-sized.)
14. If a student comes to school with visible hickey's they must cover them up or they may be excluded from the classroom and sent to ISS.

Students are not permitted to ride bicycles at all times on school premises and are not allowed to park or store bicycles on school grounds unless authorized by the respective Principal in writing.

#### **4.25 COMPLAINTS AND GRIEVANCES**

There may be times when students or parents have a grievance about the Little Wound School. Such grievances are separate from student discipline procedures.

Any petition shall be treated as complaints and may only be signed by parents and/or guardians of current LWS students. Any petition, complaint, or grievance must contain specific violations of LWS policies and make specific factual allegations. Failure to make specific policy and factual allegations in the petition, complaint, or grievance shall result in denial of the petition, complaint or grievance.

The purpose of this grievance procedure is to resolve complaint(s) from student(s) and/or the student's parent(s) informally within the framework of the Little Wound School and to ensure fairness and justice to all.

Any student and/or the student's parent(s) who feel they have been discriminated against, believes their rights have been violated; or, has any other grievance(s) concerning school affairs or administrative decisions, may report said grievance(s) in the following manner:

1. A signed written grievance shall be reported to the respective Principal within three (3) school days of the incident.
2. The Principal must complete their efforts to resolve the grievance within five (5) school days of the date of the grievance.
  - a. The Principal shall meet with all involved parties to discuss the issue(s).
  - b. The Principal shall keep a written record of their activities and findings.
  - c. The Principal shall provide a written response to the issues with their decision.

3. If the Principal is unable to resolve the issue, the grievance may be brought by a parent, legal guardian, and/or student to the Superintendent within three (3) school days. The Superintendent will follow the procedures outlined in step 2 above.
4. If the Superintendent is unable to resolve the issue, the grievance may be brought by a parent, legal guardian, and/or student to the School Board within three (3) school days. The School Board will hear the grievance at the next LWS Board meeting unless the Board shows good cause for a continuance, and render a written decision to the complainant within a reasonable time.

#### **4.26 DEMONSTRATIONS AND STRIKES**

The Board will not tolerate any disruption of the rights of students to attend school. Violence, vandalism and/or seizure of any area of school property or any other method of disruption violates this right.

#### **4.27 CORPORAL PUNISHMENT**

The use of corporal punishment is not permitted at any time at Little Wound School.

Corporal Punishment: Physical punishment as distinguished from pecuniary punishment or a fine; any kind of punishment of or inflicted on the body. Black's Law Dictionary (7th ed.).

#### **4.27a CHILD PROTECTION AND MANDATORY REPORTING**

Child Protection: Public Law 101-630, "The Indian Child Protection and Family Violence Prevention" require that Tribes and Tribal Organizations (Grant Schools) report incidents or suspected incidences of child abuse and neglect which have occurred, which are occurring, or which may occur, to local law enforcement, the local child protection services agency or the child abuse hotline.

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

Any teacher or other employee who suspects that a child under eighteen (18) years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person shall report orally or in writing this information to the building principal or superintendent. The principal or superintendent shall immediately report this information to the department of social services or the tribal police. If the principal or superintendent does not confirm to the teacher or other employee within twenty-four (24) hours that action has been initiated, the employee will report this information directly to the proper authorities.



The report will contain the following information: name, address, and age of child; name and address of parent or caretaker, nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report their suspicions of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner, but in no event should it be conducted by an employee of the Little Wound School without at least an adult witness of the same gender as the child being present in the room. Information or records concerning reports of suspected abuse or neglect are confidential. The release to persons other than those provide by law is punishable by law. Failure to make a report where abuse or neglect is suspected is also subject to the punishment under the law.

This policy will be distributed by the superintendent to all school employees at the beginning of each school term and to new employees when they begin employment if at a different time than the beginning of the school term.

The board will support any employee making a report of suspected child abuse or neglect until and unless it is determined that the employee was acting in bad faith by making the report.

A child may be interviewed by school staff or law enforcement without the parent being notified or present, when the child has been allegedly abused in the home.

#### **4.28 DETENTION OF STUDENTS**

There is no detention.

#### **4.29 EXPULSION OF STUDENTS**

Refer to 4.20

#### **4.30 PHYSICAL EXAMINATIONS**

The Board shall provide a confidential voluntary health and developmental screening program organized for students in the areas of vision, speech, hearing, and dental.

Students are not required to undergo a physical or medical examination or treatment if the student's parent(s) notify the Principal in writing that they object to physical or medical examination or treatment. However, if a student declines a physical examination, that student shall not be allowed to participate in athletic activities or extra-curricular activities.

#### **4.31 INOCULATIONS**

The parent(s) of each child admitted to school shall present certification from a licensed physician or authorized representative of the Indian Health Service that the child has been immunized against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, hepatitis B, Chicken Pox, and tetanus.

The school will comply with all current immunization regulations for students entering school for the first time and students entering the 6<sup>th</sup> grade.

*(see South Dakota Codified Laws 13-28-7.1)*

*Any student entering LWS shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella. The LWS may modify or delete any of the required immunizations upon prior written notice to students and guardians thirty (30) days in advance of a change in the vaccination requirements. LWS shall comply with all tribal laws of the Oglala Sioux Tribe establishing vaccination requirements, and shall review the South Dakota Department of Health regulations when making decisions on LWS vaccination requirements. As an alternative to the requirement for a physician's certification, the child may present:*

- (1) Certification from a licensed physician stating the physical condition of the student would be such that immunization would endanger the student's life or health, and LWS determines that a reasonable accommodation is available to the student based on an evaluation that includes the risk to the health and safety of the staff and students, and the financial and institutional impact of granting an accommodation, unless LWS determines that granting the exemption would pose a significant difficulty or expense to LWS; or*
- (2) A written statement signed by one parent or guardian that the student requests a religious exemption based on sincerely held spiritual/religious belief, observance, or practice that is impaired by vaccination and LWS determines that a reasonable accommodation would not pose an undue hardship on LWS operations.*

#### **4.32 COMMUNICABLE DISEASES**

No child having a contagious or infectious disease or living in a house where such disease or condition exists may attend school until permitted to do so by the school nurse and school principal. Head lice are considered a communicable disease for purposes of this section, and the student may attend school when permitted by the school nurse and respective principal.

#### **4.33 STUDENT HEALTH SERVICE - MEDICATION**

Students shall not take medication, prescription or other drugs while at school unless such medicine is dispensed by the school nurse and under the written directive of the student's personal physician.

#### **4.34 STUDENT HEALTH SERVICE - ACCIDENTS**

The school nurse shall provide emergency services in case of injury or sudden illness of a student. If the illness or injury appears serious, every effort will be made to contact the parent(s) or family physician immediately. No student who is ill or injured will be sent home alone. Serious accidents to students shall be reported as soon as possible to the Principal, but the school reserves the right to seek immediate treatment at a Health Care facility for the student in the event the parent or guardian cannot be reached. The school Nurse is not a physician.

#### **4.35 STUDENT SAFETY/SUPERVISION**

Student safety shall be assured by close supervision of students in all school buildings, grounds, and offsite activities, through:

1. Maintaining a safe school environment;
2. Observation of safe practices on the part of school personnel and students;
3. Offering safety education to students;
4. Providing the first-aid care for children in case of accident or sudden illness;
5. Development of structures for supervisors of students and activities; and
6. School Personnel/sponsors are responsible for contacting I.H.S. within 72 hours of incident that occurs on off-site location during a school sponsored activity.

#### **4.36 EMERGENCY DRILLS**

The Facilities Manager shall conduct fire and disaster drills each school year according to the disaster plan adopted by the Board in accordance with the laws of the accrediting authority.

*Refer to Section 7.07 School Operations – Bomb Threats, Tornado Plan, Fire Plan and Critical Incidents Procedures*

#### **4.37 DISMISSAL PRECAUTIONS**

The following procedures shall be utilized for student dismissal to ensure they are released for proper reasons and to parents/guardians.

1. The person requesting release of the student must obtain signed written permission from the respective Principal or the Principal's designee.
2. No student will be released from school or class(es) on the basis of only a telephone call.
3. Children of estranged parents/guardians may be released only upon the written request of the parent whom the court holds directly responsible for the student and who is the person registered on the school record. (See Elementary K-8 Handbook for procedures).
4. A parent/guardian must come to the respective school office to pick-up children in front of school personnel, and the parent must sign a sign-out sheet or register indicating the name, date, time and reason for signing out the student.

#### **4.37a CUSTODY**

The Little Wound School has an increasing number of families experiencing transitions in parental custodial relationships. There are also laws governing divorce settlements and custodial issues are decided in court. For this reason, we find it necessary to develop and clarify the procedures that will be used by the administration and staff of Little Wound School in dealing with families in such situations.

**Two-parent family:** It is assumed that both parents are living at the same address unless we have been notified otherwise. Therefore, school staff will send home notices, communications, etc. with the child.

It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conferences, report cards, interim reports, discussions with school personnel and permission slips.

**Separated family:** In families experiencing separation of parents or pending divorce, the above information is shared by the parents and between the parents. Since this situation

frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors or demands of parents or other family members. Appropriate court orders or other documentation (detailed below) must be filed immediately with the principal of your children.

**Actual divorce decree:** The principal must be informed by the custodial parent if one parent is given clear physical and/or legal custody. A copy of the entire decree or order designating custody of the children and the specifics of the custody (i.e. access to school records, check out, conferences, etc.) as well as the signature of the judge is to be submitted to the principal. School communications shall be sent home to the custodial parent, unless there is joint legal custody, in which case school communications shall be sent to both parents. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has a right to the same access as the custodial parent.

“Records” include official transcripts, report cards, health records, referrals for special services, attendance records and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the children to the home. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the noncustodial parent. This avoids time consuming duplication of services. Furthermore, unless restricted by a court order which has been provided to the school principal, any non-custodial parent has the right to attend any school activity of the child which includes sports activities and school programs.

**Joint legal and/or physical custody (shared parenting agreement):** Both parents have access to school personnel and activities. It is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. If dismissal arrangements will be at least one day in advance. This is to avoid the problem of children's whereabouts not being known. Parents must cooperate and notify each other and the school of plans so that no children are put at risk.

**Parent Conferences:** It is preferred that one conference appointment be scheduled for both parents. Parents are encouraged to set aside their differences and to come together on behalf of their child. It also ensures that both parents are given the same information at the same time and misunderstandings and misinterpretations are avoided. If both parents cannot be in attendance, it is assumed that the custodial parent will share information.

**Visitations:** Visitations should be done in the homes of the parents and not at school. No visitations shall be allowed at the school. It is hoped that visitation arrangements would reflect the sensitivity of the child and both parents. Consistency, routines and safety should be underlying factors of such arrangements. This will allow Little Wound School to

effectively accomplish the responsibility of reaching and ensure the well-being of all children.

**Law enforcement Issues:** If a disagreement arise involving law enforcement in custodial issues, law enforcement is to notify principals of the issues and work with the parents, preferably off school grounds. Law enforcement shall not be allowed to disrupt school activities or take children during school hours, unless the school has been notified in advance, had had an opportunity to make the least disruptive arrangements, and agrees to the enforcement of orders involving children during school hours.

Little Wound School staff do not automatically know when a family experiences custodial changes. In such matters, parents are required to immediately bring appropriate documentation to the school. Phone calls and notes or messages send with children will not suffice. The school will not provide records, information or allow conferences with anyone other than the custodial parent. The non-custodial parent has equal access to these rights unless specifically written in the custodial decree. Other family members of both parents do not have access to these rights.

#### **4.38 STUDENT SAFETY PATROLS**

The school may organize a school safety patrol for the purpose of influencing and encouraging students to refrain from crossing public highways at points other than regular crossings and for directing students when and where to cross highways.

No liability shall be attached to any Board member or employee because of injuries sustained by a student by reason of operation and maintenance of a safety patrol. Identification and operation of a school safety patrol shall be in accordance with rules prescribed by the Oglala Sioux Tribe - Public Safety Commission.

#### **4.39 BICYCLE USE**

The Board assumes no responsibility for theft, damage or accidents resulting from student use of bicycles on school premises.

Students are not permitted to ride bicycles at all times on school premises and are not allowed to park or store bicycles on school grounds unless authorized by the respective Principal in writing.

#### **4.40 AUTOMOBILE/MOTORCYCLE/ATV USE**

The Board assumes no responsibility for damage, theft or accidents resulting from student driven automobiles, motorcycles, or ATV's on school premises or during the regular business day.

Students driving automobiles, motorcycles, and ATV's to school are prohibited from driving them during the school day. No Students are allowed to drive any automobiles /motorcycles/ ATV's during the school day. No student may park their vehicle on school grounds without a permit. In order to obtain a permit, the student must show proof of insurance and a current driver's license. This policy shall be enforced by the respective school principal. All students' auto keys must be turned in to the Principal or designee daily. (see student handbook for policy violation)

Those staff and students, who drive automobiles to school, will have to be registered by the respective school principal or the Principal's designee where a permit will be issued for no fee. The permit will be displayed on the vehicle before being allowed to remain in the school parking lot. Proof of a driver's license and proper insurance will be shown and required with parents/guardians permission for use of vehicles before the permit will be issued. Unauthorized vehicle use or parking will result in the vehicle being towed from LWS property at the expense of the owner. Any student using vehicle to leave campus during the day, unauthorized, will lose privilege of driving vehicle to school. Temporary permits will be issued for short-term parking. Visitors will have a designated area for short-term parking.

#### **4.41 STUDENT ORGANIZATIONS**

The Board encourages establishment of school organizations which shall be organized with the approval of the respective Principal. All funds generated by organizations or clubs will be deposited daily into individual custodial accounts through the Business Office with expenditures authorized by the sponsor.

*Ref: 5.43 Student Activities Fund Management*

#### **4.42 STUDENT COUNCIL**

We, the students of Little Wound School, in order to develop self-government and to further the interests of the school, do hereby establish and ordain this CONSTITUTION.

#### **ARTICLE I -TITLE**

The name of the organization under this Constitution shall be the Little Wound School Student Council.

#### **ARTICLE II -OBJECTIVES**

The objectives of the Student Council are:

1. To increase student responsibility,

2. To develop leaders through actual participation,
3. To encourage student participation in solving their own problems,
4. To promote school spirit and good morale in every phase of school life.

### **ARTICLE III -MEMBERSHIP**

Section I. The Student Council shall consist of the officers and two class representatives.

Section II. Each student member on the Student Council will be entitled to vote.

Section III. A general meeting of the Student Council shall not exceed one per week.

Section IV. A quorum shall consist of two thirds of the members. A majority of those present is necessary to pass a measure.

Section V. It shall be the duty of the Student Council Advisor to see that all actions conform to existing laws, rules and regulations.

### **ARTICLE IV - OFFICERS**

Section I. The officers of the Student Council and their duties shall be:

1. The President will preside at all meetings of the Student Council, call meetings, and act as ex-officio member of provisions of the constitution.
2. The Vice-president will take the place of the President in the President's absence and will fill that office in case it is declared vacant.
3. The Secretary keeps the records of all officers, committees, and members, and does correspondence for the organization. All correspondence is approved by the Advisor.
4. The Treasurer keeps records of the collection and disbursement of funds and acts as a member of the Finance Committee.
5. Officers may be removed for non-participation.

### **ARTICLE V -QUALIFICATIONS**



Section I. Any Little Wound School student (in good academic, social standing) may run for office of President, Vice-President, Secretary, or Treasurer.

Section II. Two students from each class will be represented on the Student Council in addition to the officers.

## **ARTICLE VI - DUTIES**

Section I. The Student Council Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Advisor.

Section II. Each student member of the Student Council will have one vote.

Section III. The duties of the representative will be:

1. To insure the functioning of the student council.
2. To discuss matters of the student government.
3. To submit recommendations and proposals to the council.

## **ARTICLE VII – ELECTIONS**

Section I. Any student may run for any office. Elections will be held at the beginning of each school year.

### **4.43 STUDENT SOCIAL EVENTS**

Providing students with appropriate social activities is beneficial to their overall development. These events may be on a school-wide basis or limited to a portion of the students in the school. All events shall be under the authority and supervision of the respective Principal/designee. Staff shall provide proper supervision with voluntary participation by parents and community members.

Sponsors of activities are responsible for attaining funds, cleaning school facilities utilized for the activity, advertising, acquiring necessary law enforcement for monitoring, and other organizational and planning activities.

### **SCHOOL PARTIES**

Students may participate in school parties. If you do not want your child to attend a school party for any reason, please inform the teacher and they will be excused. The school may have the following parties:

- Halloween
- Christmas
- Valentine's Day
- Easter

Students may furnish nutritious treats for their classmates on their birthday and at the school parties. Teachers may also treat students on their birthday and at the school parties. ESDS discourages non-nutritious snacks (pop, candy, etc.).

#### **4.44 STUDENT PERFORMANCES**

Students will be encouraged to demonstrate their talents through exhibits, presentations, oratory or other media. All performances will be scheduled through the Principal for authorization.

#### **4.45 STUDENT VOLUNTEERS**

To promote the concept and value of Generosity, students will participate in the design and implementation of community service activities in the school and community to demonstrate their competency and commitment to assisting the Lakota people. The Board encourages the use of student volunteers in the educational program and in useful community services. Student volunteers will be required to carry the additional workload without interfering with their academic achievement as coordinated by the respective Principal.

#### **4.46 EMPLOYMENT OF STUDENTS**

The Principal will actively pursue employment opportunities for students to assist their efforts toward economic independence and will promote development of student corporations and other entrepreneurial activities. All such activities will be structured in such a manner so as not to interrupt the learning process of students.

#### **4.47 SOLICITATIONS**

Solicitation for donations and contributions for student projects are restricted to drives sponsored by student organizations. All acquired funds must be submitted to the Business Office immediately. A written report on funds generated and distributed will be presented to the Little Wound School Board budget meeting.

Organizations wishing to distribute materials in connection with fund drives may do so with the written approval of the respective Principal and are to remove any handbills or fliers from the school buildings and grounds in a timely manner.

#### **4.48 STUDENT/COMMUNITY RELATIONS**

The Board encourages the involvement of students and community members in activities that provide a positive image of students to community residents. Students are to perceive themselves as valuable members of the community in which they reside, and will exhibit behaviors reflective of the basic Lakota Values.

#### **4.49 PREGNANT/MARRIED/UNWED STUDENTS**

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive an education or to take part in any activities offered by the school.

Pregnant students shall continue in school in all instances unless the student's physician rules otherwise. If continued attendance is not advised by the physician, the Principal is authorized to make special arrangements for the instruction of the student and to provide an appropriate educational program.

Pregnant students must have parental consent and a medical physician's release before participating in a SDHSAA sanctioned activity.

#### **4.50 DROP OUTS**

Teachers shall notify the respective Counselor, Dean of Students and Principal of any student(s) showing dropout tendencies so that resources become immediately available to the student. Every student should be counseled as soon as they are detected to be a potential dropout and every effort made for retention. Every staff member is responsible for assisting students in their problem-solving efforts, should serve as a resource for students and such matters should be approached with equity and consistency.

#### **4.51 EXCHANGE STUDENTS**

The Board will allow for development and implementation of exchange programs for resident students and for students desiring on-site experience at the school. Approved exchange students have all the rights and privileges of a resident student in the school system during their period of enrollment.

#### **4.52 STUDENT RECORDS**

Student records shall be held at designated locations. The parent/guardian or adult student shall complete an access authorization list enumerating who can have access to specific student files, outside of regular confidentiality rules. Student records will comply with all applicable federal, state and tribal laws. Student records will contain, but are not limited to: (identifying data, academic work completed, attendance data, standardized achievement test scores, level of academic achievement, scores on standardized intelligence tests, grades, inventory results, and family background information) e.g. academic file, health data, medical file, psychological test, behavioral records and counseling records. E.g. counseling/behavioral file.

Student records shall be made available to the Superintendent, Principals and Counselors. Teachers will have access to academic records only. They may access other records pursuant to the laws of confidentiality. Administrators and staff with access to student records may not extract or change records of their own children, if enrolled in the past or present at LWS, without having a second LWS administrator or employee present at all times as a witness to such access or change of records. Student academic file (which do not include health information, special education services or physical/mental assessments) shall be made available to an outside person or agency only under the following conditions:

1. A written request is received by school officials duly signed by a parent, or legal guardian of the student, or by a student of legal age (18 yrs or older).
2. A written request is received by school officials in the form of a specific request from the court or a court order. Only information requested shall be provided and parents and/or students shall be notified of all such orders in advance of compliance.
3. Student information will only be released to the transferring school upon receipt of release of information request signed by the students' parents/guardians. Only information such as grades, attendance records and group test scores shall be included. Psychological reports and health reports cannot be released without having been specified in the signed written request.
4. Instances where request for information might come from an outside agency, the agency will file a release from the student or parent or guardian.
5. In instances where requests for information come from the Comptroller General of the United States, and administrative head of an education agency or state educational authorities in connection with the audit and Assessment of federal programs or for the enforcement of federal legal requirements which relate to such programs, only data which does not include information which would permit the personal identification of such students or their parents may be released.

When information is placed into the file related to the special education or the physical/mental health of the student, HIPPA requirements must also be met before the disclosure of student

information. Access to records is denied if the person requesting is not on the access authorization list, is not a person seeking directly information only, or is not a person viewing the records as directed by a federal grand jury or through some other subpoena/order of a court. Release of health information shall follow federal HIPPA regulations.

When disclosing information from a student file to a non-custodial parent, no information shall be given which indicates the child's or other parent's current residence. Information must not be disclosed to a non-custodial parent if their access rights have been limited or terminated.

After a period of three (3) years post-graduation, the records manager notifies all parents/adult students of the intention to destroy the information from the student's records. This notice will include the destruction time, parent/adult student's rights regarding the records, and steps to obtain the records if they object to their destruction. Records are then designated for destruction or release with logs maintained on the disposition of the records.

Parents/adult students may request an amendment to a student file. The written request (either filled out by the requesting person or a school staff person) will be placed in the student's file and referred to the superintendent for a decision. If the amendment is made, the amendment request is destroyed. If the amendment is not made, the parent/adult student is notified of why the amendment will not be made and the amendment request shall remain in the file. The requesting party will also be notified of any further action they may take to appeal this decision. If the unamended record is later disclosed, the request for amendment must be attached to it.

*References: Family Education Rights and Privacy Act (FERPA); HIPPA*

## RECORDS OF ACCESS

The principal shall keep a composite of all completed requests, permission forms and authorizations to view and receive records which will be filed in the student's file. Written authorization is to be included in each student's records when:

1. Inspected and reviewed by the parent/student; or
2. Requested by an outside agency or individuals.

When the student transfers from another school the Principal shall ask the parent to sign a request for release of the student's records. This request will be forwarded to the school of previous attendance by the Principal. The request shall include a description of the records desired, the reason for the request, and assurance of confidentiality of the information to the released.

## CHALLENGES TO RECORD CONTENT

Parents, legal guardians or students of legal age shall have an opportunity for a hearing to challenge the content of the student's own school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Requests for hearings shall be sent to the appropriate Principal of the school who shall set a time and place for the hearing within 5 days of receipt of the request and notify the requestor in writing of the time and place. The Principal shall have the person(s) present who have entered the information in question at the hearing. The parent, legal guardian, or student who requested the hearing shall have the right to question person(s) and shall be able to show evidence that would correct inaccurate, misleading, or otherwise inappropriate information.

A copy of Board policy on student records shall be on file in the office of each Principal and of each individual who carries out procedures relative to this policy.

#### **4.53 SEXUAL HARASSMENT**

It is the policy of Little Wound School, in accordance with providing a positive, discrimination-free school environment, that sexual harassment in the School directed by or at students is unacceptable conduct that will not be condoned.

Sexual harassment is unsolicited, nonreciprocal behavior by staff or student which causes a student to submit to unwelcome sexual words, conduct, behavior, or activity of any kind, or to fear that they would be punished for refusal to submit. Sexual harassment also includes any conduct unreasonably interfering with another's school attendance or school performance by creating an intimidating, hostile, or offensive school environment. Sexual harassment consists of a variety of behaviors by employees or students directed to students including, but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

Little Wound School will, in the event of an alleged student perpetrator, treat sexual harassment as a major rule infraction. Other sexually harassing conduct in the school system is prohibited and includes:

1. Unwelcome sexual flirtations, touching, advances, or propositions;
2. Verbal abuse of a sexual nature, jokes or stories that the victim has previously or clearly communicated are unwelcome;
3. Graphic or suggestive comments about an individual's dress or body;

4. Sexually degrading words to describe an individual;
5. The display of sexually suggestive objects or pictures, including photographs; and
6. Acts that are sexually or personally degrading, such as pulling clothing down or off.

**RESPONSIBILITY:** Board members and employees are responsible for maintaining a learning environment free from sexual harassment. Orientation will be provided for students at the beginning of each school year to explain policy and law.

**PROCEDURE:** Any student who believes they have been the victim of sexual harassment by another person on the School premises, during school hours, or at school related activities should report such incident immediately to a staff member. That staff member shall immediately report the incident to the Principal. Students shall make such report of incidents in writing. If the student's teacher is responsible for the harassment, the student shall report the harassment to the Principal or counselor. An investigation shall be completed regarding said report. The school cannot take appropriate action if it does not receive notice of allegations of sexual harassment.

If a student is disciplined due to sexual harassment, the student may proceed with the established grievance procedures if they are dissatisfied. False allegations that are malicious or ill-founded may constitute libel or slander. An investigation shall be completed regarding said false allegations. The individual who made the false allegations may be subject to discipline up to and including expulsion. The school will, however, insure that allegations, made in good faith by individuals shall not subject the complaining individual to discipline.

#### **4.54 TECHNOLOGY ACCEPTABLE USE**

Refer to policy 7.75

#### **4.55 (SECTION 504)**

Section 504 is the part of the Rehabilitative Act of 1973 that applies to individuals with disabilities. This act protects the civil rights of persons with disabilities.

A free appropriate public education is one provided by the elementary or secondary school that includes general or special education and related aides and services that (1) are designed to meet the individual educational needs of an eligible student with a disability as adequately as the needs of an eligible student who is non-disabled are met and (2) are based on adherence to evaluation, placement, and procedural safeguard requirements.

Section 504 of the Rehabilitation Act of 1973 protects students from discrimination based on their disability status. A student is eligible for accommodations under Section 504 if the student has a mental or physical impairment that substantially limits one or more of a student's major life activities that impacts education. "Major Life Activities" include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. When a condition does not substantially limit a major life activity that impacts education, the student does not qualify for protection under Section 504. Principals are responsible for initiating and monitoring of any 504 plans for students in their learning circle/building.

#### **4.56 SPECIAL EDUCATION (IDEA 2004)**

##### **1. Identification and Evaluation**

To be eligible for services under the LWS Special Education Program, a child must have a disability that adversely affects educational performance and requires specially designed instruction. Children must be identified under one or more of the following categories: autism; cognitive impairment; deaf-blindness; developmental delay; emotional disturbance; health, hearing, language, sight, orthopedic, speech or language impairment; learning disability; or traumatic brain injury.

Once it is determined that a child is eligible for the LWS Special Education Program, LWS shall provide an education through the least restrictive environment. The cost of the LWS Special Education Program shall be borne by LWS unless the child is placed there by another school, agency or court order. If the child is placed in the Program by another school, agency or court order, the other school, agency or court shall be responsible for the costs of the Program. The responsibility of LWS to pay for such an education begins when an eligible child is five (5) years of age and enrolled in LWS. The responsibility ends when the child receives a regular high school diploma as discussed below, no longer qualifies for special education, OR the child turns age twenty-two (22), whichever occurs first.

LWS shall make available the following services through its Special Education Program:

- a. Educational programs and services available to other children serviced by the school;
- b. Non-academic and extracurricular activities available to other children serviced by the school;
- c. Physical education available to other children serviced by the school unless the child is enrolled full time in a separate facility OR the child needs a specially designed physical education program due to the child's IEP or disability(ies).



Special Education Director shall develop and implement a method for LWS to identify children eligible for the LWS Special Education Program. This method shall be documented with all documentation kept confidential. Some activities to further public awareness which may be provided are sending pamphlets to the parents regarding the special education services available during school registration; placing notices in the tribal agenda/newsletter periodically; announcing the special education programs on the tribal radio station periodically; advising local physicians and health providers of the special education program and its services; and providing training and in-service to LWS staff regarding the special education program. To identify children eligible for the LWS Special Education Program, the Director shall give all staff training and in-service to screen for children with disabilities and discuss the process the staff member should follow once a child with disabilities is identified. The Director shall also insure that all students testing, grades and assessments are reviews on an annual basis to also identify potential children with disabilities.

The Child Study Team shall be comprised of the following: principal, counselor, special educator, one general educator, and referring party. When any parent, child, family member, public or private agency, school personnel or screening refers a child for the LWS Special Education Program, the Child Study Team shall conduct a meeting in order to complete any additional required fact-finding, to brainstorm, and to establish a plan and time line with specific direction to appropriate staff to address whether further evaluation is needed. The parent must be notified by the Director of the referral if the parent did not make the referral. If further evaluation is needed, the parent's consent must also be obtained to complete further evaluation. Note, if the child is emancipated due to age or otherwise, the child must also be notified and included in the process and all rights possessed by the parent in this process now become the rights of the adult student. The parent must remain involved after the student obtains age eighteen (18) if the parent has obtained a guardianship over the student.

If further evaluation is not warranted, the Child Study Team will work together to provide other services for the child. The parent and/or child must be notified of the reasons the child will not be considered for the LWS Special Education Program. If further evaluation is warranted, the information shall be turned over to the IEP Team to determine whether the child is eligible for the LWS Special Education Program and to develop an IEP for the particular child. The IEP Team shall consist of a special educator, the special education Director, the general education teacher, the principal and the parent of the referred child. The Director shall complete the appropriate information needed for the IEP Team to establish a program for the child. Such information may include medical history, health status, motor skills, speech/language or hearing evaluations, classroom observations, family history, and educational history.

To determine eligibility the IEP Team must determine the following:

- a. Whether the child has a disability;
- b. Whether that disability adversely affects the child's educational performance;
- c. What specific special education and/or other related services are required based upon the findings in 1 & 2; and
- d. An IEP in the least restrictive environment for the child.

The parent shall be notified ten (10) days in advance of the IEP Team meeting held to establish 1 through 4 directly above. The notice shall be conveyed to the parent in a language they can understand (orally or in writing, but when orally notations must be made regarding the oral notification), shall include a description of the evaluation process, and an explanation of why the evaluation is taking place. All of the documentation generated throughout the entire process shall be held in the child's student file confidentially. All communication with the parents (whether oral or written) shall be documented in the student's file especially with regard to attempts to notify of meetings, consents, and additional information regarding the student's needs.

If the parent refuses to consent to evaluation, LWS may still be required to provide special education services. The Director shall develop a process by which to resolve issues between the school and a non-consenting parent. The parent may also refuse the special education services proposed by the IEP Team. When this occurs, the coordinator shall develop a process by which to resolve the issues between the school and the non-consenting parent.

The Director shall keep a list of all special education students and the dates of their next reevaluation are due. This information will be provided to the child's special educator(s). The Director shall notify the parent at least thirty (30) days prior of any reevaluation so the parent may be included in that process as well. The child's special educator will establish the reevaluation team and the decision making process for the reevaluation. The above process is repeated only with the reevaluation team and special educator completing the tasks previously delegated through the assessment and evaluation process.

## 2. Parental Notification

The Director shall do its best to communicate all notices in a language and manner (if parent is blind or deaf, Brail or sign) which the parent understands. A minimum of a ten (10) day notice is required when any of the following are going to occur with the student child:

- a. Initial evaluation;
- b. Initial eligibility determination;
- c. IEP review and amendment;
- d. Reevaluation;
- e. Reevaluation of the eligibility determination;
- f. Significant discipline incidents.

A parent is also permitted to request a reevaluation of their student child at any time. However, a reevaluation may be completed by the reevaluation team with existing data and assessments. If the parent insists upon additional testing, the coordinator shall work with the parent through the established resolution process to seek resolution of the disagreement between school and parent. A parent is also permitted to request an independent evaluation. All requests made for an independent evaluation are forwarded to the superintendent. The Director sends a packet of information to the parent requesting such independent evaluation which includes, but is not limited to, where an independent evaluation may be obtained, the required qualifications of an independent examiner, the eligibility for specific disability categories, and the maximum allowable charges for specified assessments to eliminate unreasonably excessive fees, including travel costs. The superintendent can make any one of the following decisions once an independent evaluation is requested: wait for the parent to act on the request, or request the parent to enter into the conflict resolution process. If an independent evaluation is completed by the parent, the IEP Team or reevaluation team shall include that information in with all other information in establishing/modifying the student's IEP.

### 3. Behavior or Disciplinary Action

If a current special education student has a behavioral incident, the Director will invite the parent(s) of the student to an IEP Team meeting to determine the best course of action for the student. The IEP Team will develop a behavioral plan if one is not already in place, modify the existing behavioral plan, or determine what other least restrictive alternative is available to continue to meet the student's educational needs. The IEP Team shall also consider whether the student's disability impaired their ability to understand the impact and consequences of behavior, or whether the student's disability impaired ability to control the behavior. If the IEP Team determines that the student's disability doesn't impair their ability to understand or control the consequences or the behavior, then the child shall be disciplined as any other LWS student. In no circumstance can educational services be denied for more than ten (10) school days in a school year. If a student is involved in disciplinary action who is not currently a special

education student, but there is an indication that the student may have a disability not previously identified, such disability shall be considered in discipline and a referral must be made to the Director for assessment and evaluation.

4. Discontinuation of Services, Graduation and Grading

If it is suspected that a student no longer meets the eligibility criteria for the LWS Special Education Program, the reevaluation team, including the parent, must meet to review existing data and arrange to have additional assessments if necessary. If the student is not eligible, the Director must provide the parent with written notice of the decision to discontinue special education services. Services will not be discontinued if the parent files a grievance pursuant to the appropriate provisions of the LWS Policies and Procedures.

LWS's obligation to provide special education services ends when the student meets the school's requirements for the receipt of a high school diploma. The Director must provide the parent with a written notice prior to graduation of the discontinuation of special education services. For children who have not yet graduated from high school by meeting the requirements for receipt of a high school diploma, LWS is obligated to provide special education services until the student reaches age twenty-two (22). If a child is turning twenty-one (21), the coordinator will provide the parent with prior written notice regarding discontinuing special education services.

LWS's obligation to provide special education services also ends when: 1) the student transfers to another school; 2) the parent withdraws the student from school and the parent has made other provision for the student's educational needs; and 3) the student drops out of school.

If a parent requests that a student be withdrawn from special education services, the reevaluation team must determine whether the student is still eligible for special education services. Written notice must be sent to the parent following the determination. If the team, including the parent, determines that services need to continue, LWS will provide services unless the parent has invoked the grievance procedure appropriately under the LWS Policies and Procedures.

**4.57 OBTAINING/DISCLOSING CONFIDENTIAL INFORMATION REGARDING STUDENTS**

The parent or adult student shall complete an Access Authorization List enumerating who can have access to the student's files. When information is placed into the file related to the special education or the physical/mental health of the student, HIPPA requirements must also be met before the disclosure of student information.

Access to records is denied if the person requesting is not on the access authorization list, is not a person seeking directory information only, or is not a person reviewing the records as directed by a federal jury or through some other subpoena/order of the court. The coordinator shall also develop a list of individuals within LWS permitted to review the confidential records of a student and establish a way to document all times LWS personnel have accessed student files. For instance, a special educator may be permitted to view some documents within the file that a teacher may not.

When disclosing information from a student file to a non-custodial parents, no information shall be given which indicates the child's or other parent's current residence. Information must not be disclosed to a non-custodial parent if their access rights have been limited or terminated.

After a period of three (3) years post-graduation or post separation from school, the Records Clerk notifies all parents/adult students of the intention to destroy the personally identifiable information from the student's record. This notice includes the destruction time, parent/adult prior student rights regarding the records, and steps to obtain the records if they object to their destruction. Records are then designated for shredding or release to parents/adult student. Logs of the destruction of the documents shall be kept.

Parents/adult students may request an amendment to a student file. The written request (either filled out by the requesting person or a school staff person) will be placed in the student's file and referred to the superintendent for a decision. If the amendment is made, the amendment request is destroyed. If the amendment is not made, the parent/adult student is notified of why the amendment will not be made and the amendment request shall remain in the file. The requesting party will also be notified immediately of any further action they may take to appeal this decision. If the unamended record is later disclosed, the request for amendment must be attached to it.

*References: Family Education Rights and Privacy Act; HIPPA.*

#### **4.58 STUDENT ALCOHOL TESTING**

It is the policy of the Little Wound School Board to provide a safe, secure and drug and alcohol free school environment by implementing a program to detect, treat and prevent the use and abuse of alcohol and drugs by all students.

Alcohol use by a student is illegal and poses a serious threat not only to their own well-being, but also to the well-being of the entire school community. Drug or alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action as set forth in the Student Handbook.

When determining possible alcohol use or intoxication by a student during the school day or at a school related function the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol testing device which indicates the presence or absence of alcohol, when based upon reasonable suspicion or probable cause.

**Procedure:**

During the normal school day or at school-sponsored events.

1. An employee may determine possible student alcohol use without the aid of a breath alcohol testing device by observing one or more of the following indicators:
  - Slurred speech
  - Unsteady gait
  - Impaired motor control
  - Flushed face
  - Smell of intoxicating liquor on breath, clothing or person
  - Vomiting
  - a. If the employee determines that a student is intoxicated or has used alcohol based on one or more of the above indicators, that shall constitute reasonable suspicion and: Parent/Guardian is notified and requested to take the student home.
  - b. Emergency help is called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
  - c. The police will be called immediately to take the student into protective custody.
  - d. Disciplinary action may be taken as indicated in Student Handbook.
2. If a student is reasonably suspected of being under the influence of alcohol or is suspected of having consumed alcohol, the following action will be taken:
  - a. The student will be escorted to the test site.
  - b. The test is conducted by a certified Breath Alcohol Technician (BAT).
  - c. Tests uses an approved Evidential Breath Testing (EBT) device.
3. If the test is positive (.01BAC) the student may request a maximum of two additional tests taken at least 2 minutes apart. If these additional tests are positive:
  - a. The parent/guardian is notified and requested to take student home.
  - b. Emergency help is called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance.

- c. The police may be called to take the student into protective custody.
  - d. Disciplinary action may be taken as indicated in the LWS Student Handbook and may result in suspension.
4. If the test is negative, the student will be allowed to resume activity if the administrator does not suspect the use of other drugs.
    - a. The student's parent/guardian will be notified that the breathalyzer was administered.
  5. If a student who is suspected of being under the influence of alcohol or who is suspected of having consumed alcohol refuses the test:
    - a. The administrator will notify parents to pick up the student and detain the student until parent's arrival.
    - b. The administrator may consider the refusal and all other evidence to determine whether or not the student is intoxicated or has consumed alcohol and may discipline the student in accordance with the LWS Student Handbook.
  6. If any student suspected of intoxication leaves the scene against the school official's request:
    - a. Parent/Guardian is notified.
    - b. Public Safety is notified.
    - c. Disciplinary action is taken as indicated in the LWS Student Handbook.
  7. There is always the possibility that a student may become intoxicated after passing an initial breathalyzer screening. If the administrator in charge of the function observes the behaviors listed in a), in such a student, then they may administer the breathalyzer. If the student tests positive on the breathalyzer, they may request a second and third test. If these tests are positive, then the administrator will follow the procedure as written in (d) of this policy. School discipline will be administered and may result in suspension.

NOTE: Law enforcement may be called at any time by the School if there is reasonable suspicion a student is intoxicated.

#### **4.59 STUDENT CHAPERONES**

Chaperones are to be responsible in ensuring the safety and well-being of the assigned students. Chaperones are the key person(s) to whom the young person looks to for guidance, protection, clarification, and support. Chaperones are to know at all times, the location of student(s) for

whom they are designated and to be available for assistance. Chaperones are to maintain a positive behavior by communicating in a manner that gets along with students, parents, and the public in general. Drugs and alcohol use by chaperones is strictly prohibited.

Male students shall have male chaperones and female students shall have female chaperones.

#### **4.60 K-9 (POLICE DOG) SEARCHES**

LWS reserves the right to conduct random searches by K-9 police dogs throughout the school campus for illegal substance(s), to maintain safe school environment.

#### **4.61 PERSONAL ELECTRONIC DEVICE**

At Little Wound School we believe creating an environment that cultivates the talents of every student and one that prepares our graduates for an ever-changing world. We also believe in integrating technology and Personal Electronic Devices (PEDs) into classroom instruction in order to comply with LWS goals.

Research shows that student usage of PEDs promotes critical thinking, problem-solving, collaboration, and other essential life skills in a highly competitive and global society.

**During Non-Instructional Time:** Students may use PEDs during class breaks, in the cafeteria during breakfast or lunch for personal or instructional purposes. Students are allowed to send and receive text messages, listen to music, access LWS approved sites, and send and receive email during this time period only.

**During Instructional Time:** Student use of PEDs is not allowed unless it is for note taking or during a teacher approved lesson in which PEDs are being integrated into their instruction.

- Usage will not be disruptive to other students, staff, or to the overall school environment. Texting to other students while they are engaged in instructional time is prohibited.
- Ear pods/headphones must be used so that others will not be able to hear the sounds from one student's device. Speakerphones may not be used.
- Before entering class, students are expected to put away all PEDs and be ready, respectful, and responsible in regards to these policies.
- There shall be no PED use during assessments, exams, or any type of testing.
- Students may not use PEDs to bully or harass other students, faculty, or staff in any way, including social media. Violations to this policy may result in loss of PED privileges for the year. The student's PED will not be returned to the student until a parent conference is held with student and the student's administrator.
- Students may not use PEDs to photograph other students or staff members.



## Consequences

1<sup>st</sup> offense: teacher/staff warning to student

2<sup>nd</sup> offense: PED privileges lost for the day; PED taken and given to office staff and parents will be notified to pick up the PED.

3<sup>rd</sup> offense and beyond: loss to PED privileges; violations will be treated as defiance and insubordination and further disciplinary consequences will be applied using administrative discretion.

Students are responsible for PEDs. Little Wound School is not responsible for lost, stolen, or damaged PEDs.

## **4.62 ALTERNATIVE SCHOOL EDUCATION**

### 1. Enrollment

Grades 6-12:

Preceding a student's enrollment in the alternative school, the principal, alternative school supervisor, the student's counselor, and the dean of students will hold a meeting. This meeting will determine the adequacy of an alternative school setting to support the student's ongoing academic and personal development. A student may also independently request placement in the alternative school setting by submitting an application or written petition to their principal. Within one week of submitting this application, the principal and alternative school supervisor will meet to review the application (in consultation with the student's parent or guardian) before a decision on placement is made. A student's first day enrolled in the alternative school setting will be the Monday immediately following the decision.

### 2. Behavioral Expectations

Any student enrolled in the alternative school is subject to the policies and expectations of the Little Wound School and the Little Wound School Student Handbook. Enrolled students will also be subject to the established rules and norms of the alternative school.

### 3. Contracts

At the determination of the alternative school supervisor or principal, any student (and a parent or guardian) may be required to sign a binding attendance, behavior, conduct, counseling, and/or personal improvement contract. Refusal to sign or comply with a contract will prevent the student's initial or continuing enrollment in the alternative school.

4. District Participation

Students in the alternative school are students of Little Wound School and eligible for full participation in school activities, where applicable. This includes athletic participation (if eligible); participation in school events, including (but not limited to) baccalaureate, graduation, prom, dances, sporting events, and field trips; and the ability to attend after-school school tutoring or clubs.

5. Re-enrollment

Students in the alternative school may return to the traditional school, unless restricted by the board or stipulations of policy. Students may submit a written petition (with parent or guardian signature included) requesting to return to the traditional school setting. Within one week of the petition's submission to the alternative school supervisor, the principal and the alternative school supervisor will meet to determine the future enrollment status of the student. Submission of a petition does not guarantee the student's return to the traditional school setting.

**4.63 BACKPACKS**

Backpacks, purses, and other personal bags and containers must be placed in locker during school day and shall not be carried in classrooms or hallways; except at the start and at the end of the school day.

## **SECTION 5 -FISCAL MANAGEMENT**

- 5.01 Fiscal Management Goals
- 5.02 Fiscal Management System
- 5.03 Annual Operating Budget
- 5.04 Budget Goals and Objectives
- 5.05 Fiscal Year
- 5.06 Budget Preparation Procedures
- 5.07 Deadlines and Schedules
- 5.08 Staff Involvement
- 5.09 Public Involvement
- 5.10 Student Involvement
- 5.11 Periodic Budget Reconciliation
- 5.12 Emergency Changes
- 5.13 Debt Limitation
- 5.14 Local Tax Revenues
- 5.15 State Aid
- 5.16 Federal Aid
- 5.17 Short Term Notes
- 5.18 Grants
- 5.19 Rent Income/Security Deposits
- 5.20 Admissions and Gate Receipts

- 5.21 Tuition Income
- 5.22 Fines
- 5.23 Investment Earning
- 5.24 Depository of Funds
- 5.25 Bonded Employees
- 5.26 Accounting and Reporting
- 5.27 Financial Reports and Statements
- 5.28 Property and Equipment
- 5.29 Audits
- 5.30 Expenditure of Funds
- 5.31 Checking Accounts
- 5.32 Authorized Signature
- 5.33 Check Writing Services
- 5.34 Petty Cash Accounts
- 5.35 Payroll Procedures
- 5.36 Salary Deductions
- 5.37 Expense Reimbursements (Employee/Board Travel)
- 5.38 Purchasing
- 5.39 Quality Control
- 5.40 Specifications
- 5.41 Purchasing Guides and Vendor Lists

5.42 Competitive Procurements

5.43 Student Activities Funds Management

5.44 Cash in School Buildings

5.45 Financial Assistance

5.46 Fund Balance Classification

### **5.01 FISCAL MANAGEMENT GOALS**

Fiscal management goals can be attained through sound fiscal management. The Board recognizes that quality education is central to the purpose of the school and that fiscal management must be used as a tool to achieve this purpose by attaining the following goals.

1. To engage in thorough advanced planning with staff and community involvement.
2. To develop budgets to guide expenditures in order to receive the best return for the dollar spent.
3. To establish levels of funding which will provide quality education for the students.
4. To utilize the best available techniques for budget development and management.
5. To require maximum efficiency in accounting and reporting procedures.
6. To follow the Federal guidelines governing the investment of school funds.

### **5.02 FISCAL MANAGEMENT SYSTEM**

The Business Office is organized and maintained in a manner to assist and provide the Superintendent with information necessary to create a solid financial basis to operate the school system. Its functions are:

1. To assist the Superintendent in preparing budgets for the operation of the entire school system.
2. To prepare all necessary reports concerning the financial operation of the school.
3. To prepare payroll for all personnel employed by Little Wound School.
4. To monitor and assist the food service and transportation program in areas deemed necessary.
5. To assume and carry out other responsibilities assigned by the Superintendent.

### **5.03 ANNUAL OPERATING BUDGET**

A preliminary budget with projected revenue for program operations for the following school year shall be submitted to the Board for approval at the budget Board meeting every May.

Annual expenditures report for year-end will be presented to the LWS Board at the budget meeting in August.

#### **5.04 BUDGET GOALS AND OBJECTIVES**

The annual operating budget established by the Board shall incorporate:

1. Programs and staff required to implement identified goals and student learning needs.
2. A focus on personnel providing direct education and support services for students.
3. Ongoing programs designed to maintain and enhance the educational aspirations of students.
4. Procedures for modification in the revenue for the operation of educational services for students.
5. Procedures for insuring adherence to legal and other considerations for all programs at the school.

#### **5.05 FISCAL YEAR**

Fiscal year for operation of Little Wound School shall be July 1 to June 30.

#### **5.06 BUDGET PREPARATION PROCEDURES**

Each department supervisor along with the Superintendent shall be responsible for developing and establishing their department's budget. All budgets shall follow the respective department's/school's goals and objectives. The Business Manager shall be responsible for reviewing and monitoring the annual budget preparation procedures adopted by the LWS Board.

#### **5.07 DEADLINES AND SCHEDULES**

The Board shall approve the preliminary budget at the budget meeting in May based on information, salary schedules and data submitted by the Superintendent. Administrators are required to submit projected budget needs, enrollment projections, revenue projections, goals and other information by April as requested by the Superintendent.

#### **5.08 STAFF INVOLVEMENT**

The Superintendent is responsible for implementing input activities into budget development for school programs by consulting with program supervisors and staff concerning program needs and activities.

Administrators are allocated an amount of funding annually to operate the program they supervise with the identification of budget line item amounts developed by consulting with the Superintendent. The administrators shall meet annually, within the first month of school, to inform their employees of their respective budget limitations.

The Superintendent and Business Manager document overall budget needs for presentation to the Board annually and submit budget modifications for approval as necessary. Administrators develop cuff accounts for budget line items with the Business Manager and monitor their approved budget with the Superintendent and Business Manager.

### **5.09 PUBLIC INVOLVEMENT**

The Board shall notify parents and the community of the date for review, revision and approval of the annual budget through appropriate means and shall disseminate budget report information by appropriate means on a monthly basis.

### **5.10 STUDENT INVOLVEMENT**

The respective Principals are responsible for informing and assisting the Student Council and their advisor(s) in determining needs and goals for incorporation into the budget requests for the next academic year.

### **5.11 PERIODIC BUDGET RECONCILIATIONS**

The Business Manager is responsible for implementing monthly budget reconciliations and for reporting this information to the Board for acceptance at the monthly budget meeting.

### **5.12 EMERGENCY CHANGES**

The Superintendent and Business Manager shall advise the Board of the need for any changes and provide the Board with proposed revisions for their approval prior to any changes being implemented. The Superintendent will advise administrators of actual revenue received and consult with appropriate administrators in regard to any proposed modifications.

### **5.13 DEBT LIMITATION**

The Board shall not incur debts for operation of the school in excess of actual revenue available, unless approved by all five (5) members of the Board at a public meeting. The Business



Manager shall be responsible for reporting fiscal information to the Board regularly to advise them of anticipated and actual revenue resources.

**5.14 LOCAL TAX REVENUES**

The Superintendent in consultation with supervisors shall develop specific budget line items for the expenditure of any local tax revenue funding being available for approval by the Board prior to any expenditures from this resource. Budget line items and expenditures for any acquired local tax revenue shall be made in accordance with applicable regulations.

**5.15 STATE AID**

The Superintendent in consultation with supervisors shall develop specific budget line items for the expenditure of any state funding being available for approval by the Board prior to any expenditures from this resource. Budget line items and expenditures for any acquired state aid revenue shall be made in accordance with applicable regulations.

**5.16 FEDERAL AID**

The Superintendent in consultation with supervisors shall develop specific budget line items for the expenditure of any federal funding being available for approval by the Board prior to any expenditures from this resource. Budget line items and expenditures for any acquired federal aid revenue shall be made in accordance with applicable regulations.

**5.17 SHORT TERM NOTES**

The Board may enter into agreements with financial institutions to acquire short-term notes to pay financial obligations based on anticipated revenue in the event the Board has insufficient funding available to pay its obligations.

The Business Manager shall be responsible for advising the Board of the need for short-term note funding obligations and for reporting anticipated revenue to pay back short-term note obligations, which must be approved by the Board.

**5.18 GRANTS**

The Board has the authority to acquire supplementary funding and shall approve all new and continuation applications for grants. Any materials, equipment, supplies, facilities, purchased via grant allocations will revert to the property of Little Wound School upon expiration of grant. Little Wound School shall not be responsible for debts or obligations incurred by second party grants.

All grant funds shall be received and expended according to fiscal procedures legislated by the granting agency and fiscal procedures adopted by the Board. Directors of approved grants received by the Board shall be responsible for program expenditures.

### **5.19 RENT INCOME/SECURITY DEPOSITS**

A security deposit will be assessed on each housing unit controlled by the Board. This security deposit will be held by the school until such time as the tenant vacates the rental unit. An examination of the rental will be conducted by the facilities department. The cost of any damage to the unit caused by abuse or neglect by the tenant will be billed against the security deposit held by the school. Any additional amounts needed for further damages will be deducted from the employee's final pay check. Any remaining balance will be refunded to the tenant upon satisfaction of damage claims.

Daily rental fees from facilities or equipment use will be received by the business office. A deposit will also be required for security. Rates will be determined annually by the Superintendent and Business Manager. All rental agreements must be approved and payment received by the Business Manager prior to beginning of rental term. Facilities Manager inspects equipment or premises after use and approves refund of the deposit.

### **5.20 ADMISSIONS AND GATE RECEIPTS**

The Board shall establish rates for admissions to school-sponsored activities following consultation with the Athletic Director and Superintendent on an annual basis. The Athletic Director shall be responsible for monitoring of gate and admission deposits with the Business Manager and for reporting all expenditures and revenue from this resource monthly to the Board. All revenue from admissions and gate receipts shall be deposited in specific line items identified in a budget and shall be used to pay for referees, officials or any other cash expenses. Monthly reports to the Board shall include modified budget recommendations based on revenues from this resource from the previous month. Senior citizens, staff, and Board members shall have access to school-sponsored activities at no cost. Staff admitted free to school activities are required to monitor and supervise all areas of the school.

### **5.21 TUITION INCOME**

The Board may enter into cooperative tuition agreements with public school districts to acquire revenue to provide educational services to students. All cooperative tuition agreements shall be negotiated annually and have Board approval prior to any finalization of agreements.

The Business Manager in consultation with the Superintendent shall be responsible for developing a tuition budget on an annual basis based on income received to present to the Board for approval. The Board shall receive reports on tuition income at the monthly budget meeting.

#### **5.22 FINES**

All fines assessed and received by the Board shall be deposited in an identified budget and any fines assessed against the school shall be recorded and reported to the Board in monthly budget reports. This includes, but is not limited to, any property or equipment damage due to vandalism and/or neglect.

#### **5.23 INVESTMENT EARNINGS**

The Business Manager shall seek opportunities for investment of funds that are secure, provide a reasonable rate of return, and are not legally disallowed from investment, with the consent of the Board. The Superintendent shall make recommendations for the use of income from these investments for the Board in the annual budget.

#### **5.24 DEPOSITORY OF FUNDS**

The Business Manager or their designee shall be responsible for depositing all funds of the Board in identified and approved accounts and for reporting these deposits in the monthly budget report.

#### **5.25 BONDED EMPLOYEES**

Every employee who is assigned responsibility for receiving and dispensing school funds shall be bonded by a blanket bond with the cost of the bond paid by the Board.

#### **5.26 ACCOUNTING AND REPORTING**

The Board shall be responsible for utilizing fiscal accounting and reporting procedures, upon the recommendation of the LWS accounting firm, that meet applicable tribal, state and federal requirements, where required by law.

#### **5.27 FINANCIAL REPORTS AND STATEMENTS**

The Board shall adopt procedures for monthly, quarterly and annual reporting of all fiscal transactions of the school. The Business Manager is responsible for submitting required financial reports and statements to funding sources in a timely and accurate manner after submitting them to the Board for review and approval.

## **5.28 PROPERTY AND EQUIPMENT**

The Business Manager shall be responsible for coordination of annual physical inventory of all property and equipment owned or in the custody of the school. Final summary copies of all inventories shall be made available to the Board for review.

All items with an original purchase price in excess of \$5,000 shall be tagged and capitalized in the General Fixed Asset Account Group. Items with purchase price of less than \$5,000 shall be included on the detailed inventory list but will not be capitalized.

Property and equipment records shall be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition including the date of disposal and sale price of the property or trade in value.

A physical inventory of the property shall be taken and the results reconciled with the property annually. A control system shall be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated. Depreciation shall be taken on capital property. The method of depreciation shall be the straight line method. Depreciation procedures shall be in compliance with GASB 34 regulation.

### **1. ACQUISITION PROCEDURE:**

The following procedures shall apply when equipment is acquired:

- a. Upon arrival, all equipment shall be delivered to the business office.
- b. A receiving report shall be completed. Information shall be entered into the General Fixed Asset Account Group in the computer.
- c. The equipment shall be tagged.
- d. Individual shall then pick up the equipment.

### **2. DISPOSITION PROCEDURE:**

The following procedures shall apply when equipment is no longer needed:

- a. A disposition report shall be completed.
- b. The equipment shall be deleted from the General Fixed Asset Account Group.

- c. Equipment purchased by Little Wound School that needs to be disposed of shall be submitted to the Board for approval to be declared surplus. Final disposition of equipment will be based upon recommendation of business manager to the board.
- d. If the purchase value of the equipment or property to be disposed of is \$5,000 or more and belongs to a federal agency, approval from the federal agency shall be received to determine the disposal.
- e. If the federal agency approves the disposition item, it may be retained, sold, or bids may be let. This shall be determined by the Board.

### **5.29 AUDITS**

Independent and advertised audits shall be made on all school accounts yearly in accordance with tribal, state and federal regulations with the Business Manager responsible for reporting the results to the Board and grantor agencies.

### **5.30 EXPENDITURE OF FUNDS**

The Board shall authorize, develop and utilize procedures for the expenditure or obligation of school funds that meet applicable funding guidelines.

### **5.31 CHECKING ACCOUNTS**

The Board shall identify and approve of checking accounts to be used in processing fiscal transactions and payroll and identify the banking institution to which checking accounts may be maintained.

### **5.32 AUTHORIZED SIGNATURES**

Only Board members are authorized to sign checks.

### **5.33 CHECK WRITING SERVICES**

The Payroll Accountant is responsible for preparing and writing payroll checks on a bi-weekly scheduled basis and the Accounts Payable Clerk is be responsible for writing checks for purchased services, supplies, materials, and equipment. No checks shall be written until proper procedure has been followed and no manual checks shall be written, unless there is an emergency as determined by the Superintendent.

The Travel Clerk is responsible for writing checks for purchased services and travel.

### **5.34 PETTY CASH ACCOUNTS**

There shall be no petty cash accounts.

### **5.35 PAYROLL PROCEDURES**

Employees shall be paid according to their contract agreement on file in the Personnel Office with the following guidelines:

1. Employee payroll and board stipends shall be issued on a bi-weekly basis, one week following the end of the pay period.
2. Each pay period begins on Sunday and ends on Saturday, two weeks following.
3. No salary advances shall be authorized for any employee.
4. No salary payments shall be made to employees who do not have an employment contract approved by the Board and signed by the employee on file.
5. Employee payroll shall not be made without a signed and completed timesheet documenting actual hours of employee service for that pay period.
6. Supervisors shall submit all timesheets by noon on the last day of the pay period.
7. Payroll checks shall be issued to all employees, including the temporary or substitute employee personnel on Thursday after 1:00 p.m. the week of payroll. No early checks shall be issued, unless there is an emergency as determined by the Supervisor and concurred with by the Superintendent.
8. ALL employees must have an I-9 and W-2 form on file in the payroll office prior to receiving any payment for services.
9. A copy of each employee, temporary employees, and substitute employees must have a copy of a Social Security Card on file in the Business Office prior to receiving a payroll check.
10. Must file job certification semi-annually.
11. Payments for stipends must be approved by Superintendent and must be taxed accordingly.

12. Extra-Duty for athletic and activity assignments shall be paid at the completion of their extra duty activity and must be approved by the Athletic/Director and the Superintendent. However, all extra duty payroll checks shall be disbursed through the normal payroll process and checks shall be combined into one paycheck whenever possible.

### **5.36 SALARY DEDUCTIONS**

The Board shall deduct and withhold from the wages of employees:

1. The amount of federal income tax required by federal law.
2. The amount of social security tax required by federal law.
3. Other taxes/fees as mandated by federal, tribal and state law. These fees shall be paid by the employee, rather than the school.
4. The amount owed to the Board for rental of school owned housing based on the housing agreement.
5. The amount owed for damage to school owned housing or property as assessed by the Board.
6. The amounts for employee share of fringe benefit costs.
7. New employees are not eligible for payroll deduction until they have been employed for 90 days.

The Business Manager is authorized to approve payroll deductions for employees for scheduled payments, if the employee signs a power of attorney for the authorization of such deduction with no liability for collection to be assumed by the Board for repayment of the employee liability. Mandatory Board deductions shall be deducted or withheld first, before voluntary employee deductions are withheld. No employee shall be able to have more than three (3) payroll deductions or 50% of voluntary payroll deductions deducted from each paycheck.

The Board reserves the right to accelerate demand for payment of monies, reimbursements, or payments owed to Little Wound School. If an employee terminates their employment, or resigns without notice, the Board may hold the employee's final paycheck(s) until paid or it may offset the amount owed from the employee final paycheck.

An administrative fee may be assessed by the Business Manager after consultation by those employees utilizing salary deductions not required by law and those funds shall be deposited in the general fund to be utilized for student scholarships and school improvement projects.

### **5.37 EXPENSE REIMBURSEMENT (Employee/Board Travel)**

Travel authorizations, statements, receipts, and other accountability documents shall be completed by all employees and Board members participating in approved off-site activities. Before a reimbursement is made to an employee or Board member for any travel expenses, it must be appropriately authorized as indicated by the following:

1. TRAVEL AUTHORIZATION - Proper travel authorization procedures must occur for any travel when conducting official school business. A travel authorization for any employee must be approved and signed by their supervisor, the Business Manager and the Superintendent. Board member's travel shall be approved by the Board at an official meeting of the Board and will require a travel authorization signed by the Chairperson of the Board or Superintendent. No travel will be paid without a completed and approved travel authorization. Travel authorizations shall be submitted to the Business Office one-week prior to the desired travel date. If travel requires flight accommodations, travel authorization shall be submitted to the Business Office three weeks prior to the desired travel date. Proof of training to be attended must accompany the travel authorization upon submission.
2. MEALS - If an employee or Board member travels overnight they will be reimbursed for meals on a Per Diem basis as per Appendix A to Chapter 301-Prescribed Maximum Per Diem Rates for CONUS.
3. PER DIEM - Per diem will be paid to employees and Board members for overnight trips when conducting official school business at the rate established by the federal government's travel regulations.

New federal regulations: 75% of per diem on 1st and last day regardless of when you leave. 12 hour rule – if training or travel is less than 12 hours, only mileage.

Any meals included in registration fees to attend a conference, training or meeting will not be reimbursed by the school.

4. TRAVEL STATEMENT - Upon return from approved travel, the employee or Board member must submit a travel statement for reimbursement, or documentation of actual expenses incurred from a travel advance already received by the employee or Board member. No reimbursements from travel advance until the debt is collected in full. No reimbursements from prior fiscal year(s). No travel will be authorized for an employee or Board member who has not completed a travel statement within the timeline from a previous trip. Travel receipts must be submitted within fourteen (14) calendar days of the final day of travel, or they will not be paid. All travel statements



shall be submitted within fourteen (14) calendar days following return from authorized travel for which an advance was received. Note: If you choose to travel by other means, such as a vehicle when others fly, and you incur incidental expenses, you are responsible for any and all incidental expenses, such as parking, extra days of a hotel, and other such incidental expenses.

The cost of any travel advance owed to the school shall be deducted from future checks of the employee or Board member check if a travel statement has not been submitted from a previous trip and the reimbursement owed to the Board has not been repaid within thirty (30) days. Any employee or Board member receiving a travel advance and does not attend shall return the advance immediately.

- a. No reimbursements from travel advance until the debt is collected in full;
  - b. No reimbursements from prior fiscal year(s).
5. RECEIPTS - Employees and Board members submitting travel statements are required to attach receipts prior to reimbursement. Failure to attach receipts may result in the employee or Board member having to reimburse the school for amounts not substantiated by receipts. No handwritten receipts shall be accepted as proof of lodging, meals, or travel expenses. If attending a conference or workshop, the Board member or employee shall complete a travel report and submit with travel statement.
  6. LODGING AND MISCELLANEOUS EXPENSES - These costs may be reimbursed to employees and Board members based on actual costs incurred. Receipts must be present to substantiate costs incurred.
  7. MILEAGE CLAIM - Mileage for use of employee or Board members personal vehicle for official school business shall be paid at established IRS travel rates. To be eligible for mileage reimbursement, travelers must complete a mileage sheet (within one month upon completion of travel), and possess a valid Driver's License. This mileage sheet must give the detail of the miles traveled such as the start and stop times, destination from and to, the number of miles traveled, and a calculation of the reimbursement due the traveler. Employee's immediate supervisor and Superintendent must also approve the reimbursement. A quorum of the Board must approve a Board member's mileage.

### **5.38 PURCHASING**

The Board shall ensure that all purchases are made in the best interest of the school and comply with tribal, state and federal rules and regulations. Employees must utilize purchasing procedures, which will be processed through the Business Office in the following manner:

1. Staff needing supplies must complete and sign a purchase request and submit it to their immediate supervisor listing the pertinent information and name of the vendor. Supervisors will ensure need and available funding to cover expenditures noting account number on purchase requisition. The immediate supervisor will verify their approval through a signature. The Superintendent and Business Manager will approve for reasonable budgeted expense. Expenditures exceeding \$10,000 or more must have Board approval.
2. Purchase requests shall be submitted to the business office one week prior to the desired purchase date. Upon submission to the business office a purchase order will be prepared with the following exceptions:
  - a. Board stipends will be paid from preliminary board minutes, voucher and the attendance roster, and shall be subject to payroll procedures and necessary withholding.
  - b. Travel authorizations will be used when requesting permission and an advance to travel for the school.
  - c. Field Trip Request Form will be used when requesting permission and advances for any trip with students. All out of state travel with students must be approved by the Board with the exception of towns located within a 125 mile radius.
  - d. Daily meal rates are established by the Board for both adults and students, and shall be reimbursed at the established federal rate:  
  
Breakfast \$6.00    Lunch \$12.00    Supper \$15.00
  - e. Student Activities purchases only require a purchase requisition.
3. Recurring expenses. (i.e. monthly utilities, etc.) Utilities and fixed costs require voucher approval by the Business Manager. Once proper approval signatures are affixed, this form shall be attached to the invoice and follow the Schools General Purchasing procedures as outlined above.
4. Contractual services with a Board approved written contract. The Superintendent can approve contractual services of \$500 or less.
5. Expenses approved by the Board will be documented with a copy of Board minutes and approved voucher, invoice or contract.
6. Additional funds may be included for miscellaneous fees, e.g. entertainment

7. Purchase, field trip, and extra-duty (coaching) receipts are due within 14 days.
8. Funds from one purchase or filed trip request cannot be applied to another. Any remaining funds must be returned to the business office.
9. There will be no further purchase, field trip, or extra-duty requests processed until receipts from the previous request(s) are turned in.
10. A Reimbursement Form must be completed for any overages from purchase or field trip requests and approved by the supervisor before overages can be reimbursed.
11. No reimbursements after 30 days from the date which the debt has been collected in full.
12. No reimbursements from prior fiscal year(s).
13. The purchasing/procurement clerk shall enter the information from the purchase request form into the computer and will verify the purchase/purchases will not over spend the budget. A purchase order will be printed and given back to the Business Manager for signature.
14. The purchase order shall be three-part and pre-numbered. One copy will go to the employee who requested the item, one will go to the vendor and one shall be filed in the business office until the goods are received.
15. Once goods are received, the copy of the purchase order (or acceptable documentation) stated in (2) above, will be filed in the Business Office and will be compared to the goods received. If no variances exist, the Accounts Payable Clerk shall prepare the voucher and attach the purchase order, (or acceptable documentation) purchase request and invoice. This packet of information will be given to the Business Manager who shall verify all the necessary information is included. If all necessary information is included, the Business Manager shall sign the voucher at the bottom of the purchase order.
16. Orders not received after sixty (60) days will be canceled.

Emergency purchases may be made with the concurrence of the Business Manager and Superintendent. Their concurrences shall be documented by dual signatures on the reimbursement form. However, emergency purchases will only be made if the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, and the Superintendent has determined the cost is reasonable based on fair market price for the purchase.

Absolutely no ordering for supplies, materials, equipment or any type of service will be done without a purchase order. Staff are liable for payment of purchases made without a purchase order.

When purchasing goods, services, or approving labor contracts in excess of \$10,000.00, the competitive purchasing process in Section 5.42 of these procedures must be used. This applies to any contract for services or goods in excess of \$10,000.00 in one purchase or in multiple purchases within a one (1) year period from the same vendor for the same service or goods. LWS will not break up procurements to avoid competitive purchasing requirements set forth in Section 5.42 of this Policy. Purchasing under \$10,000.00 where one quote is the basis of the procurement requires a determination by the Superintendent that the cost is reasonable based on fair market pricing.

### **5.39 QUALITY CONTROL**

The Business Manager or their designee shall be responsible for assessing the quality and performance of purchased services and items and to measure the cost-effectiveness of department purchases. This information shall be reported to the administrator monitoring the specific program and the Board.

### **5.40 SPECIFICATIONS**

All items and services purchased by the Board shall meet safety, health, and other identified specifications to assure quality and safety. The Business Manager shall be responsible for developing, monitoring and adhering to identified merchandise and service specifications utilized by the school.

### **5.41 PURCHASING GUIDES AND VENDOR LISTS**

The Procurement Clerk shall be responsible for disseminating information to staff and vendors concerning purchasing and procurement guidelines. The Procurement Clerk shall be responsible for acquiring and maintaining vendor lists and catalogs and for disseminating updated listings of available catalogs for use by personnel.

### **5.42 COMPETITIVE PROCUREMENTS**

All contracts and open market orders to be awarded shall consider the quality of materials desired and their contribution to school and program goals. All contracts which require competitive procurement processes shall be awarded by the Board upon the recommendation of the Superintendent. All contracts for and purchases of supplies, materials, equipment and contractual services, with the exception of textbooks, in the amount of \$10,000 or more, but less than \$250,000 shall be based on competitive quotes. All procurements in excess of \$250,000.00

shall be awarded after advertisement of a Request for Bids or a Request for Proposals, with a minimum of two (2) responses.

**1. REQUESTS FOR QUOTES.** For procurement of goods or services in excess of \$10,000 but less than \$250,000.00, LWS will solicit quotes from two or more sources in writing. Requests for Quotes will specify the types of goods or services, the length of contract if it is a contract for services, and the date by which a written response is required. If the award of a contract is based on factors other than price, a Request for proposals will be issued that will include a scoring system based on points for each category in the scoring system. If LWS receives only one responsive responsible bid, LWS will follow sole source procurement requirements, or will solicit additional quotes.

**2. REQUEST FOR BIDS IN EXCESS OF \$250,000.00.**

Where a procurement will be based on price alone, LWS shall advertise a Requests for Bids for procurements in excess of \$250,000.00, and shall ensure the following steps are followed:

- a. Advertise for two (2) calendar weeks in a local newspaper and where deemed appropriate, regional or national publications;
- b. Bids are submitted by the bidder in a sealed envelope;
- c. Bids are addressed to the Little Wound School Board;
- d. Bids are plainly marked with the name of the bidder at the time of opening;
- e. Bids are opened in public at the time specified with all bidders invited by the Superintendent to be present.

**3. REQUESTS FOR PROPOSALS IN EXCESS OF \$250,000.00.**

Where considerations other than price are important in the award of a procurement, such as contracts for professional services (Architects, Engineers, IT services, e.g.), LWS will advertise a Request for Proposals. LWS shall ensure the following steps are followed:

- a. Advertise for two (2) calendar weeks in a local newspaper and where deemed appropriate, regional or national publications;
- b. Proposals are submitted by the proposer in a sealed envelope;
- c. Proposals are addressed to the Little Wound School Board;
- d. Proposals are plainly marked with the name of the proposer at the time of opening;
- e. Proposals are opened in public at the time specified with all proposer invited by the Superintendent to be present.

**4. SOLE SOURCE PROCUREMENTS.**

Emergency purchases in excess of \$10,000.00 may be made without competition if the public interest will not permit a delay resulting from competitive solicitation, or LWS has solicited quotes, proposals or bids and has received only one responsive and responsible quote, bid or proposal in response. Examples include natural disasters or damage to school facilities that must be immediately repaired to preserve the integrity of the building, or matters that present an immediate threat to the health or safety of staff or

students. The Board must indicate the emergency in its official minutes and attempt to secure two competitive quotations if time permits solicitation of quotations. Any sole source procurement in excess of \$250,000.00 funded with federal funds also requires approval from the funding source in writing. The Superintendent must confirm that the price charged is reasonable based on fair market value of goods or services. The Board may negotiate with the contractor on any sole source procurement.

**5. OTHER PROCUREMENT REQUIREMENTS.**

- a. Procurements shall not be restricted to specific brand names or geographically restricted.
- b. Procurements shall be based on the lowest bidder or for proposals based on factors other than solely price, the scoring of such proposals. The Superintendent shall be responsible for scoring proposals less than \$10,000.00. The School Board shall be responsible for scoring and selection from proposals in excess of \$10,000.00.
- c. LWS reserves the right to reject the quotes, proposals or bids from contractors deemed not responsible or not responsive.
- d. Contractors who are suspended or disbarred by any federal agency are not responsible and shall not be eligible. LWS personnel will check the SAMS system list of suspended or disbarred contractors prior to determining a contractor is responsible.
- e. LWS shall send written notice to all responders to Requests for Quotes, Requests for Proposals or Invitations for Bids notifying the contractors of the decision of LWS on the procurement.
- f. Every Procurement shall include certification by LWS that the price paid is reasonable based on fair market value. LWS may document the reasonableness of each procurement by comparing bids quotes or proposals received, by documenting the price charged by other vendors by telephone or through on-line research, or by comparing to past procurements of like items or services.
- g. All procurements funded with federal funds shall comply with the applicable requirements of 2 C.F.R. Part 200.
- h. The School Board reserves the right to negotiate with contractors when the bids, Proposals, or quotes are not within the budgeted amount for the procurement, or when it is in the best interests of the school.
- i. Any complaint regarding a procurement alleging failure of LWS to follow its policies or the applicable requirements of 2 C.F.R. Part 200 for any procurement funded by

federal funds must be filed with the Superintendent within five (5) days of the date notice of selection or non-selection issued by LWS. The decision of the Superintendent on any such complaint shall be issued in writing and shall be final, unless appealed to the School Board in writing within five (5) days of the date of the Superintendent's decision. The School Board reserves the right to hold a hearing or to make a decision based solely on the written documents including documents submitted by a contractor with the Notice of Appeal and the LWS Procurement file. The decision of the School Board shall be final and there shall be no further right of appeal from a decision of the School Board.

#### **6. INDIAN PREFERENCE.**

Indian preference shall, whenever possible, be given to bidders or suppliers in accordance with applicable law, including the Oglala Sioux Tribe TERO office requirements. LWS shall contact the TERO Office in advance of procurements to determine if there are two (2) or more responsible contractors on the TERO certified list before soliciting procurements. If there are two or more responsible responsive TERO Certified contractors, LWS will either solicit procurements as restricted to TERO eligible firms, or obtain the approval of the OST TERO Office to solicit the procurement as unrestricted. In the event that LWS cannot determine if there are two or more responsible responsive firms, for procurements in excess of \$250,000.00, LWS shall issue a Statement of Intent to Bid inviting TERO eligible bidders to file a Statement of Intent to Bid at least 2 weeks before issuing the Invitation to Bid. If LWS does not receive two or more Statements of Intent to Bid from responsible responsive TERO eligible firms, LWS will issue an unrestricted Invitation to Bid or Request for Proposals, after notifying the OST TERO Office and obtaining their concurrence. LWS reserves the right to cancel a solicitation, or to secure TERO Office approval to award to a non-TERO certified firm where no TERO certified contractor submits a bid within the LWS approved budget for a procurement, and efforts to negotiate with a TERO-certified contractor have not succeeded in bringing the price for the procurement in line with the LWS budget.

#### **5.43 STUDENT ACTIVITIES FUND MANAGEMENT**

All money received by students and staff for student activities shall be turned over to the Business Office immediately. Failure to promptly turn funds over will result in disciplinary action.

Only school employees shall be allowed to raise and handle funds on behalf of the students and shall be responsible for accounting for the same. Parents are welcome to volunteer in assisting school employees.

1. The Business Office responsibilities:

- a. Designate employees responsible for the receipt, deposit, and recording of all student activities revenue.
- b. Designate employees to order, process, and pay bills for the student activities fund.
- c. Prepare monthly financial reports, review with related student sponsors and present to the Board at their monthly finance meetings.

2. The Activities/Athletic Director responsibilities include:

- a. Organize volunteers to run concession stand or activities as per the student activities calendar.
- b. Check out the cash box from the business office prior to opening of activity.
- c. Return all cash and checks to the business office as soon as possible after the scheduled activity. The student sponsor retains responsibility for all cash until turned into the business office. A double count of cash shall be made by the Business Office Receptionist and the sponsor upon return of the cash box.
- d. Be responsible for reviewing student activity fund financial reports prepared by the business office and notify them of any errors at the Board's monthly budget meeting.
- e. Prepare the Athletic calendar for the school year.
- f. Orders all supplies needed for concession stands as well as supplies and materials for scheduled activities.
- g. The sale of foods and beverages of minimal nutritional value shall be prohibited throughout the school grounds between the start of the school day and the end of the last lunch period.
- h. Shall assume the duties of student activity sponsors in their absences.

3. Respective Principal's Responsibilities:

- a. Be responsible for assignment of concession stands.



- b. Notify concessionaire of the applicable policies, procedures and fee/collection schedules.

#### **5.44 CASH IN SCHOOL BUILDINGS**

The Little Wound School Board is not responsible for any lost or stolen cash, or checks.

#### **5.45 FINANCIAL ASSISTANCE**

Any and all non-school related financial assistance and/or requests must be submitted to the School Board. All requests shall be in writing.

1. Approved student-related assistance is limited to once a year.
2. Requests are to be submitted in advance of the proposed event or need.
3. The requests are to provide a detailed cost of the budget/requested amount.

#### **5.46 FUND BALANCE CLASSIFICATION**

The school has adopted the guidance in “Governmental Accounting Standards Board “GASB Statement 54 regarding the fund balance reporting. As a result fund balances are identified into the following categories:

##### Fund Categories

- Nonspendable – includes fund balance amounts that cannot be spend either because it is not in spendable form, such as inventories or prepaids, or because of legal or contractual restraints.
- Restricted – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, grantors or contributors or amounts constrained due to constitutional provision or enabling legislation.
- Committed – includes fund balance amount that are constrained for specific purposes that are internally imposed by the government through formal action of the Board of Directors by resolution and does not lapse at year-end.
- Assigned – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balance may be assigned by the Board of Directors.

- Unassigned – includes positive fund balance within the General Fund which has not been classified within the above mentioned categories and negative fund balances in other governmental funds.
- Unassigned – includes positive fund balance within the General Fund which has not been classified within the above mentioned categories and negative fund balances in other governmental funds.

These categories may be defined in more detail. The policy needs to establish who has the authority to determine the level of restriction. In addition the School should also include the following into their policies regarding the order for use of funds.

### Flow of Resources

The school uses restricted/committed amounts first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibited doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the school would first use committed, then assigned, and last unassigned amounts of unrestricted fund balance when expenditures are made.

## **SECTION 6 -CURRICULUM AND INSTRUCTION**

- 6.01 Vision
- 6.02 Mission Statement
- 6.03 Instructional Goals
- 6.04 Lakota Language
- 6.05 Curriculum Development
- 6.06 Curriculum Planning
- 6.07 Special Project
- 6.08 Curriculum Maps, Plans of Study, and Syllabi
- 6.09 Basic Instructional Program
- 6.10 Distance Education
- 6.11 Health Education
- 6.12 Sex Education
- 6.13 Drug and Alcohol Education Program
- 6.14 Safety Instruction
- 6.15 High School Credit for College Courses/Advanced College Placement
- 6.16 Senior Work-Study
- 6.17 Eligibility for High School Related Activities
- 6.18 Eligibility for Middle School Related Activities
- 6.19 Eligibility for Elementary School Related Activities
- 6.20 Interscholastic Athletics

- 6.21 Adult Education
- 6.22 Grouping for Instruction
- 6.23 Independent Study
- 6.24 Advanced Work
- 6.25 Instructional Materials
- 6.26 Textbook Selection and Adoption
- 6.27 School Libraries
- 6.28 Field Trips and Excursions
- 6.29 Career Awareness Programs
- 6.30 Community Resource Persons
- 6.31 School Volunteers
- 6.32 Guidance Program
- 6.33 Academic Classification
- 6.34 Grading Systems
- 6.35 Report Cards
- 6.36 Conferences
- 6.37 Homework
- 6.38 Promotion and Retention of Elementary and Middle School Students
- 6.39 Make-up Work
- 6.40 Graduation Requirements
- 6.41 Testing Programs

6.42 Assessment of Instructional Programs

6.43 Teaching Methods

6.44 Teaching Controversial Issues

6.45 Controversial Speakers

6.46 Lesson Plans

6.47 Gifted and Talented Education

6.48 Teacher Records

## **6.01 VISION**

Little Wound School will strive to provide the most current and innovative educational opportunities to assure our students have rigorous academic teaching, a strong sense of cultural identity, access to technology, as well as providing systems for physical health and emotional growth. Students will be prepared to be productive members of the Lakota Nation who value the Lakota culture and strive for excellence in their future endeavors as well as their community.

## **6.02 MISSION STATEMENT**

Little Wound School will provide a sacred environment for students to achieve academic and Lakota language and cultural excellence.

The school and community have the following aspirations for students of Little Wound School:

Goal #1: All children shall read independently by the third grade.

Goal #2: Students shall be proficient/advanced in Reading and Math.

Goal #3: Individual student attendance shall be 90% or higher.

Goal #4: Students shall demonstrate knowledge of their Lakota culture and language to improve academic achievement.

Goal #5: There shall be increases in enrollment, retention, graduation, placement and post-secondary success.

Goal #6: Increased community and parental inclusion.

Goal #7: Students shall feel safe and secure in their environment.

## **STUDENT OUTCOMES:**

1. Outcome One – Lakota;
2. Outcome Two – Lifelong learners;
3. Outcome Three – Effective Communicators and interpersonal relaters;
4. Outcome Four – Positive individuals;
5. Outcome Five –Nurturing Family members;
6. Outcome Six – Contributing Community members;
7. Outcome Seven – Transforming tribal members

**Student Outcome One – Lakota:** to speak proficiently, practice; “the Lakota way of life”, the traditions, Wolakota, values, and have a knowledge base; Lakota history, treaties, and legends.

**Student Outcome Two – Lifelong learners:** prepared for postsecondary education, meet TCO essential student learning’s and state performance standards, acquired skills to research and access resources through the use of technology, demonstrate survival skills; problem solving, decision making, work ethic, goal setting, self-motivation and seek information independently, learn from mistakes and can apply skills to new situations.

**Student Outcome Three – Effective communicators and interpersonal relaters:** write, speak, listen, and comprehend what they read, have good manners and civility and are outgoing and empathetic.

**Student Outcome Four – Positive individuals:** a strong sense of self-esteem, alcohol/drug free, have a sense of spirituality, set and achieve personal goals through self-discipline and self-motivation, practice a healthy lifestyle; nutrition, exercise and mental health, problem solvers through nonviolent acts, challenges of life; accepted, adaptable, and dealt with coping skills, have a vision of the future; make positive choices and responsible for those choices.

**Student Outcome Five – Nurturing Family members:** practice parenting skills and caring for children including family planning; respect parents and elders, provide for family needs; practice being good relatives, support education for all family members, promote a healthy and financially stable family life; foster a sense of belonging and stability.

**Student Outcome Six – Contributing Community Members;** help keep community clean, know when to compromise, bring people together, commit to making community a safe place, validate divers talents, model being good neighbors, volunteer, make positive career choices to better community.

**Student Outcome Seven – Transforming tribal members:** to lead humbly and compassionately for the people; follow the law; ethical, strive from excellence; interact with various organizations and groups; act as ambassadors to the global community; take creative risks to improve the reservation economically, have a heightened social conscience to confront injustice.

### **6.03 INSTRUCTIONAL GOALS**

Instructional goals shall be incorporated in curriculum guides as student exit outcomes determined by individual grade departments. Committees, departments, learning circles, with administrative staff, determine instructional goals as an ongoing process for school improvement.

#### **6.04 LAKOTA LANGUAGE**

The Board recognizes the importance of maintaining the Lakota language and a plan will be reviewed by the Superintendent to ensure that all staff, students and board members are given the opportunity to be able to speak, read and write the Lakota language.

#### **6.05 CURRICULUM DEVELOPMENT**

(Curriculum Committee) Counselors, administrative representatives, department heads, learning circles, and school improvement team will be organized by the Superintendent as an ongoing process and will meet on a regular basis to investigate new curriculum ideas, develop improved programs, and evaluate the results. The committee shall present its recommendations to the Board annually at the regular July meeting regarding curriculum changes. The Superintendent and/or his administrative team will ensure the curriculum is aligned and in accordance with tribal, federal, state standards, and the standards of the accreditation agency.

School programs shall include those courses required by law as well as those established by the Board following the recommendation of the Superintendent.

#### **6.06 CURRICULUM PLANNING**

Proposals for new courses and programs which have not received Board approval shall be submitted to the Superintendent and include:

1. A statement signifying elective or required status and when it will be offered;
2. The unit of credit to be awarded;
3. Designation of the grade level(s) at which the course is to be taught;
4. The nature of the student group for whom the course has been planned;
5. Identification of the basic text(s) or materials to be used;
6. A statement indicating the qualifications for instructors of the course;
7. An outline of the course content, objectives and exit outcomes;
8. A statement of any additional positions needed and the implications of such needs;
9. A statement of any additional costs.



Proposed courses or programs must be approved by the Board one semester prior to being sent to the accreditation agency for their approval.

### **6.07 SPECIAL PROJECTS**

Whenever the school implements educational programs designed to explore or develop new research based methods or techniques, the parent(s) of children involved in such programs shall be notified in writing by the Superintendent and shall:

- have the right to inspect all instructional materials to be used in connection with such program;
- make their written request to review material to be used to the personnel in charge of the program;
- be notified in writing by the personnel in charge of the program about a time and place for inspection of such material within ten (10) working days.  
The Superintendent shall annually submit a report and Assessment on all special programs to the Board with such Assessment to be completed by outside agencies.

### **6.08 CURRICULUM MAPS, PLANS OF STUDY, AND SYLLABI**

Curriculum guides shall be designed to assist users in strengthening and clarifying teaching of subject matter, suggest a variety of possibilities for instruction, variations of approaches and materials to be used. All instructional staff are required to utilize and implement Little Wound Schools approved curriculum.

Curriculum guides shall serve as a framework from which a teacher may develop units of study, individual lesson plans, and approaches to instruction to serve the students.

Sufficient latitude shall be permitted to provide the teacher with the time to teach current, topical and incidental material, which add to motivation and meaningful teaching and learning.

All curriculum developed will adhere to Little Wound School standards which are in compliance with state content standards.

It shall be at the discretion of the Principal when teachers will submit their curriculum map, syllabus, or plan of study, however, it shall be no later than the second week in September.

### **6.09 BASIC INSTRUCTIONAL PROGRAM**

A mastery of core content knowledge (reading, writing, and math) is vital to student success. To enhance the understanding for individual students to develop specific talents and interests in

more specialized fields all teaching will include: reading across the curriculum, writing across the curriculum, and math across the curriculum.

### **6.10 DISTANCE EDUCATION**

Distance education is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous (live) or asynchronous (tape delayed). Distance education may employ correspondence study, audio, video, or computer technologies.

Distance Education programs shall be made available to students when such programs and resources are available for course offerings. The Principal shall develop guidelines for implementing and evaluating distance education programs for Board and accreditation agency approval.

### **6.11 HEALTH EDUCATION**

The Board is committed to a sound comprehensive health education program as an integral part of each student's general education. Education programs shall emphasize a contemporary approach to the presentation of health information necessary for students to understand and appreciate the functioning and proper care of the human body, diabetes, including traditional Lakota holistic health education.

### **6.12 SEX EDUCATION**

The family shall be a fundamental element in the sex education program of the school. Development of a strong family institution is largely dependent on sexual maturity. Children will be provided with developmentally appropriate and timely information regarding sexuality, from birth to the establishment of their own families.

Parents will be notified when these lessons will be taught. Should a parent request their child not participate in a given aspect of the program, an alternate educational assignment shall be arranged for the student by the respective Principal.

Sexuality, Sex Education, AIDS Education and Prevention of Sexually Transmitted Infections shall be written into the curriculum according to state standards.

Students will receive access to information regarding diversity in sexual identities, gender identities, relationship structures, consent, and abuse. Additionally, students will be provided with safe spaces to discuss various aspects of their identities and experiences with an adult and/or group of students who can provide support.

### **6.13 DRUG AND ALCOHOL EDUCATION PROGRAM**

The Board believes that alcohol and drug abuse prevention requires education, which will create an awareness of the total drug and alcohol problem. Drug, alcohol and inhalant abuse education shall be included in the curriculum.

Should a parent request their child not participate in a given aspect of the program, an alternate educational assignment shall be arranged for the student by the respective Principal.

### **6.14 SAFETY INSTRUCTION**

Principals are responsible for supervision of a safety program for their respective school. Practice of safety shall be considered an aspect of the instructional program and instruction in accident and fire prevention, emergency procedures, traffic, bicycle, pedestrian safety, or driver education may be provided.

### **6.15 HIGH SCHOOL CREDIT FOR COLLEGE COURSES/ADVANCED COLLEGE PLACEMENT**

The Board believes any student who is capable of and wishes to do college level work while in high school should be permitted to do so.

Advanced Placement classes may be offered to qualifying students, expenses will be covered by the school.

Students taking advanced placement courses will receive a higher weight in the GPA scale for class ranked/college purposes only. (see 6.34 Grading System)

Any student recommended by a Counselor for admission to a college-level course may enroll in such course. The student may request permission from the Principal to apply the course toward high school graduation requirements.

Dual credit can be granted when appropriate college courses are completed as determined by the high school principal. (One 3 hr. college class/credit = 1 high school credit.)

The school may, depending on available funding, pay for the books and tuition expenses of any qualified high school dual credit student taking dual credit courses through any South Dakota Public Institutions of higher education.

If a student drops or fails the course the student shall be responsible to the school for the cost of the student's books and tuition.

## **6.16 SENIOR WORK STUDY**

Little Wound School High School Principal will administer a program for the benefit of those students who are in the final year of high school, as funds are available.

Seniors are eligible for work-study first and second semesters. Seniors are paid at a rate set by the board. Work-study can also be utilized for credit without payment. The purposes of this program are to provide students the opportunity:

1. To gain experience and a better understanding of employment.
2. To develop a positive attitude towards work.
3. To become a positive role model for other students to emulate through display of a positive work ethic.
4. To obtain the monetary resource(s) which may be needed for their graduation day requirements.
5. Must obtain the written approval of the supervisor in the department or area they wish to work.
6. Will be paid temporary employee wages for up to forty (40) hours of work (per semester), or will receive high school credits.
7. Will be paid for their services at the conclusion of the semester in which the work occurred.
8. Must attend all regular class(es) and obtain passing grades.
9. Shall not engage in any dangerous or unsafe work on the LWS campus.

## **6.17 ELIGIBILITY FOR HIGH SCHOOL RELATED ACTIVITIES**

*See Policy 4.09*

## **6.18 ELIGIBILITY FOR MIDDLE SCHOOL RELATED ACTIVITIES**

MIDDLE SCHOOL: Student eligibility will be based on academics; student must maintain a minimum of a 2.0 G.P.A, and be in school attendance 90% of the time. All eligibility forms must be completed on a weekly basis. Students in grades 4-8 will comply with the Big Foot Conference rules when participating in extra-curricular activities.

### **6.19 ELIGIBILITY FOR ELEMENTARY SCHOOL RELATED ACTIVITIES**

Student eligibility will be based on academics; student must maintain a minimum of a 2.0 G.P.A, and be in school attendance 90% of the time. All eligibility forms must be completed one week in advance. Students in grades 4-8 will comply with the Big Foot Conference rules when participating in extracurricular activities.

### **6.20 INTERSCHOLASTIC ATHLETICS**

The Board shall annually approve membership in the South Dakota High School Activities Association.

### **6.21 ADULT EDUCATION**

The Board will approve adult education programs when practical and feasible.

### **6.22 GROUPING FOR INSTRUCTION**

Grouping shall be conducted so as not to discriminate against students.

### **6.23 INDEPENDENT STUDY**

Independent study plans shall be allowed pending the conference and agreement of guidelines between the student, the student's parent(s), the teacher, counselor and the respective Principal.

A student who may need to take an independent study course whether through a teacher or online course will meet with the counselor and sign an Independent Study Contract with the beginning and ending date so the student is clear on when they will finish the course of independent study. Independent study will only be granted to seniors. The teacher of record would provide the necessary documentation for the records clerk to record on the student's transcript the independent study course completed, grade, and credit status.

### **6.24 ADVANCED WORK**

Advanced work will be granted only upon the approval of the respective Principal and then upon the approval of the student parent(s)/guardian(s).

Parent(s) of any student(s) who will be absent in excess of three (3) consecutive school days should request advanced work from the respective Principal. In case of out-of-state travel, the parent(s) should make such request in writing to the respective Principal two (2) weeks in advance, or at the discretion of the Principal.

Failure to complete schoolwork may result in failing grade(s) and retention.

### **6.25 INSTRUCTIONAL MATERIALS**

The Curriculum Committee shall meet by May 30th of each school year and at the discretion of the Principal to recommend instructional and library materials that will:

1. Enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of students;
2. Stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards;
3. Bring forth opposing sides of controversial issues so that young citizens may develop, under guidance the practice of analytical reading and thinking;
4. Represent the many religions, ethnic, and cultural groups, showing their contributions to our American heritage, with emphasis on the Native American culture, heritage and language.

### **6.26 TEXTBOOK SELECTION AND ADOPTION**

The Curriculum Committee shall meet by May 30th of each school year and on a regular basis to recommend a list of approved learning resources including textbooks for approval by the Board.

### **6.27 SCHOOL LIBRARIES**

LWS reaffirms belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through development of informed and responsible citizens.

The purposes of the library media center are:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual needs and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.

3. To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
4. To provide materials, which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the Lakota and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
5. To provide a written statement, approved by the LWS Board, of the procedures for meeting the challenge of censorship of materials in school library media centers.
6. To provide qualified professional personnel to serve teachers and students.
7. To provide a professional collection of instructional materials selected to enhance technological advancement, current research and historical development.

Librarians are responsible for ordering materials and equipment for the libraries. Factors used to evaluate materials will be the:

1. Educational suitability of the resource(s),
2. Intended use(s),
3. Need of materials for the educational program(s),
4. Interest(s) and appropriateness for the intended user(s),
5. An amount of American Indian, Lakota, and Indian Treaty materials to ensure a sufficient resource base for the exploration of Indian culture.

## **6.28 FIELD TRIPS AND EXCURSIONS**

The Board recognizes that first-hand learning experiences provided by field trips are an effective and worthwhile means of learning. Specific procedures developed to screen, approve and evaluate trips include:

1. All field/activity trips must be authorized by the respective supervisors.
2. Field Trip Request forms will be submitted to respective principals two (2) weeks in advance, for their approval, prior to any field trip activity.
3. The person requesting the trip is responsible for arranging transportation, food, money, etc.

4. Parents must be notified and sign Parent Consent forms. The person requesting the trip is responsible for obtaining parental permission. A signed consent form shall be on file, or in the case of verbal consent, the LWS shall send a confirming letter to the legal guardian specifying the date time and name of the employee who confirmed verbal consent on the Parent Consent form.
5. All out of state trips shall be presented to and approved by the Board, with the exception of towns located within a 125 mile radius.
6. All students attending field trips and excursions will not be permitted to accept a ride from anyone unless authorized by respective parent and principal with written permission received prior to departure from the school.

### **6.29 CAREER AWARENESS PROGRAMS**

LWS shall establish a bi-annual comprehensive career awareness program, to be organized and operated by school staff and community.

### **6.30 COMMUNITY RESOURCE PERSONS**

The Board recognizes the need to use community resource people to enhance student learning. All requests for resource persons must be cleared with the respective Principal.

### **6.31 SCHOOL VOLUNTEERS**

The Board endorses a Volunteer Program subject to appropriate regulations and safeguards. Volunteers shall be trained in LWS policy. All school volunteers must be approved by School Board, shall submit to a drug test and a state, tribal, and federal background check prior to providing any service at school.

### **6.32 GUIDANCE PROGRAM**

Guidance/Counseling services shall be available to every student and include psychological services, guidance services, testing services and in-service programs in guidance and psychological areas.

Guidance/Counseling shall include aiding the student to discover and measure their abilities, capabilities, and real interest; to help students obtain adequate and accurate information about schools, courses, occupations, and careers; and, to help students solve personal and academic problems.

Guidance/Counseling personnel will use varied delivery systems consisting of small group sessions, individual counseling, structured training sessions, and other processes. Students and



parents are encouraged to utilize the help of guidance personnel. Guidance/Counseling personnel will coordinate and execute the school wide academic testing programs. Guidance/Counseling personnel will assist in developing, gathering and disseminating effective learning activities to instructional personnel as resource material for incorporating learning activities designed to enhance the total development of students.

**6.33 ACADEMIC CLASSIFICATION**

To be classified as a sophomore, a student must have earned six (6) credits. To be classified as a junior, a student must have earned eleven (11) credits. To be classified as a senior, must have earned seventeen (17) credits. In order to graduate, a student must have earned the required twenty-two (22) credits.

**6.34 GRADING SYSTEM**

Students will be evaluated in terms of what they have accomplished in a given subject, course or content area based upon their demonstrated proficiency, capabilities displayed, and attendance in class. Ratings for student academic proficiency will be recorded and reported to parents and students on a quarterly basis during each school term, and records of assigned student proficiency ratings will be maintained on an official record in the student’s cumulative folder. Grade report maintenance will be conducted in accordance with the Privacy Act, Confidentiality Act, Freedom of Information Act, and other regulatory provisions.

The assignment of academic proficiency ratings will be based upon demonstrated student proficiency on assigned tasks in each content area or course, i.e., performance on tests, essays, individual and class projects, written assignments, performance on individual and group assignments, and other forms of student application of knowledge and skills (i.e. oral presentations, other):

Grading Scale:

- the grade **A**, will represent outstanding work                      90-100 = A
- the grade **B**, better than average work                                80 - 89 = B
- the grade **C**, average work    70 - 79 = C
- the grade **D**, below average work                                        60 - 69 = D
- the grade **F**, failing    Below 60 = F

Advance Placement (AP) and Post-Secondary courses taken through Dual enrollment, those are transferable for college credit as approved by South Dakota Board of Regents.

### Standard Courses

**A** = 4 grade points  
**B** = 3 grade points  
**C** = 2 grade points  
**D** = 1 grade point  
**F** = 0 grade point

### Advance Placement and Post-Secondary

**A** = 5 grade points  
**B** = 4 grade points  
**C** = 3 grade points  
**D** = 1 grade point  
**F** = 0 grade point

### Credits for Class Standing:

5 credits = sophomore status  
11 credits = junior status  
17 credits = senior status

Class rank will be determined by weighted overall GPA.

### Limited Demonstrated Proficiency

I=Incomplete: Students will be given two (2) weeks after the end of the semester to complete work and or tests for a course. Completed work will be graded and appropriate grade given. Failure to comply with the time line will become an F.

Assignment of proficiency ratings and/or performance ratings shall be at grade level, and in accordance with the content standards approved by the school (state standards) for the content area in which the student is being assessed. Portfolio and/or other areas of assessment methods are deemed supportive information (writing samples, etc.) to verify academic performance ratings of students.

The assignment of academic proficiency ratings will be based upon demonstrated student proficiency on assigned tasks in each content area. Grade report maintenance will be conducted in accordance with the Privacy Act, Confidentiality Act, Freedom of Information Act, and other regulatory provisions.

### **6.35 REPORT CARDS**

Students will be evaluated in terms of what they have accomplished in a given subject based upon demonstrated proficiency (in accordance with state standards). The Principal is responsible for protecting students from prejudice, unjust, and inconsistent academic or personal Assessment.

A written report card of student progress shall be provided to the parent(s) by the teacher(s) at least four (4) times each school year. Each teacher may prepare a mid-quarter report of a student academic/disciplinary progress in order to notify parents of potential problems or positive student achievement.

### **6.36 CONFERENCES**

At least three (3) conferences shall be scheduled each school year with the parent(s) of students enrolled in the school to report on the overall progress of the student. (refer to school calendar for dates) Pertinent information concerning the student will be mailed or electronically available (NASIS Parent Portal) to parent(s) who are unable to attend scheduled Parent/Teacher Conferences.

### **6.37 HOMEWORK**

The type, frequency and quantity of homework should be assigned according to curricula that are aligned with the current applicable standards. Students are expected to complete assigned homework on time. Failure to do assigned homework may result in disciplinary action by the respective Teacher.

### **6.38 PROMOTION AND RETENTION OF ELEMENTARY AND MIDDLE SCHOOL STUDENTS**

Students shall be promoted based upon successful achievement in basic subject areas and the professional judgment of the class(room) teacher. Students will be recommended for retention if they fail to meet established academic requirements or have ten (10) days of unexcused absences from school during each semester of the current school year.

Teachers and participants will confer with the student and their parent(s) by mid-term of the semester when retention of a student is being considered. Retention shall be used only when advantageous to the student. The retention of students in the elementary and middle schools is recommended by the teacher(s) with the final assignment made by the Principal following a notification of each case with the parent(s).

### **6.39 MAKE-UP WORK**

Excused students who are absent from school shall have the number of days missed to complete any missed assignments. Teachers will have work available for make-up by the student. Students are expected to complete their missed assignments for school related activities they are required to attend or for other authorized absence(s). Students are required to obtain advanced make up slips prior to traveling. Student and or parent are responsible for picking up and returning make-up work.

### **6.40 GRADUATION REQUIREMENTS**

For selection of valedictorian and salutatorian and other internal school awards, advanced college placement grades will be consistent with LWS grading system (*see LWS Policy Sec. 6.34*) in determining grade point averages, and a qualified candidate shall have been enrolled at LWS for three (3) years before they can be chosen.

Little Wound School graduation requirements will meet or exceed Oglala Sioux Tribal requirements and the accrediting agency requirements. Little Wound High School operates on a semester system. Credits and grades will be determined at the end of each semester. One half (1/2) credit per semester hour will be earned for successful completion of a subject for that semester. All high school students must have a full schedule.

Any student who has completed all required courses may graduate at the end of the semester with the approval of the Principal. Any student who has met the requirements for graduation at the end of the semester may be excused by the principal from the daily school schedule and participate in the graduation ceremony.

Graduation will be in compliance with the accrediting authority's graduation requirements and any other LWS Board requirement.

Specific class completion requirements for graduation shall be listed in the Student Handbook.

#### **6.41 TESTING PROGRAM**

The objective of the testing program is to enable school personnel to do a more effective job in planning for and educating the children of Little Wound School and shall be coordinated by the Counselors and directed through the Principal.

The school will provide psychological services and testing of students as well as standardized testing which may include: SAT, CPP, ASVAB, ACT, state assessment(s), and other appropriate measures of assessment which shall comply with minimum requirements of the accrediting agency.

#### **6.42 ASSESSMENT OF INSTRUCTIONAL PROGRAMS**

Professional accountability for student performance and progress is a shared responsibility of teachers, administrators, and the Board. Individual progress and instructional efforts shall be systematically assessed.

The purpose of Assessment of instruction shall be:

1. To indicate and utilize instructional strengths and weaknesses,

2. To provide information needed for advance planning,
3. To provide data for public information,
4. To demonstrate relationship between outcomes and school system's stated goals,
5. To check suitability of instructional program in terms of community requirements.
6. To provide comprehensive school wide measurement process based upon state standards.

The professional staff and Board shall provide continuous Assessment of the educational program and instructional processes. A final report shall be approved by the Board.

### **6.43 TEACHING METHODS**

The Board requires the best research and scientifically based teaching strategies to be used to bring about learning at the school. Instructional staff shall keep abreast of innovative, scientifically based research instructional methods, ideas and practices developed in the school system throughout the nation and apply those, which have proven to be successful at increasing student achievement.

### **6.44 TEACHING CONTROVERSIAL ISSUES**

Free inquiry in a democratic society requires controversial issues arising in the classroom be handled as a regular aspect of instruction and learning in such a way as to not inhibit dignity, personality, or intellectual integrity of either the teacher or the student. Controversial issues provide stimulation to learning by creating intellectual excitement and are thus an important part of the classroom environment. Controversial issues shall be presented in a fair and unbiased manner and teachers should consult with the Principal when planning to discuss controversial issues with students.

### **6.45 CONTROVERSIAL SPEAKERS**

When correctly handled, the use of controversial speakers becomes an invaluable component in accomplishing goals of citizenship education. However, a serious responsibility is placed on professional staff members to correctly structure learning situations involving a speaker.

All speakers must be invited through the Principal, who shall endeavor to engage speakers for both sides of the issues. Any speaker who advocates unconstitutional or illegal acts or procedures shall not be permitted to address students.

## **6.46 LESSON PLANS**

All instructional staff are required to prepare lesson plans and utilize the process designated by their respective principal. K-12 staff will utilize NASIS. Teachers will provide the respective Principal with a copy of their weekly lesson plans before the week they will be implemented. The respective Principal or their designee shall monitor teacher lesson plans to ensure the daily instructional objectives are referenced to the basic curriculum content, objective and competency, and designated content standards.

## **6.47 GIFTED AND TALENTED EDUCATION**

Little Wound School shall provide Gifted and Talented Education (GATE) programs to students in grades three to twelve. Enrichment opportunities will be designed to address the specific areas of giftedness and/or enhance their talents in one of five categories:

1. Intellectual Ability
2. Creative/Divergent Thinking
3. Academic Aptitude/ Achievement
4. Leadership
5. Visual/Performing Arts.

The GATE program will insure holistic development of each student through cultural, social, physical, and intellectual/academic experiences that will provide identified students with opportunities to become self-actualized, self-motivated leaders, life-long learners, community contributors, and producers of ideas and products. Opportunities are provided before, during, and after school hours, as well as, within a regular education classroom.

GATE student records are secured and located in the GATE office and will comply with the proper protocols to access.

The GATE Coordinator will partner with parents/guardians and school faculty throughout the entire process to assure success of individual student achievement in their area of gifts and talents.

### **Qualifying Process:**

**Step 1:** Students are nominated by teachers, staff, sponsors, coaches, or etc. Nomination forms must be accompanied by four (4) or more artifacts that exemplify the student's area of giftedness. Each artifact must contain a written description explaining how the artifact depicts the student's giftedness. Nominations will be accepted no later than the last day of the 3rd Quarter.

**Step 2:** GATE staff will contact parent/guardian to request consent to assess, evaluate, and participate.

**Step 3:** An Interdisciplinary team will host a meeting to agree upon justification for placement in the program and identify the qualifying category. The team shall consist of a parent/guardian, a GATE representative, the nominating person, and a counselor or Principal. Other members may be invited as well.

**STEP 4:** An Individualized Education Plan is written for the student at which time goal(s) are determined with objectives that help the student achieve their goal(s) and enhance their particular area of gifts and talents. IEP's shall have three concurring signatures, that of a teacher, GATE representative, and a counselor/principal.

**STEP 5:** Once the IEP is *in* place, with all required information and proper signatures, students receive services. Service providers and teachers document dates of services including type(s) of activities and services rendered. Assessment may occur annually or tri-annually (as required per category identified). This is also when teachers, sponsors, nominators, coaches, parents, etc. must submit artifacts that exemplify a student's individual gifts and talents.

#### **Qualifying Categories & Assessments:**

**Category (A) Intellectual Ability;** to qualify a student must score 95% or higher on NWEA/MAPS, Smarter Balanced, Woodcock Johnson IV, SAGES (Screening Assessment for Gifted Elementary Students) or other standardized achievement tests. Assessment occurs every 3 years.

**Category (B) Creative/Divergent Thinking;** to qualify a student must score 95% or higher on the Woodcock Johnson IV, NWEA/MAPS, SAGES, or other standardized assessment. Assessment occurs every 3 years.

**Category (C) Academic Aptitude/Achievement;** to qualify a student must score 85% or higher on Smarter Balanced, NWEA/MAPS, WIAT, SAGES, or other standardized achievement tests. Assessment occurs every 3 years.

**Category (D) Leadership;** to qualify a student is evaluated every year by teacher/faculty member using the GATES-2 Assessment or a Leadership Inventory checklist.

**Category (E) Visual & Performing Arts;** To qualify a student is evaluated every year by teacher/faculty member using the GATES-2 Assessment, Visual/Performing Arts Inventory checklist, or being judged by an expert in the field.

*Ref. 25 C.F.R*

## **6.48 TEACHER RECORDS**

Teachers shall be required to accumulate and report information on students for which learning activities are provided inclusive of:

1. Name and age of the student,
2. Daily attendance of each student,
3. Academic performance:
  - a. Mid-quarter, quarter and semester grade(s) (K-8),
  - b. Advancement/retention reports, (K-12),
  - c. Mid-term progress reports, semester grades (9-12),
  - d. Promotional Summary (K-8).
4. Social development (Kindergarten),
5. An updated inventory of classroom materials and equipment at the end of school,
6. Weekly lesson plans for areas of instruction to respective Principal,
7. Proficiency levels.

All teachers are responsible for completing activities at the close of the school term inclusive of grade reports, grade books, attendance books, keys, cumulative folders, inventory, classroom cleaning, and other assigned activities prior to receiving final contract payment for the school term.



## **SECTION 7 - SCHOOL OPERATIONS**

7.01 Goals and Objectives

7.02 Buildings and Grounds Management

7.03 Quarters Assignment

7.04 Safety Program

7.05 Fire Prevention

7.06 Emergency Drills

7.07 Bomb Threats, Tornado Plan, Fire Plan, and Critical Incidents Procedures

7.08 Traffic and Parking Controls

7.09 Safety Inspections

7.10 Security

7.11 Vandalism Protection

7.12 Heating and Lighting

7.13 Cleaning Program

7.14 Sanitation

7.15 Repairs and Alterations

7.16 Emergency Repairs

7.17 Leasing and Renting

7.18 Mail Service

7.19 Receiving

7.20 Warehousing

- 7.21 Equipment Leasing and Renting
- 7.22 Equipment Maintenance
- 7.23 Equipment and Supplies Records
- 7.24 Authorized Use of Equipment
- 7.25 Telephone Use
- 7.26 Duplicating Services
- 7.27 Student Transportation Management
- 7.28 Transportation Guidelines
- 7.29 School Buses
- 7.30 Private Vehicle Use
- 7.31 Transportation Insurance
- 7.32 Vehicle Safety Inspection
- 7.33 School Bus Conduct
- 7.34 Scheduling and Routing
- 7.35 Transportation Records
- 7.36 Food Service Program Management
  - 7.36.1 Food Procurement & Code of Ethics
- 7.37 Free Food Service
- 7.38 Food Service Sanitation Inspections
- 7.39 Food Service Records
- 7.40 Insurance Management

- 7.41 Facility Expansion Goals
- 7.42 Long-Range Planning
- 7.43 Facility Obsolescence Determination
- 7.44 Naming New Facilities
- 7.45 Project Planning Architects
- 7.46 Staff Involvement in Facility Planning
- 7.47 Community Involvement in Facility Planning
- 7.48 Educational Specifications of Facilities
- 7.49 Contract Awards Procedure
- 7.50 Building Project Records and Reports
- 7.51 Completed Building Project
- 7.52 Public Information Program
- 7.53 School-Sponsored Information
- 7.54 News Release
- 7.55 Local Government Relations
- 7.56 Relations with Law Enforcement
- 7.57 Interrogations and Investigations by Law Enforcement
- 7.58 Relations with Parent Organizations
- 7.59 Private Schools Relations
- 7.60 Shared Services
- 7.61 Relations with Colleges and Universities

- 7.62 Professional Visitors and Observers
- 7.63 Complaints About Instructional Materials
- 7.64 Flag Displays
- 7.65 School Organization Plan
- 7.66 School Attendance Area
- 7.67 School Year
- 7.68 School Calendar
- 7.69 Extended School Year
- 7.70 Summer Session Extended Learning Opportunities
- 7.71 School Day
- 7.72 Evening Sessions
- 7.73 Emergency Closing
- 7.74 Media Broadcasting
- 7.75 Technology Acceptable Use
- 7.76 Staff Access to School
- 7.77 Internet Safety Policy
- 7.78 Records Retention
- 7.79 Parent Involvement
- 7.80 School Visitors
- 7.81 Electronic Surveillance
- 7.82 Whistleblower

## **7.01 GOALS AND OBJECTIVES**

The Board shall provide processes, structures and resources to ensure staff, students and community members access to safe, sanitary and adequate buildings and grounds through procedures designed:

1. To provide access to facilities that are meeting safety, special and environmental needs to enhance learning and working conditions.
2. To provide community access to facility and ground areas to promote community involvement.
3. To provide timely and thorough inspection of facilities, vehicles and other resources to ensure safe service.
4. To develop time schedules and structures to provide services to students with the least amount of interruption to education.
5. To provide structures to evaluate and upgrade facility use areas and equipment to meet student needs.
6. To provide management systems to determine program needs and resources available at the school.
7. To provide for Assessment and reporting of information to the public to keep them advised of programs, accomplishments, needs and other items.
8. To implement policies and processes designed for cost effective business management at the school.
9. To develop and maintain inventory listings for property, vehicles, equipment, buildings and grounds.

Business operations are essential yet auxiliary to the schools central function of education. The Board serves as trustee of school facilities and supervisor of school business operation for the purpose of providing the facilities and services to support the educational program. In the operation and maintenance of the school plant, equipment and services, the school shall:

1. Maintain high standards of safety,
2. Promote staff and student health,
3. Reflect community aspirations; and,
4. Support efforts to provide quality instruction.

## **7.02 BUILDINGS AND GROUNDS MANAGEMENT**

The Board shall maintain school property in good physical condition, and as comfortable and convenient as the facilities will permit or use requires. The Facilities Manager shall be

responsible for the care, custody and safekeeping of all school property and shall establish procedures and employ such means as may be necessary to discharge this duty. Principals are responsible for the care of school property used by their staff and students.

Principals are responsible for notifying the proper authorities or employees of building and operational needs, including the defacing or destruction of school property that needs cleaning or repair. Facilities Manager and Principals shall perform an inspection of school buildings and property during the school year, and shall submit a checklist to the Superintendent of property needing repair or replacement by the first Monday of May.

The Facilities Manager shall develop and submit a plan for approval for the overall management school facilities to the Board by the first Monday of June each year.

**7.03 QUARTERS ASSIGNMENT**

The Superintendent/Housing Committee has the authority to assign employees to quarters, in consultation with the Housing Committee, with rent deducted on a biweekly basis from the salary check of employees leasing school quarters. The Housing Committee shall be comprised of the following LWS employees: Business Manager, Human Resources Director, Facilities Manager, Tenants are required to complete a housing agreement form annually. The Facilities Manager is responsible for inspecting quarters to ensure tenant compliance with housing policies. Failure to comply with housing policies shall result in termination of the housing agreement.

Quarters are reserved for certified personnel and other positions recommended by the Little Wound School Board. Temporary assignment of quarters by the Superintendent/Housing Committee is for the school year only or as otherwise specified.

- 1. The following criteria shall be followed in assigning quarters:**
  - a. Quarters shall be assigned only to LWS employees on the basis of number of dependents for which bedrooms are required. Larger houses shall be assigned to larger families.
  - b. Married employees without children shall be assigned to suitable efficiency apartments before being assigned to multi-bedroom units.
  - c. Consideration shall be given to assigning quarters having the highest rental rates to higher salaried personnel.
  - d. Quarters shall not be assigned to employees for the use of relatives who are not members of the employee’s immediate family, or immediate family members over twenty-six (26) years old.
  - e. Employees who originate from or intend to remain in the local area should provide their own quarters with the exception of personnel who are on 24-hour call for

emergencies. Local area is defined as all lands within the boundaries of the Pine Ridge Reservation.

- f. There shall be no summer time or temporary assignment of quarters.
- g. Tenants must provide a list of authorized individuals to be occupying quarters. Any new occupants or any other changes must be reported to the Superintendent. Tenants will include their pets and the name of the pet.
- h. Any prior eviction from LWS Housing will result in ineligibility for future housing.
- i. Trailer lots will be used for LWS full time/permanent employees only.

2. **Tenant Rights and Obligations:** Tenants of Little Wound School quarters may expect the same courtesies as are ordinarily extended by any landlord. The Board expects tenants to exercise reasonable care in the use of the quarters as is ordinarily expected of any tenant.
3. **Inspection:** An inspection of the quarters shall be made by the Facilities Manager and the tenant prior to and at the termination of the tenant's occupancy. An inspection report will be filed at the Facilities Office with a copy furnished to the tenant at the time of occupancy.
4. **Deposit:** A \$200.00 deposit shall be made to the school prior to moving into assigned quarters. The deposit will be returned to the tenant upon vacancy if there is no damage to the quarters other than normal wear. Mobile home lots shall require a \$100.00 deposit. Replacing lost keys will cost the tenant \$10.00.
5. **Damage:** Damage to school property or equipment shall be reported promptly. Tenants are responsible for damage caused by negligence or misuse and shall promptly reimburse the school in the amount determined by the Board. LWS reserves the right to set off any funds in the possession of LWS, or to file a claim in a court of competent jurisdiction, to recover for damages to LWS property by a tenant.

Tenants will be assessed and are expected to promptly reimburse the school for the rehabilitation or repair of the quarters or equipment for damages noted during maintenance or safety inspections or "check-out" inspections when vacating quarters. Such damages shall include deterioration beyond normal wear caused by misuse or negligence in the care and use of quarters or equipment. The tenant shall be responsible for making minor repairs to their dwelling.

Tenants leaving quarters unoccupied for an extended period of time shall arrange to have the quarters checked to insure proper functioning of the heating systems, hot water heater, etc. Any maintenance or repair cost arising from neglect during unoccupied periods shall be assessed to the tenant. Tenants shall be billed for repairs due to negligence through payroll deduction. Failure on the part of the tenant to keep fuel

supply in the tanks or payment of utility bills constitutes negligence. The fuel tank shall be filled by the tenant before a final salary report is made.

6. **Rent:** Rent shall be charged according to the LWS Housing Rate Schedule, which shall be reviewed, approved by LWSB and published annually, prior to the issue of the housing agreements. A \$25.00 per month/per pet fee will be added to rent.
7. **Subletting:** Subletting or subleasing of any portion of quarters assigned to a tenant shall not be permitted. Exchange of money is not required to constitute subletting/subleasing.
8. **Business:** Conducting a business enterprise of any kind in quarters is not permitted, with the exception of those ventures which may occur periodically, and which have a duration of only a few hours, including, but not limited to, the following: food sales, rummage sales, lawn mowing, snow removal, babysitting services.
9. **Care of Lawn and Sidewalks:** The tenant is responsible for the maintenance of lawn and sidewalks within property boundaries and are expected to furnish their own maintenance equipment. The tenant shall make arrangements for care of lawn and sidewalk when on vacation. Playground equipment, swimming pools, sand boxes, etc., are not permitted on front lawns. Equipment of this type may be placed in the backyard with permission from the Facilities Manager.
10. **Maintenance:** Maintenance shall be performed in accordance with applicable guides and regulations.
11. **Alterations:** Structural, mechanical, or electrical alterations of any kind are not permitted.
12. **Parking:** Tenant vehicles shall be parked in such a manner not to inconvenience tenants in other quarters. Parking on lawns is prohibited.
13. **Automobiles:** Automobiles parked at residence must be able to move under their own power, or the maintenance department shall have the right to remove the vehicle at expense of the tenant.
14. **Pets and Livestock:** Pets are subject to OST animal control ordinance and the Oglala Sioux Tribe Braden's Law. There shall be no more than one (1) dog or (1) cat per housing unit. There shall not be any dog or cat authorized in an apartment unit. All pets must be approved in advance by LWS and all dogs must be fully vaccinated against Rabies and DTTP and all cats must be fully vaccinated against Rabies. Exotic animals of any kind are strictly prohibited in any of the housing or apartment units. All dogs outside of their yard shall be required to wear a leash. In addition, should any animal be found



roaming at large on campus or tenant housing the following action will take place by the Facility Manager or their designee in accordance with the following procedures:

- a. Documented notice will be given the owner of animal with warning of further steps to be taken.
- b. Documented second notice will be given to owner with the understanding and consent that further violations of policy will result in the animal being removed from the Little Wound School property.
- c. The Little Wound School security and/or facilities will be contacted to remove animal from Little Wound School property. A \$25.00 fee will be charged to the tenant if school personnel is required to remove the pet.
- d. Continued violations of pet policy shall be grounds for removal from Little Wound School.
- e. All efforts will be made to properly identify owners of pets before any action is taken, therefore, it is important for pet owners to have identification collars on their pets at all times.
- f. No livestock shall be allowed on the LWS campus, except for agricultural, educational purposes, approved in advance by the Superintendent.

**15. Safety and Maintenance Inspections:** The Board shall authorize personnel to enter quarters for the purpose of making safety and maintenance inspections and to conduct equipment inventory. Failure to authorize inspection shall be grounds for eviction.

Tenant owned and used appliances including extension cords shall be U.L. approved types and shall be maintained in such condition that they will not present hazards. Tenants should take care not to overload electrical circuits.

No materials or goods shall be stored within two feet of furnaces, water heaters, and chimneys or smoke pipes. Continual violation shall be subject to penalty or eviction.

Tenants shall not allow debris to accumulate in or around quarters and shall keep their quarters free of hazards, which would cause fires or injuries. Noncompliance shall be grounds for penalty or eviction.

Tenant will be fined \$25.00 for clutter and garbage found in and around quarters.

16. **Loss or Damage to Personal Property:** The Board is not responsible for loss or damage to personal property of the tenant for any reason. It shall be the responsibility of each tenant to properly insure their property against such loss.
17. **Conduct:** Tenants, family, and guests of tenants are expected to conduct themselves in an orderly and respectful manner. Conduct unbecoming an employee or their dependents and violations of other people's rights to include domestic violence shall be grounds for removal and/or eviction from Little Wound School quarters. If annual notification discussed in 7.03 (a) is not complied with, the lease may be terminated.
18. **Distribution:** A copy of this policy shall be permanently displayed on bulletin boards and attached to each quarter assignment form when initially issued to a tenant and accessible on the LWS website: [www.littlewound.us](http://www.littlewound.us).
19. **Minutes of Meetings:** Written minutes of each meeting of the Committee shall be maintained for future reference when it pertains to quarters.
20. **Assignment Termination:** Termination of assignment and vacating of quarters shall correspond with the time of transfer, separation, etc. Inspection of quarters will be made at that time to determine the condition of the quarters and to assure all Little Wound School owned equipment is on the premises. Employees will be given two weeks to vacate school housing upon termination. Any property left in the unit after tenant vacates the quarters becomes the property of LWS after 30 days.
21. **No Alcohol, Drugs or Inhalants:** No alcohol, drugs or inhalants shall be allowed to be used, sold, or possessed by Tenants, their families, and guests of LWS Housing. Any drug or alcohol violations are grounds for immediate eviction of tenant. If convicted of any of the following: the selling, distribution, possession, manufacture or use of alcohol or illegal drugs from Little Wound School quarters by anyone is prohibited. This will result in the immediate termination of the housing agreement of the employee renting the quarters and immediate eviction. Reported incidences of such activity will be turned over to the Oglala Sioux Tribe Public Safety Commission and/or school personnel per the school's organizational chart. The incident report shall be submitted to the Superintendent's office for the Superintendent's review to maintain a record of the incident.
22. **Eviction Procedures:** Violation of a tenant's housing agreement, the LWS policies and procedures regarding quarters and mobile home lots on LWS property, or a violation of tribal or federal law, shall constitute grounds for eviction. Any such violation shall be sufficient grounds for eviction, but the school has the discretion to give the tenant one (1) warning and probationary conditions prior to eviction. Not more than one (1) warning shall be allowed before eviction proceedings are begun.

**23. Maintenance Procedures:** The following procedure shall be followed for minor repairs to quarters.

- a. Requests for routine repairs or maintenance work shall be written by the requesting individual on the Work Order Form and a copy retained in the Facilities Office.
- b. Persons dissatisfied with the non-completion of work requests may utilize the Grievance Procedure outlined in the policies and procedures.
- c. A work order request must be submitted to the Facilities Manager prior to implementing any repairs, except in an emergency.
- d. If repairs are needed as a result of negligence, the Facilities Manager shall report the information to the Superintendent immediately. The cost of such repairs may be assessed to the individual. Tenants may not make their own repairs or hire anyone to make repairs without express written permission of the LWS Facilities Manager.

**24. Smoking:** Smoking in apartments is prohibited.

**25. Firearms** of any kind shall not be displayed or carried outside of houses unless they are in cases or other containers for transport from house or vehicles.

#### **7.04 SAFETY PROGRAM**

The Board shall make every effort to prevent accidents by taking all reasonable precautions protecting the safety of those present on school property. The Board shall comply with all Civil Defense Regulations.

The Superintendent or Superintendent's designee shall have responsibility for the safety program and see that appropriate staff will be kept informed of state and local requirements relating to fire prevention, civil defense, sanitation, public health and occupational safety. The staff shall adhere to recommended safety practices as they pertain to the school.

#### **7.05 FIRE PREVENTION**

Fire prevention measures in the school shall be in compliance with appropriate Safety Code(s) and directives of the state Fire Marshall in cooperation with the Bureau of Indian Affairs (BIA).

Fire prevention shall reflect the top priority the school gives the welfare of students and staff. Those in charge of school property being used for purposes other than instruction are responsible for compliance with school fire prevention measures.

## **7.06 EMERGENCY DRILLS**

The Superintendent or their designee shall:

1. Develop a plan for building evacuation in case of emergency.
2. Conduct emergency drills and report evacuation time lines to proper authorities.
3. Post emergency exit directions in all school buildings.

Failure of staff to participate in emergency drills shall result in personnel action for insubordination. Activation of fire alarms without approval or need will result in immediate disciplinary action against the perpetrator, up to and including expulsion.

## **7.07 BOMB THREATS, TORNADO PLAN, FIRE PLAN, LOCK DOWNS, AND CRITICAL INCIDENTS PROCEDURES**

All School personnel shall cooperate fully with police in planning and carrying out procedures for dealing with bomb threats and lockdowns, and shall be given instructions regarding their responsibility in the event of such a situation. One copy of all of these plans and procedures will be posted in each classroom, office and provided to substitute teachers during substitute orientation.

Sessions shall be held during personnel pre-service, prior to the beginning of the school year. A crisis team of school personnel shall be established in August, prior to the school year beginning.

*Ref: Crisis Management Plan master copy is on file in each Principals office.*

## **7.08 TRAFFIC AND PARKING CONTROLS**

The Board shall work with appropriate agencies in an effort to provide the best possible safe coverage for students leaving and entering school grounds which may include use of safety patrols at crosswalks and marking school speed zone areas as provided by law. The Superintendent shall develop rules and regulations for parking and traffic control on school property.

## **7.09 SAFETY INSPECTIONS**

The Facilities Manager with the prior written approval of the Superintendent shall:

1. Acquire or approve of inspections by licensed off-site inspectors for their services;

2. Develop, monitor and implement safety inspection procedures for all school areas and services;
3. Develop and conduct inspections of all heating, emergency and other systems of the school; and,
4. Implement inspection activities on a regularly scheduled basis.

The Principals shall provide for the ongoing inspection of instructional and support service work stations to ensure health and safety requirements legislated by tribal, state and federal agencies.

### **7.10 SECURITY**

The Facilities Manager shall develop security procedures for Board approval to include daytime/nighttime security for:

1. Provision for door locks,
2. Minimizing fire hazards,
3. Reducing possibility of faulty equipment (routine checks on LWS equipment),
4. Protection against and reporting of vandalism and burglary,
5. Oversee security of buildings and school housing on campus.
6. Security equipment.
7. Personnel certification or training/certification.
8. Establish agreements with O.S.T. agencies and Public Safety i.e. plan for curfew enforcement.
9. The Facilities Manager will be responsible for the assignment of school keys to employees. Employee will be responsible for the keys issued to them and shall not make copies of the key(s) without the permission of the Facility Manager. If an employee loses school keys, the employee will be responsible for the cost of replacing the keys.

### **7.11 VANDALISM PROTECTION**

The Superintendent is authorized to sign criminal complaints and to press charges against perpetrators of vandalism against school property and to delegate authority to sign such complaints and to press charges.

### **7.12 HEATING AND LIGHTING**

The Facilities Manager shall be responsible for making certain that heating and lighting to include proper Exit signs for all areas are maintained at proper levels and conduct periodic inspections of all areas to make certain that levels meet environmental and school learning needs.

Propane and heating fuel tanks shall not be filled without prior authorization of the Facilities Manager.

### **7.13 CLEANING PROGRAM**

The Building Principals shall develop and implement a cleaning program for school facility and campus areas and shall submit regular reports to the Board. The Building Principals shall conduct periodic inspections of these areas as part of the performance assessment criteria.

Custodial personnel shall be given schedules and locations of cleaning responsibility. Employees are to contact the Building Principals immediately if scheduled cleaning of facilities does not take place.

Principals shall periodically schedule campus area cleanup activities implemented by staff and students.

### **7.14 SANITATION**

The Board shall ensure that all facility and grounds areas of the school meet sanitation requirements, and require supervisory personnel to make certain that promotion and maintenance of sanitary conditions in all areas under their supervision are met. Inspection of sanitation conditions shall be conducted daily with responsibility for sanitation provided by the Facilities Manager.

### **7.15 REPAIRS AND ALTERATIONS**

Employees are not authorized to make alterations to any equipment or school property without the signed written consent of the Superintendent and Facilities Manager. Principals are responsible for consulting with the Facilities Manager concerning needs for any repairs to building or campus areas. The Facilities Manager and Superintendent shall complete a facilities review annually, documenting major repair needs. The checklist submitted by school principals shall be relied upon in the annual facilities review.

The following procedure shall be followed for minor repairs to school buildings, grounds and quarters:

1. Requests for routine repairs or maintenance work shall be written by the requesting individual on the Work Order Form and a copy retained in the Facilities Office.
2. Persons dissatisfied with the non-completion of work requests may utilize the Grievance Procedure outlined in the policies and procedures.
3. A work order request must be submitted to the Facilities Manager prior to implementing any repairs, except in an emergency.
4. If repairs are needed as a result of negligence, the Facilities Manager shall report the information to the Superintendent immediately. The cost of such repairs may be assessed to the individual.

#### **7.16 EMERGENCY REPAIRS**

Need for emergency repairs shall be reported to the Superintendent by the supervisor. The Superintendent has the authority to determine processing of expenditures for emergency repairs.

#### **7.17 LEASING AND RENTING**

The Superintendent is authorized to lease or rent to individuals or organizations requesting the use of school facilities with such privileges contingent upon completion of facility use agreement criteria. The cost of leasing and renting school facilities shall be in accordance with the School Facility rate schedule, which shall be reviewed and issued annually at the Board's August meeting.

1. Activities sponsored by student and school groups have preference over outside use of facilities.
2. Authorization and scheduling of facility areas through the Activities/Athletic Director, inclusive of signatory approval on a Facility Use Agreement.
3. A \$200.00 deposit shall be returned to the sponsoring individual or organization after verification of the meeting of all criteria in the use agreement following the activity.
4. Release of any liability of the Board by individuals or organizations utilizing school facilities.

5. Payment of any damages and cleaning exceeding the \$200.00 deposit within a specific time line.
6. Payment of wages for cleaning during and after the activity.
7. Provide proper security and cleanup during and after the activity. Failure to provide proper security and cleanup shall constitute a waiver of the return of the deposit.

The Building Principal or designee shall be responsible for completion and monitoring of facility use agreements to assure proper coordination of facility use and scheduling needs of school-sponsored activities in their respective facilities.

Student organizations using facilities are not required to submit a damage deposit or rental fee unless previous use has resulted in damage to facilities or equipment during activities. Sponsoring organizations shall be required to consult with public safety to make arrangements for security for activities at least two weeks prior to the activity, unless other suitable arrangements for security have been made and approved.

#### **7.18 MAIL SERVICE**

The following shall govern incoming and outgoing mail service:

1. Use of school postage meter for personal mail is prohibited.
2. Restrictions affecting regular postal service shall be in effect for mail service.
3. Outgoing mail must be placed in proper mailbox in the Superintendent's Office.
4. Facilities Maintenance personnel are responsible for pick-up and delivery to Kyle Post Office.
5. The Superintendent's secretary shall be responsible for the notification to departments for pick-up of mail.
6. All incoming and outgoing mail shall be for school purposes only. Employees and others shall not utilize the Little Wound School mail for personal purposes, and particularly for any illicit, unlawful or immoral purposes. Such usage, if discovered, shall subject the sender or recipient to immediate termination.

#### **7.19 RECEIVING**



The Business Office is authorized to receive postal or other delivery of goods and items to the school and is responsible for recording invoices and the inventory and proper disbursement of items.

### **7.20 WAREHOUSING**

Items are to be warehoused in identified storage areas that inhibit damage to the items. Supervisors are responsible for monitoring the distribution of supply items to personnel under their direct supervision. Employees are not to hoard supplies.

### **7.21 EQUIPMENT LEASING AND RENTING**

The Superintendent or the Superintendent's designee is responsible for developing procedures authorizing and coordinating the lease or rental of school equipment.

### **7.22 EQUIPMENT MAINTENANCE**

The supervisor to whom equipment is assigned shall be responsible for making certain items are kept in functional working condition, shall identify and implement periodic inspection of all equipment to make certain that upkeep standards are met and shall record all inspections and repairs to equipment.

### **7.23 EQUIPMENT AND SUPPLY RECORDS**

Inventory procedures for equipment and supply items shall be as prescribed in Section 5.28 Fiscal Management.

### **7.24 AUTHORIZED USE OF EQUIPMENT**

Employee use of equipment or supplies for personal reasons is prohibited unless authorized in writing by the Superintendent. Unauthorized use of equipment and supplies shall result in disciplinary action.

### **7.25 TELEPHONE USE**

Telephone use is for school business only. No (900) or other such calls may be made from school phones. Employee use of the telephone or their own cell phones during school hours for personal calls will result in disciplinary action with the cost of such calls deducted from the employee's payroll check. Students and staff are not authorized to make outgoing personal calls on school telephones or personal cell phones and will not be called to receive incoming calls unless in an emergency or as authorized by the Principal in writing. Business Office personnel shall reconcile monthly telephone billings.

School issued cell phones shall be issued at the discretion of departmental supervisor's with approval of the Superintendent for work related purpose(s). Any added/downloaded applications, ringtones, etc. are not permitted on the school issued cell phones.

### **7.26 DUPLICATING SERVICES**

The Printing Office is maintained to provide employees with access to duplicating services for instructional and other authorized materials. Employees requesting large volume copying are to consult with the Printer to schedule completion of needed items. Employees may duplicate materials utilizing available equipment in the printing office for small quantity copying with the number, type and employee name recorded in available log books. Office copy machines are to be used for school business unless otherwise authorized by the supervisor to whom the machine has been assigned. The Printing Office shall establish and administer rates for duplication of personal or other organization copying of materials.

### **7.27 STUDENT TRANSPORTATION MANAGEMENT**

The transportation program shall be designed to transport students living an unreasonable walking distance from school in a safe efficient manner and to provide transportation for academic field trips in direct support of the curriculum, extra-curricular program needs, and other support uses for students.

1. Students shall be returned to their home following school activities and employees delivering students are required to make certain that a parent is present prior to leaving the student. The student is to be returned to the school and alternatives implemented if the student cannot be returned home safely.
2. Elementary teachers shall escort their class to bus loading zones daily to make certain they board the bus safely.
3. Elementary teachers shall notify parents to make certain that a parent is home when school closes early due to inclement weather or other reasons. The student is to be returned to school and other alternatives implemented if a parent is not home.

### **7.28 TRANSPORTATION GUIDELINES**

The Transportation Manager is responsible for all school vehicles used, for student transportation and the operation of the Transportation Department and shall conduct an annual program Assessment. The overall transportation program shall be monitored by the Transportation Manager on a daily basis and is subject to periodic Assessment by the Business Manager or offsite resources.

Routine maintenance procedures shall be developed to keep the property in good condition to ensure longevity of property and transportation vehicles. Preventative and all other maintenance will be conducted by a certified mechanic. Written records/documentation of any routine maintenance conducted will be kept in a log.

1. Criteria for management of school transportation services shall be:
  - a. Adequacy: to provide necessary sufficient transportation to and from school and for school programs.
  - b. Safety: to account for hazards, potential dangers to students, and other appropriate safeguards.
  - c. Economy: to operate in the most efficient manner possible considering all constraints imposed.
2. Violation of the transportation guidelines will result in the following disciplinary procedures.
  - a. Driving Privileges will be prohibited for a period of five days.
  - b. A second violation will result in privileges being prohibited for a period of ten days.
  - c. All driving privileges will be revoked for the current school year and employee will be removed from school vehicle insurance policy.
3. General guidelines for management of the Transportation Department are:
  - a. Employees operating school vehicles are required to possess a valid driver license, have a safe driving record and be listed on the school insurance policy.
  - b. Students are prohibited from operating school vehicles.
  - c. Buses shall not be left unattended when buses are running or when students are on the bus and keys shall not be left in unattended school vehicles at any time.
  - d. Employees using school vehicles are required to document the mileage, fuel usage and other reports required by the Transportation Department.
  - e. Employee using school vehicles assigned to the Transportation Department must receive prior clearance from the Transportation Manager.

- f. Requests for vehicle use to pick up supplies, or to attend meetings and workshops, must be scheduled three (3) days in advance. Forms can be picked up in the Business Office or Administration Office.
- g. All school vehicles used for any purpose shall be checked out through the Transportation manager with an inventory prior to and subsequent to such use.
- h. Employees requesting transportation services for school related activities and/or field trips are required to complete a Field Trip Request form and submit completed forms to the Transportation Manager two weeks in advance. The forms can be picked up in the Business Office or Administration Office.
- i. Alcoholic beverages or other drugs are prohibited in school vehicles and use of such while operating school vehicles will result in disciplinary action.
- j. Employees are to immediately submit credit cards and return vehicle keys to the Transportation Manager following vehicle use.
- k. Employees are prohibited from unauthorized use of school vehicles.
- l. Employees shall be responsible for the vehicle. Misuse/abuse of vehicle will result in immediate disciplinary action, which may result in being liable for any damages incurred throughout possession of vehicle. Driver will be placed on a probationary status and may lose privileges of using the school vehicles.
- m. Employees or others shall not use Transportation Department fuel, supplies or equipment for their personal use.
- n. Anyone using school vehicles, including coaches, sponsors and managers shall clean the vehicle prior to returning it to the Transportation Department. Failure to clean the vehicles may result in no further vehicle use for that individual.
- o. The driver shall report any accident involving school vehicles immediately to proper authorities and the Transportation Manager.
- p. Anyone operating a school vehicle must abide by all traffic laws and regulations. Only Little Wound School employees with valid Commercial Drivers Licenses (CDL) shall operate LWS buses. Only licensed and insured LWS employees shall operate non-CDL school vehicles.

- q. Buses shall not leave main bus routes, and take off-highway roads to student's homes. School issued SUV's may be utilized for off-highway roads to student's homes.
- r. All efforts should be made by all school staff to assist parents and children in transporting children to and from the school during inclement weather.
- s. No mileage shall be paid to parents who transport their children to and from school bus routes and school activities.
- t. A bus shall wait for students a maximum of three (3) minutes.
- u. No pets are allowed in any school vehicles.
- v. Handicapped vehicles designated for handicapped students use only shall only be used in the transportation of the handicapped.
- w. Building Principals or their designee shall notify the transportation department on a daily basis of dropped or suspended students and new enrolled students.
- x. Transportation Manager or designee will notify building principal if student is absent from bus stop for three consecutive days. The bus will no longer make this stop unless otherwise notified by principal or parent.
- y. If a student misses the bus after school the driver will not turn around to transport the student, if beyond a ¼ mile radius.
- z. Students are to be responsible for proper disposal of any food or beverage items brought onto the bus/vehicles. If violated, student will be responsible for cleaning the bus/vehicles. Teachers are to be responsible for the supervision and cleaning up of any buses/vehicles used on field trips.
- aa. Use of chewing and smoking tobacco products shall not be permitted on school owned vehicles at any time.
- bb. Students participating in after school activities will have the option of riding the activity bus and/or vehicles.

## **7.29 SCHOOL BUSES**

The Transportation Manager is responsible for making certain that a qualified driver is approved for vehicle use in all instances involving student transportation services. The driver is

responsible for the safety of the passengers riding in their bus or vehicle, during the ride and while passengers enter or leave the bus or vehicle.

Bus Drivers are responsible for maintaining vehicles assigned to them in a safe clean condition. Chewing and smoking tobacco products shall not be permitted on buses at any time. Routine maintenance procedures shall be developed, to keep the property in good condition to ensure longevity of property and transportation vehicles. Preventative and all other maintenance will be conducted by a certified mechanic. Written records/documentation of any routine maintenance conducted will be kept in a log.

Bus drivers may keep their buses at their house overnight, with their supervisor's approval, but are responsible for any damage caused by the bus drivers or their families. Bus drivers shall not drive buses for their own use.

### **7.30 PRIVATE VEHICLE USE**

Employees shall not operate their personal vehicle to transport students.

### **7.31 TRANSPORTATION INSURANCE**

The Board shall purchase insurance to provide protection to children transported for school purposes in school owned, leased or controlled motor vehicles. Such insurance coverage is not an admission of liability by the school for any injury or damage occurring during transportation of children for school purposes in school owned, leased or controlled motor vehicles, nor shall the existence of Federal Tort Claim Act protection in any way relieve the LWS liability insurance carrier from coverage for accidents and other negligent acts committed by LWS, its Board Members, officers, agents, and employees. All school vehicles which require that drivers have CDLs and all other LWS vehicles shall be driven only by qualified, appropriate, and licensed LWS personnel.

### **7.32 VEHICLES SAFETY INSPECTION**

All school vehicles used for transportation services shall be required to pass vehicle inspections and regulations of all applicable transportation laws. The Transportation Manager is responsible for making certain that all vehicles are in compliance and are maintained within regulations and safety inspection requirements during the school term. The Transportation Manager shall implement procedures to ensure compliance for licensing, insurance and inspection requirements. The Transportation Manager is responsible for ensuring all school vehicles are equipped with required items and shall develop, implement and monitor procedures for vehicle maintenance.

### **7.33 SCHOOL BUS CONDUCT**

Little Wound School provides transportation for students who reside within the school service area and it is imperative that behavior of students on buses be positive to provide for safe transportation services.

The respective principal will implement the student disciplinary procedure with recommendations from the Transportation Manager if any students violate the school policies while being transported to and from school. Student may be subject to the following consequences in addition to other discipline as allowed pursuant to these policies if student's behavior becomes disruptive, destructive or violates school policy in cases of major infractions:

1. Suspension from riding the bus for a designated period of time.
2. Discontinuance of transportation services for continual abusers of behavior boundaries.
3. Ineligibility for transportation services to school-related activities for a designated period of time.
4. Driver has the authority to remove student from bus if necessary.

These disciplinary actions must be taken in conjunction with the policies on discipline protocol. Students should report any incident(s) occurring on buses to their Principal and Bus drivers shall report the name(s) of any student(s) who violate established rules of conduct to the Transportation Manager. The Transportation Manager shall maintain a record of infractions committed by students during the ride to and from school, which shall be submitted, to the Superintendent monthly.

If the violation affects the welfare and/or safety of the bus driver or passenger(s), the Bus Driver has the authority to immediately remove the student/person from the bus. (\*Suspend transportation services until the Transportation Manager can be notified.) If immediate removal takes place, the Transportation Manager and Superintendent must be immediately notified for further action.

### **7.34 SCHEDULING AND ROUTING**

The Transportation Manager is responsible for establishing bus transportation routes and schedules in consultation with the Superintendent or their designate. Service for students and school related activities have preference in the scheduling of school vehicle use. Employees are required to schedule and coordinate all destinations and vehicles used through the Transportation Manager.

### **7.35 TRANSPORTATION RECORDS**

The Transportation Manager shall be responsible for submitting vehicle and department reports to the Superintendent or their designate. Such reports shall include:

1. The total mileage for each vehicle,
2. The number of students transported by each vehicle,
3. The type and number of activity runs completed,
4. Any inspection(s) completed and the result(s),
5. Preventive maintenance performed on each vehicle,
6. Total fuel and other supplies consumed during the reporting period.
7. Documentation of departure and arrival time of bus routes at each stop and,
8. Notification of schedule for approximate pick up and drop off of students should be given to parents.

### **7.36 FOOD SERVICE PROGRAM MANAGEMENT**

#### SCHOOL WELLNESS

Little Wound School will provide all students with a strong foundation of knowledge, fitness, nutrition and healthy choices in a challenging and changing world. Little Wound School will provide an environment that promotes, protects and preserves health. Effective health education is a shared responsibility that begins in the home and is reinforced in the community by its citizens, health and agencies and schools.

#### **Nutrition Education:**

The K-12 nutrition education will include elements that incorporate South Dakota Health Education Standards on nutritional concepts with support healthy lifetime nutritional decisions.

#### **Nutritional Standards:**

The K-12 nutrition standard will include, but not be limited to, promoting nutritional choices while impressing upon the students the importance of good nutritional decisions throughout their lives.



1. Little Wound School will encourage healthy food choices for classroom activities.
2. Little Wound School will offer healthy choice options in all school vending machines and school sponsored events.
3. Little Wound Schools meal program will comply with local, state and federal guidelines.

### **Physical Activity:**

The K-12 fitness and physical education curriculum will incorporate elements of South Dakota Physical Education Standards. Little Wound School will promote lifetime physical activity choices and encourage students to invest themselves in activity-based programs throughout life.

1. K-12 students will have the opportunity to be involved in physical activity through Little Wound Schools physical education programs, before – and after-school activities, OR other activity programs.
2. K-12 students will be encouraged to participate in community-offered fitness and/or athletic programs.
3. Little Wound School will support facility usage by students and community member for fitness and/or athletic activities.

### **Other School – Based Activities:**

The K-12 school-based activities will provide opportunities for students and staff to engage in lifetime wellness activities and screenings throughout their schools and community. Little Wound School will provide nutrition education and physical education to students, staff, parents, and when appropriate, community members.

Little Wound School personnel will encourage healthy eating and physical activities.

### **Policy Evaluations:**

The school administrators, through evaluation of all staff responsible for nutrition education, nutrition standards, physical education/activity, and other school-based activities, will assure that the requirements of this policy are met.

The Board shall implement a Food Service Program for students to meet or exceed all sanitation, nutrition, and quality meal requirements of Child and Adult Nutrition Services Program (CANS) and other requirements established by the Board. The Food Service Manager shall be responsible for the program on a daily basis and for food service staff supervision.

Goals of the Food Service Program are:

1. To provide sanitary food preservation, preparation and serving activities designed to enhance student participation in the food service program.
2. To prepare menus that meets nutritional standards and to consult with the student council on items for meals that enhance student participation in the program.
3. To implement daily cleaning and maintenance activities in the food service area that ensures compliance with sanitation and health requirements.
4. To disseminate information on meal planning to enhance student participation in the food service program.
5. To work with school and community groups in planning and preparing special occasion meals to supplement activities and enhance community involvement.
6. To implement a system of meal preparation that promotes variety, participation, cost effectiveness, and nutrition.
7. To implement an accounting and reporting process designed to accurately reflect participation in the food service program.

The basic requirements of the Food Service Program are:

1. Individuals who are not food service employees are prohibited from being in the food preparation area unless authorized by the Food Service Manager.
2. Food items shall not be taken from the food service area by individuals for their personal use.
3. Groups requiring food service for special meals are required to submit a written request to the Food Service Manager two weeks prior to the date of services being requested.
4. All food service personnel are required to have a physical examination annually and must be free from any communicable disease prior to working in the food service program.
5. Food service personnel shall be appropriately attired and groomed.
6. Students shall be prohibited from being in the food service area unless approved to assist by the Food Service Manager.
7. Only students and working staff shall participate in the regular breakfast program.

8. Community member or organization use of food preparation, serving or dining areas may be authorized by the Food Service Manager if:
  - a. The organization or individual signs a facility use agreement that stipulates the limitations authorized by the Food Service Manager.
  - b. A food service employee must be present to provide supervision for proper cleanup of the facilities and monitor the use of equipment or other items.
  - c. The organization or individual must sign a release of liability for use of equipment, facilities or other items.
9. School-sponsored activities requiring access to food service materials, supplies, equipment, or facilities are not required to submit a deposit. Such activities must have approval of the Food Service Manager and at least one food service worker shall be present to monitor items as specified in number 9a above.
10. Employees may purchase meal tickets from the Business Office Receptionist to participate in the lunch meal at the school. The cost for meal tickets shall be established annually.
11. The Superintendent may approve of complimentary meals at no cost to the employee or others for participation in the lunch meal.
12. Departments may provide and prepare coffee for employees working in their own department.
13. Food Service accommodations must be provided to section 504 identified students and other special needs. Documentation of special needs, including food allergies, must be submitted to Food Service Manager, the School Nurse, the Principal and the Superintendent.
14. **FOOD SERVICE INVENTORY:** Semi-annual physical count of all food purchases and commodities received shall be conducted by the kitchen supervisor and submitted to the Business Manager. This count shall be compared to the perpetual inventory records maintained by the Food Service Staff.
15. The sale of foods and beverages of minimal nutritional value shall be prohibited throughout the school grounds between the start of the school day and the end of the last lunch period.

### **7.36.1 FOOD PROCUREMENT & CODE OF CONDUCT**

Little Wound School shall conduct all procurement procedures in compliance with state regulations; and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agency may participate in the selection, award, or administration of a contract supported by a Federal, State, or Tribal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agency, any member of his or her immediate family, his or partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee may neither solicit not accept gratuities, favors, or anything of monetary value from contractors of parties to subcontracts. However, the school may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Non-compliance by the school employees with these standards of conduct may be subject to disciplinary procedures, up to termination, in accordance with LWS school policy 3.07.

Little Wound School procedures shall avoid acquisition of unnecessary or duplicative items. Consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.

### **7.37 FREE FOOD SERVICE**

The Board shall participate in Child and Adult Nutrition Services program to assure all students the opportunity to receive proper nourishment.

The Food Service Manager is responsible for enforcing rules, regulations and procedures which meet tribal, state and federal requirements regarding participation in programs for free or reduced price meals and other available supplementary food and nutrition program resources.

### **7.38 FOOD SERVICE SANITATION INSPECTIONS**

The Food Service Supervisor shall be responsible for developing and implementing regular, daily and other scheduled cleaning assignments for staff to ensure that health and sanitation requirements are consistently met in the food service area.

The Superintendent or the Superintendent's designee shall submit sanitation inspection reports and Assessments to the Board as received and shall provide a copy of reports to appropriate employees and other agencies.

### **7.39 FOOD SERVICE RECORDS**

The CANS Clerk shall be responsible for assessing student eligibility for participation as established by CANS Program, for daily accounting and record keeping required to maintain program compliance and reimbursement.

The Business Manager shall monitor and submit reports to CANS Program and shall conduct periodic auditing of accounting and reporting data maintained daily by the Food Service Program.

### **7.40 INSURANCE MANAGEMENT**

Board purchase of insurance shall be in accordance with all laws and regulations with the Business

Manager responsible for the management of school insurance programs, with the understanding that LWS, a Self-Determination and Educational Assistance Act Contract School, has certain protections under the Federal Tort Claim Act for tort claims against the school.

The Board shall provide personnel and property insurance coverage as mandated by law and may consider insurance or fringe benefit coverage as options dependent upon needs and budget. The Board shall purchase liability insurance for Board officers and employees in discharge of official duties.

### **7.41 FACILITY EXPANSION GOALS**

The Board shall authorize the construction of a sufficient number of school buildings to meet the demands of present and future student enrollments.

### **7.42 LONG RANGE PLANNING**

The Superintendent shall submit a written outline of the long-range facility needs of the school annually at the June meeting. The Superintendent is authorized to consult with those persons who can lend professional assistance and guidance in this matter.

The Board reserves the right to accept or reject any or all of the recommendations for facility needs from Advisory Committees.

### **7.43 FACILITY OBSOLESCENCE DETERMINATION**

The Facilities Manager is responsible for reporting to the Board about any facilities that have deteriorated to the point that they are no longer usable.

Only the Board may close a school building only after a public hearing on the questions of the necessity and practicality of the proposed closing.

### **7.44 NAMING NEW FACILITIES**

The Board has the responsibility to name all new school facilities and may consider suggestions from citizen groups, staff and students.

### **7.45 PROJECT PLANNING ARCHITECTS**

Architects will be used for renovation, modification and construction projects, as required by tribal, state or federal regulations. All architects are recommended by the Facilities Manager to the Superintendent for submission to the Board for approval. The architect shall advise the Superintendent and the Board on the phases of the program for which they have technical training and experience and shall perform other functions as follows:

1. Translate the program for which the facilities are needed into building design and specification.
2. Advise the Superintendent on letting of contracts.
3. Supervise or direct construction.
4. Advise the Superintendent as to costs on additions.
5. Recommend approval and acceptance of completed facilities.

### **7.46 STAFF INVOLVEMENT IN FACILITY PLANNING**

The Superintendent will make arrangements for the staff and students to contribute in the planning of new school buildings.

Staff and students shall have the opportunity to submit suggestions for possible inclusion in the educational specifications.

### **7.47 COMMUNITY INVOLVEMENT IN FACILITY PLANNING**

The Board shall enlist parent and community members to serve on advisory committees who shall report their recommendations to the Board regarding the need for new school facilities and the types of facilities most appropriate.

## **7.48 EDUCATIONAL SPECIFICATIONS OF FACILITIES**

The Board shall abide by tribal and federal specifications and requires the Superintendent to develop a set of educational specifications, which will then be discussed in conferences with the architect. These specifications shall include the following:

1. Information concerning the school organization plans and estimated enrollment;
2. A description of the curriculum and teaching methods to be employed;
3. A schedule of space requirements, including the location of various spaces;
4. A desired layout of special areas and the equipment needed for such areas;
5. An outline of mechanical features and special finishes desired; 6. A description of standard codes and regulations affecting planning.

## **7.49 CONTRACT AWARDS PROCEDURE**

The selection of a site for a new building is made in accordance with previously established criteria.

1. For each project an architect is assigned on a contingency basis.
2. Architectural contracts are signed by the Board Chairperson, upon approval by the Board.
3. For each project a preliminary plan is developed and approved by appropriate agencies and the Board.
4. The plans and specifications are prepared to conform to all codes governing public buildings.
5. Working drawings are approved by appropriate agencies and the Board.
6. An addition to an existing building or construction of a new building is advertised for bids by the Board.
7. Sealed bids are received on the date advertised and are opened and read in public.
8. Each bidder fills out a "Statement of Bidder's Qualifications" stating their financial status and general information concerning their firm.
9. The tabulation of the bids for each project is certified by the architect and is presented to the Board with the certification of Superintendent.

The low bidder is required to furnish 100% performance and payment bond or a certified check equal to 15% of the bid to the Board. The low bid is analyzed and compared to bids on similar

projects and the architect's cost estimates and control budget. The Board reviews the bids with the right to accept or reject any and all bids. With the authorization of the Board a construction contract will be executed which includes the Performance Bond Payment Builders Risk Insurance and Contractors Protective Liability Insurance.

American Indian preference will be considered on contracts awarded by the Board.

#### **7.50 BUILDING PROJECT RECORDS AND REPORTS**

The Facilities Manager shall be responsible for making reports to the Board on the progress of building projects. At the invitation of the Facilities Manager, the architects supervising particular projects may be asked to appear before the Board.

The Facilities Manager is responsible for keeping the appropriate records and documents concerned with each building project, such as copies of contracts, cost analysis sheets and plans and specifications.

#### **7.51 COMPLETED BUILDING PROJECT**

Upon completion of the building construction and a final inspection by the architects and Facilities Manager, the Board accepts or rejects the final inspection report.

#### **7.52 PUBLIC INFORMATION PROGRAM**

The Board shall make the public fully aware of all aspects of the school by:

1. Keeping the public informed regarding policies, administrative operation, objectives, educational program, and successes or corrective measure being taken.
2. Furnishing full and accurate information, favorable and unfavorable, together with interpretation and explanation of the school plans and programs.

#### **7.53 SCHOOL SPONSORED INFORMATION**

The Media/Communications Coordinator shall employ such means as necessary to inform citizens of school activities and policies.

#### **7.54 NEWS RELEASE**

The Superintendent shall be responsible for releasing information about the school system and Board action(s). News releases will only be made through, the Superintendent and the Superintendent's designee.



Staff and students shall submit information regarding classroom, school or community activities to the Principal who shall submit copies to the Superintendent for appropriate action.

#### **7.55 LOCAL GOVERNMENT RELATIONS**

The Board will cooperate with other governmental agencies to achieve the best interests of youth and citizens of the school service area.

#### **7.56 RELATIONS WITH LAW ENFORCEMENT**

Cooperation with law enforcement agencies is essential for the protection of students, the maintenance of a safe school environment, and to safeguard all school property. Safe Schools Coordinator shall develop a Memorandum of Understanding with the OST Law Enforcement at the beginning of the school year and shall have the LWS Board approve such Memorandum.

#### **7.57 INTERROGATIONS AND INVESTIGATIONS BY LAW ENFORCEMENT**

Law Enforcement may be called to the school at the request of the respective Principal, Superintendent, School Security or School Resource Officer. Law enforcement shall contact the Superintendent or Principal first if they wish to come to school for official business.

Prior to Law Enforcement questioning or detaining a student on a Law Enforcement matter, the respective Principal shall inform the parent of such request and ask them to attend such interview, unless the investigation involves an Abuse and Neglect investigation involving the student, the student's siblings, and their legal guardian. If the parent does not approve of the interview, the interview shall not be held on school grounds. Students cannot be arrested for offenses taking place off school grounds without a valid arrest warrant presented to the respective Principal.

#### **7.58 RELATIONS WITH PARENT ORGANIZATIONS**

The Board recognizes the constructive role which parent-teacher groups can play in the school system and shall offer these groups its' full cooperation. Effective leadership provided by these organizations is valuable for the improvement of educational programs and community support of the school.

#### **7.59 PRIVATE SCHOOLS RELATIONS**

The Board will cooperate with parochial and private schools in matters of mutual benefit when not prohibited by law.

## **7.60 SHARED SERVICES**

The Board shall cooperate with colleges, universities, and other agencies promoting research based on the following criteria and as drawn up by the Superintendent:

1. The objectives of the research should be clearly stated and the design should produce valid and reliable to be made available to the school;
2. The project should contribute something of value to the improvement of education;
3. Instructional activities will not be interrupted unless there is significance for the school's educational program;
4. Support the efforts of the Oglala Sioux Tribe Department of Education and other recognized tribal organizations, i.e., including board memberships such as ONEC, DACTS, NISBA, etc.

## **7.61 RELATIONS WITH COLLEGES AND UNIVERSITIES**

The Board believes that staff and students should take full advantage of resources provided by colleges and universities in the area. The Superintendent shall keep the Board informed of all opportunities for services between the school and institutions of higher learning, including student, teacher and administrative internship programs. LWS may enter into MOU's with colleges and universities with Board approval of such MOU's.

## **7.62 PROFESSIONAL VISITORS AND OBSERVERS**

One of the ways Board members and staff can improve their effectiveness and the quality of education for students is by visiting school systems with novel, experimental or innovative programs. Board members should occasionally visit other school systems and encourage staff to do so. The Board also welcomes professional visitors to Little Wound School. All visitors shall report to the principal's office or superintendent's office to state their business before entering any other part of the LWS. Such visitors shall sign a visitor's sign-in sheet at the respective Principals office.

Groups who wish to visit the school should make arrangements in advance with the respective Principals who shall provide someone to assist them in their visit. This will ensure that the programs visited are operational on their arrival and guard against undesirable interruptions in scheduled programs of students and staff.

Visitors arriving unannounced at the school shall be directed to the respective Principal's office by security.

### **7.63 COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS**

The Board will not permit any individual or group to exercise censorship over instructional materials and library collections. Provision will be made for the Assessment of instructional materials upon formal written request.

Students' right to learn and the freedom of teachers to teach shall be respected.

### **7.64 FLAG DISPLAYS**

The Board requires that a flag staff with all necessary appliances be maintained at the school building and that a United States and Oglala Sioux Tribal flag be flown from such flag staff during the school hours of each school day, except when a violent storm or inclement weather would destroy or damage them.

### **7.65 SCHOOL ORGANIZATION PLAN**

The Board shall approve a Comprehensive Educational Plan that identifies specific goals, objectives, and activities for development and implementation.

The Superintendent shall be responsible for monitoring activities identified in the Comprehensive Educational Plan and shall submit a report to the Board at the annual meeting about accomplishments and identified needs.

The Superintendent shall conduct a Comprehensive Educational Plan review and Assessment session annually utilizing a process for input from staff, students, parents and other community members by the end of the first week in June. Any revisions to the Comprehensive Educational Plan shall be disseminated to all employees during scheduled pre-service at the beginning of each school year.

### **7.66 SCHOOL ATTENDANCE AREA**

The Board shall establish school service area boundaries and any changes to school boundaries for grades K-12 . The School reserves the right to limit its enrollment for K-8 students when it is determined that enrollment or estimated enrollment has increased beyond the capacity of the School's facilities. The School Board may approve a student who resides outside of the school boundaries to attend the School on a case by case basis.

### **7.67 SCHOOL YEAR**

The term of school shall be approved by the School Board and will meet accreditation requirements.

### **7.68 SCHOOL CALENDAR**

The school calendar shall meet accreditation requirements, set days of attendance for staff and students, days of in-service and organizational meetings for teachers and administrators, holiday and vacation periods, and other schedules of importance to the staff, students and public.

The Superintendent shall present a school calendar for the ensuing term of school to the Board for their approval before April 1. Any changes in the school calendar require Board approval prior to the end of the current term of school.

### **7.69 EXTENDED SCHOOL YEAR**

The Superintendent shall have the authority to grant an extension of the school year for purposes of meeting classroom instruction day requirements after meeting with Principals and consulting with the Board for approval. In the event an extended school term is needed to meet accreditation requirements, teachers shall provide instruction as an extended obligation to their contract for no additional compensation.

### **7.70 SUMMER SESSION EXTENDED LEARNING OPPORTUNITIES**

Extended Learning Opportunities to include summer session, homework, tutoring, afterschool enrichment, early entry

The Board may provide a summer session as deemed necessary at all levels of instruction upon the recommendation of the Superintendent. This should be approved at the April Regular Meeting for the summer session. The school administration shall set the times, dates, and courses to be offered during the summer session.

### **7.71 SCHOOL DAY**

The length of the school day shall be in compliance with applicable laws, rules and regulations. Any days missed shall be made-up during the current term of school at a date to be decided upon after input from the staff, students and parents and pending Board approval.

### **7.72 EVENING SESSIONS**

The Board may establish and maintain evening schools or adult and continuing education programs for all persons over eighteen (18) years of age who are unable to attend school full-time.

### **7.73 EMERGENCY CLOSING**

The Superintendent may close school for emergencies, which threaten the life, health or safety of the students or staff and have school closure information broadcast by local radio and television stations.

### **7.74 MEDIA BROADCASTING**

Little Wound School may participate in local television and radio to broadcast school and community events. The Media/Communications Coordinator shall develop guidelines for implementing and evaluating cable television content and activities, with appropriate regulatory laws.

### **7.75 TECHNOLOGY ACCEPTABLE USE**

#### 1. PURPOSE

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Little Wound School. Use of such technology is a necessary element of the school's educational mission, but technology is provided to users (staff, students, guests) as a privilege, not a right. The school seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

#### 2. SUMMARY

Public technology that includes but is not limited to computers, wireless & LAN access, electronic mail, Internet access, Telephone/Voice Mail systems, printing devices and all other forms of instructional, networking and communication tools are provided as a service by the school to users. Users are expected to observe the following:

All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences, or can be considered as illegal, immoral and/or unprofessional conduct.

The user is ultimately responsible for their actions in accessing technology at LWS. Failure to comply with the guidelines of technology use may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under tribal, state or federal laws and regulations.

### 3. GUIDELINES

- a. Access to computers, computer system, information networks, and to the information technology environment within the LWS is a privilege and must be treated as such by all users.
- b. The LWS technology resources will be used solely for the purpose of research, education, and school related business and operations.
- c. Any system which requires password access or for which LWS requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
- d. The LWS's technology resources are limited. All users must respect the shared use of LWS resources. The school reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
- e. All communications and information accessible and accessed via the LWS system is and shall remain the property of LWS.
- f. Student use shall be supervised and monitored by system operators and authorized staff.
- g. Any defects or knowledge of suspected abuse in LWS systems, networks, security, hardware or software shall be reported to the system operators.

### 4. UNACCEPTABLE USE

The Little Wound School has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

- a. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
- b. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.

- c. Attempts to disable, bypass or otherwise circumvent the LWS content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers.
- d. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
- e. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- f. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
- g. Invades the privacy of individuals or entities.
- h. Uses the network for commercial or political activity or personal or private gain.
- i. Installs unauthorized software or material for use on school computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
- j. Uses the network to access inappropriate materials.
- k. Uses the school system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
- l. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
- m. Uses the school systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b)

interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.

- n. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.
- o. Violates the School Acceptable Use Policy.

## 5. SCHOOL'S RIGHTS AND RESPONSIBILITIES

- a. Monitor all activity on the school system.
- b. Determine whether specific uses of the network are consistent with this Acceptable Use Policy.
- c. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.
- d. Respect the privacy of individual user electronic data. The school will secure the consent of users before accessing their data, unless required to do so by law or policies of LWS.
- e. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and LWS files. However, information any computer system cannot be guaranteed to be inaccessible by other users.
- f. Attempt to provide error-free and dependable access to technology resources associated with the school system. However, the school cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- g. Ensure that all users complete and sign an agreement to abide by the LWS acceptable use policy and administrative regulation. All such agreements will be maintained on file in the appropriate files.

## 6. VIOLATIONS/CONSEQUENCES



Users who violate this Policy will be subject to revocation of the school system access up to and including permanent loss of privileges, and discipline up to and including expulsion or termination.

Violations of law will be reported to law enforcement officials.

Disciplinary action may be appealed by parents and/or students in accordance with existing LWS procedures for suspension or revocation of student privileges, or staff may use the grievance procedures.

7. UNACCEPTABLE USE OF SCHOOL COMPUTER SYSTEMS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- a. Altering any computer configuration including screensavers, desktop settings, network settings, passwords, etc.
- b. Installing or downloading any executable files from the Internet or portable drives.
- c. Using chat rooms or social web sites except for teacher-directed educational purposes.
- d. Installing or using instant messenger programs.
- e. Downloading MP3s or other music files.
- f. Accessing online radio stations and television programs.
- g. Writing, downloading, or printing files or messages that contain inappropriate language.
- h. Accessing or transmitting pornographic or other inappropriate material.
- i. Violating the rights to privacy of students and employees of the school.
- j. Reposting personal communications without the author's prior consent.
- k. Copying commercial software in violation of copyright law.
- l. Attempting to hack, crack, or otherwise degrade or breach the security of the school's network, other networks, or individual computers.
- m. Attempting to bypass the district's content filter, including the use of proxy servers.

- n. Developing or passing on programs that damage a computer system or network, such as viruses.
- o. Plagiarism.
- p. Modifying or copying files of other users without their consent.
- q. Giving out personal information such as address and phone numbers over the Internet without permission.
- r. Accessing or transmitting material which promotes violence or advocates the destruction of property including information concerning the manufacture of destructive devices (explosives, bombs, fireworks, incendiary devices, etc.)
- s. Accessing or transmitting material which advocates or promotes violence or hatred against particular individuals or groups of individuals.
- t. Accessing or transmitting material which advocates or promotes the use, purchase, or sale of illegal drugs.
- u. Conducting or participating in any illegal activity.
- v. Any act that is determined as Cyber-bullying, harassment, or a violation of good Digital Citizenship.
- w. Any inappropriate use as determined by the Superintendent, IT Specialist and/or building administrators.

#### **7.76 STAFF ACCESS TO SCHOOL ELECTRONIC MAIL**

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The Little Wound School may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

The network is provided for staff and students to conduct research, complete assignments, and communicate with others. Communications over the network are often public in nature, therefore, general rules and standards for professional behavior and communications will apply.

Electronic mail is not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.

The network administrator may review files and communications to maintain system integrity and to ensure that files stored on district servers will be private.

The following behaviors are not permitted on the school network:

- Sharing confidential information on students or employees
- Sending or displaying offensive messages or pictures
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Harassing, insulting, or attacking others
- Engaging in a practices that threaten the network (e.g. loading files that may introduce a virus or other malicious code that compromises the network)
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folder, documents, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Violating regulations prescribed by the network provider
- Promoting, supporting or celebrating religion or religious institutions
- Conducting business of an employment dispute, except as may be agreed to in writing between the employee(s) and the Little Wound School

Only current, full-time employees will be granted school email accounts.

Every email originating on the school email system is identified by its address as a school document.

The school reserves the right to suspend or terminate any email account without notice for communications that do not exhibit the professionalism expected in formal school communications, including use of the email to advocate, support or coordinate any employment dispute against the Little Wound School Board.

Inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account or continuing their use.

### **7.77 INTERNET SAFETY POLICY**

It is the policy of the Little Wound School to: (a) prevent user access over its computer network to, or transmission of; inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent authorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub.L no. 106-554 and 47 USC254 (h)]

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "internet filter") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Little Wound School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Little Wound School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representative.

## **7.78 RECORDS RETENTION**

Little Wound School will comply with records retention schedules as applicable. The LWS Business Manager shall maintain the records retention schedule.

### **7.79 PARENT INVOLVEMENT**

The Little Wound School staff and school board appreciate the importance of an informed working partnership between the students, their families, the community at large and the staff at our school.

In order to assure collaborative partnerships between parents and teachers, Little Wound School is committed to pursuing the following goals in ways that celebrate and respect the diversity of our school population and that support the individual needs of our families.

- Establish meaningful and on-going communication between parents and the school.
- Develop strategies and programs which enable parents to participate in their child's learning.
- Provide support for school staff and parents to sustain parent involvement beginning in PreK through grade 12.
- Incorporate community resources to enrich the educational environment and promote family and student success.
- Support parents in their roles as the child's first and most important teacher.

### **7.80 SCHOOL VISITORS**

The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To assure order that the greatest benefit can be derived from such visits and to ensure order in the schools and the safety of students and staff; the following guidelines shall govern school visitations.

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a school, in accordance with Board guidelines.

#### **Guidelines:**

1. Reporting To The Office  
All visitors are to report to the building office to register before proceeding to their destination in the building regardless of whether prior approval for the visit has been given. Upon registering, guests will be issued a visitors badge and a pass with their destination.
2. Scheduling Appointments

All visitors are to have scheduled appointments. Meetings and activities where parents/guardians receive written invitations from the building administration are considered scheduled appointments. Exceptions may be made in the case of emergencies.

3. Interruptions

Visitors may not interrupt a teacher who is teaching a class. Visitors are not to interrupt a teacher during preparation times or other related instructional duties unless an appointment has been made or other advance notice given according to the guidelines provided in this policy.

4. Parent-Teacher Conferences

Parent-teacher conferences are encouraged. Such conferences may be requested by either the parent/guardian or the teacher and should be scheduled at a time convenient to all parties. Drop in conferences are discouraged.

5. Classroom Observations

Classroom observations by parents/guardians, community members or interested educators can be valuable, even though they may disrupt the class. It is believed that parents/guardians, other community members and educators can gain a better sense of the instruction process by observing teaching and learning activities. The principal must evaluate the benefit of the visit and compare it with the potential for disruption.

Observation may be approved when the following have occurred:

- a. A written request to visit has been submitted to the principal on the form provided by the school at least two (2) school days prior to the visit and is subsequently approved by the building principal or building special education supervisor. When there are scheduled classroom visits individual written requests will not be required.
- b. The principal has consulted with the teacher and has decided that the visit will be beneficial. The principal will notify parent/guardian by phone, of the appropriateness of the visit. The decision of the principal may be appealed to the Superintendent.

The principal will consider the following factors in deciding whether the visit will be beneficial:

- a. The purpose of the observation.
- b. The duration of the observation.
- c. The classroom activities planned during the observation.

- d. The number of previous observations of that particular class.
- e. The needs of the children in that class.

When a parent/guardian is involved in a special education hearing or other litigation with the school, teacher or other staff at the time of a requested observation, an administrator will observe the class with the parent/guardian if permission to visit is granted.

6. Speaking With Students

Only visitors who are the parent/guardian, or surrogate parent of a student may confer with a student in school and only with the prior permission of the building principal. Exceptions to this policy will be granted in emergency situations and in the case of military recruiters, college recruiters, etc., where advance arrangements are made with the building principal. Visits or conferences with students during the school day result in the interruption of the overall educational process and are generally discouraged, except in emergency or unusual circumstances.

7. Discussions Of Students

School personnel should not discuss individual students or the performance of those students with any non-school persons except that student's parent/guardian without the written permission of such parent/guardian. Exceptions to this policy may apply in connection with cooperation with law enforcement officials.

8. Recording Events

No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal and/or building special education supervisor.

9. Loud, Abrasive And/Or Profane Language Or Behavior

It is the policy of the school to prevent disruptions to school operations and the instructional process. All persons, including but not limited to students, parents/guardians, employees, visitors and members of the general public are prohibited from the use of foul, profane and abusive language, whether spoken or written, or for a tirade in any manner in the school buildings or upon school grounds. This policy will be particularly enforced if language or actions are professed in a loud and/or offensive manner or in a manner observable by other persons. School security may be notified and proper legal action taken.

All persons are therefore warned that violation of this policy may result in removal from school property by appropriate school authorities. Members of the public may be subject to removal from school property and may be charged with trespassing for failure to promptly vacate the property upon proper notice of notification. In all cases, violators may be subject to appropriate laws of the Oglala Sioux Tribe.

### **7.81 ELECTRONIC SURVEILLANCE**

The Little Wound School Board recognizes the responsibility to maintain security, order, and discipline on all school property, including but not limited to, the offices, school buildings, classrooms, school grounds, and school vehicles. The students and staff of the school recognize that their security and safety depend upon the capacity of the school to maintain discipline and order and, consequently, supervision over and the ability to impose certain conditions on the activities of students is assumed and expected.

Nevertheless, the school recognizes established privacy interests of its students and staff, and is committed to protect the confidentiality of students and staff's records maintained by the school to the extent authorized by law.

The school has determined that electronic surveillance systems are necessary for monitoring activity on school property, and in school vehicles in order to protect the health, welfare and safety of its students, staff, and other authorized occupants. Accordingly, the School authorizes the use of electronic surveillance in the form of video camera surveillance on the school offices, classrooms, buildings, grounds, and in its transportation vehicles as follows:

1. Video cameras shall be placed in public locations deemed appropriate by the Superintendent or designee and shall not be placed in areas where there is a reasonable expectation of privacy.
2. The School shall notify its students, their parents/guardians and School staff that electronic surveillance may occur on any School property, or on any transportation vehicle, and that video recordings may be used in disciplinary actions or sanctions. The School shall incorporate said notice in handbooks, post notice at the main entrance of the School office, school buildings, classrooms, and at the entry door of any bus that may have electronic surveillance equipment in operation.
3. The use and maintenance of electronic surveillance equipment on school grounds, School property, or in transportation vehicles shall be supervised and controlled by the Superintendent, the school principals or other authorized administrators. Students and staff shall not tamper or interfere with the video camera equipment.



4. The use of video recordings from surveillance equipment shall be subject to other policies of the School including policies concerning the confidentiality of student and personnel records. The School shall comply with all applicable state and federal laws related to record maintenance, retention, and disclosure including the Family Educational Rights and Privacy Act (“FERPA”), and all applicable tribal, state and federal laws.
5. Electronic surveillance shall only be used to promote the order, safety, and security of students, staff, property, and other authorized individuals. The School may rely on the images obtained by video surveillance cameras in connection with the enforcement of Board policy, administrative regulations, building rules, and other applicable laws.
6. In addition to any surveillance that might otherwise be permitted by law, video or audio recording in the classrooms will be permitted to promote educational purposes and staff improvement but not for staff or teacher discipline unless the recording of staff or teachers is incidental to an otherwise properly recorded incident.
7. Surveillance systems and all resulting recordings shall be located in a secured area and access to the system and recordings shall be strictly limited. Video recordings will be archived on a secured server for ten (10) days until removed. Recordings may be reviewed as authorized by the Superintendent or designee.
8. Video recordings retained as part of an individual student’s disciplinary record shall be maintained in accordance with law and board policy governing the access, review, and release of student records.
9. All media viewed or listened to by law enforcement, parents, or any persons outside of authorized school personnel will be documented in a log with the date, time, reason, and names of individuals reviewing the media.
10. Employees shall be responsible for the appropriate use of technology and shall not use any school resources for unethical practices or any activity prohibited by law or school policy.

### Viewing Requests

Due to federal law and student privacy concerns, the school will not allow video to be reviewed unless a court order requires it. In such instances, the video shall only be reviewed at the school under proper supervision and the viewer shall agree to maintain confidentiality as it relates to other students. When possible, the school shall blur or block identity of other students.

All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, school officials and/or law enforcement with a direct interest in the proceedings as authorized by the principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.

1. Written requests for viewing may be made to the principal within five school days of the date of recording, and/or notice of the recording.
2. Approval/denial for viewing will be made within 10 school days of receipt of the request and so communicated to the requesting individual.
3. Video recordings will be made available for viewing within three school days of the request approval.
4. Actual viewing will be permitted only at school-related sites, including the school buildings or essential administrative offices.
5. All viewing will include the building principal, or their designee.
6. A written log will be maintained for those viewing video recordings, including the date of viewing, reason for viewing, date the recording was made, location at school or school office, and signature of the viewer.
7. Video recordings will remain the property of the school and may be reproduced only in accordance with law, including applicable Board policy and regulations.

### **7.82 WHISTLEBLOWER**

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to their supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to their supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board member.
3. The Whistleblower can report the event with their identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.

7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then they have the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.