

American Horse School



Excellence In Education

STUDENT HANDBOOK

2017-2018

(i) MISSION STATEMENT

American Horse School will stand together so that our children will recognize and embrace education for the future.

(ii) VISION

We will stand together to create a healthy learning environment so that our children at American Horse School have the opportunities to acquire leadership competencies for building a better future by achieving a level of greatness experienced by our people carrying on the values that are uniquely and beautifully Lakota.

(iii) SCHOOL PHILOSOPHY

The American Horse School believes that every child has an inherent right to lifelong Learning. We believe that ALL children have the potential and ability to learn. In partnership, we can help to facilitate the achievement of personal goals and embrace and retain Lakota values.

(iv) STUDENT NON-DISCRIMINATION

Every student shall have equal educational opportunities and access to all school activities, opportunities and support services regardless of race, color, creed, sex, and national origin, place of residence or physical challenged.

Administration

Dr. Gloria J. Coats-Kitsopoulos

American Horse School,

P.O Box 660, Allen, SD, 57714, Phone: 605-455-1209

We shall coordinate Title ix, Affirmative Action, and the Americans with Disabilities Act (ADA) compliance activities. Any person who feels they have been discriminated against shall contact this person or contact the Regional Director, Department of Education, Office for Civil Rights, 1244 Speer Blvd., Suite 310, Denver, Colorado, 80202-3582

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400 AMERICAN HORSE SCHOOL MISSION AND VALUES

- a. **School Philosophy:** The American Horse School believes that every child has an inherent right to lifelong learning. We believe that ALL children have the potential and ability to learn. In partnership, we help to facilitate the achievement of personal goals and embrace and retain Lakota values.
- b. **Vision:** We stand together to create a healthy learning environment so that our children at American Horse School have the opportunities to acquire leadership competencies for building a better future by achieving a level of greatness experienced by our people carrying the values that are uniquely and beautifully Lakota.
- c. **Mission Statement:** American Horse School will stand together so that our children will recognize and embrace education for the future.

401 EXPECTATIONS

To maintain integrity and promote Lakota values and the high ideals of education, students enrolling at American Horse School are expected to maintain high standards of personal conduct.

402 STUDENT BILL OF RIGHTS: Students have, and shall be

accorded, the following rights:

- a. The right to a free and appropriate education.
- b. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy and to ensure a safe and secure environment.
- c. The right to make their own decisions where applicable.
- d. The right to freedom of religion and culture.
- e. The right to freedom of speech and expression, including symbolic expression (such as display of buttons, posters, choice of dress, and length of hair) so long as the symbolic expression does not unreasonably and disrupt the educational process or endanger the health and safety of the student or others, or does not promote gang affiliation / use of alcohol, tobacco, or illegal drugs or inappropriate sexual attire or conduct. Students will dress to uphold the American Horse Schools vision.
- f. The right to freedom of the press, except where the material in student publications is libelous, slanderous, obscene or prejudicial.
- g. The right to peaceably assemble and to petition the redress of grievances.
- h. The right to be free of discrimination.
- i. The right to be free of cruel and unusual punishment.
- j. The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations

for which the student may be subject to penalties, suspension, expulsion and/or transfer.

403 STUDENT RESPONSIBILITIES

The Student Bill of Rights implies corresponding responsibilities, which the student shall accept and not infringe upon the rights of others within the school.

- a. To obtain an education. Students must regard the opportunity of obtaining an education as one of their duties to the community. It is their responsibility to attend class regularly and complete their assignments including homework.
- b. To follow school rules. The student must obey recognized rules and procedures developed by the school/community.
- c. To practice self-control. The student must refrain from inflicting bullying (verbal, cyber, social media, and physical) and/or bodily harm on other individuals and respect the privacy of their person and property.
- d. To know the grievance procedure. The student must be informed of the proper methods and channels of complaints and make use of them when necessary.

404 EQUIPMENT AND SUPPLIES RECORDS

- a. Teachers, other employee's and students\parents will be responsible for items that have been issued for their use and may be requested to replace damaged or stolen items at their expense. The school administration shall ensure that proper records are kept on all textbooks, materials, supplies and equipment owned by the school. Records shall include records of issuance of such times to individual teachers and teacher records of issuance to students.
- b. Teachers shall at least once a year make a careful inspection and inventory of textbooks and permanent supplies in use by students.
- c. Teachers, other employees and students shall be held responsible for items that have been issued for their use and may be requested to replace damaged of stolen items at their expense.
- d. All school owned equipment for extra-curricular activities shall be issued at the beginning of each season and returned at the end of each season and complete records shall be kept on all such equipment. Deposit will be returned when all materials returned and signed for.
- e. Property of the school shall not be loaned to students or any other individual or group unless an official receipt is signed by the borrower. A deposit of \$50 may be required as determined by the Superintendent or school board. All equipment shall be signed/checked out at the fiscal office.

405 STUDENT SAFETY/SUPERVISION

- a. The administration shall develop safety rules including ways in which student safety requires special supervision, protection, and precautions at dismissal, and instruction for safety on the way home from school.
- b. Teachers have the primary responsibility for the supervision of students under their care.
- c. Students shall be supervised at all times during the school day and at all school-related activities.
- d. Maintenance and security shall inspect the physical condition of all buildings, grounds, and playground equipment quarterly.
- e. Observation and instruction of safe practices on the part of school personnel and students, particularly in those areas of instruction or extra-curricular activities posing special hazards. (Such as archery, science experiments, etc.) **At no time are students to be left unsupervised.**
- f. Students may not attend any school activities unless accompanied by an adult.

406 SEARCHES

- a. Students have the right to privacy and security against arbitrary invasion of their personal property by school officials. School officials must maintain an atmosphere that is conducive to the pursuit of educational goals.
- b. The school has a limited right to search student's personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school. Backpacks are supplied by the school. As school property, backpacks are liable to be searched at any time for the safety of the students.
- c. Administration and or a female or male staff member will conduct searches in front of security cameras. Authorities shall conduct searches.

407 INTERROGATIONS

- a. School administrators and teachers have the right to interrogate students regarding their conduct and/or the conduct of others. Except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist.
- b. Every effort shall be made to notify parent(s) or Legal Guardian(s) of any pending searches or interrogations.
- c. If unable to reach a parent or Legal Guardian, the office will notify parents of the search in writing.

408 CHILD ABUSE

Teachers and other personnel who feel a student is the victim of any type of child abuse will refer suspicions to the Counselor, Nurse or Administration in

a confidential manner. Appropriate agencies will be contacted when necessary by the Administration/Nurse/Counselor

409 CORPORAL PUNISHMENT

- a. Corporal punishment is defined as inflicting physical pain upon a student in order to punish him/her for misconduct.
- b. To provide for a structure designed to promote Lakota values, the use of emotional abuse and corporal punishment will not be permitted by any staff member and will be grounds for immediate dismissal.

410 ITEMS NOT ALLOWED AT SCHOOL

- a. THERE WILL BE NO POP, CANDY, OR SUNFLOWER SEEDS ALLOWED IN THE CLASSROOMS OR THE SCHOOL BUSES. Exceptions will only be approved on a case-by-case basis, i.e.: birthday parties, school parties, and/or events by school authorities.
- b. Students are not allowed to bring expensive personal items or anything of value to school, such as: jewelry, Healy's (roller shoes), MP3 players, IPODs, IPAD'S, FIDGET SPINNERS Kindle, any music devices, cell phones, DVDs, electronic games, and cash over \$10.00 (except during book fair & picture time when they can have \$10 or more).
- c. American Horse School cannot and will not be held responsible for lost or stolen personal items brought to school by the students.
- d. Personal items also interfere with the academic process in the classrooms. Students are not allowed to bring or wear caps or head gear to school (except winter attire for inclement weather and/or sports). Bandanas are never allowed. Exceptions for this would be team members traveling to away games (students may bring cell phones, or MP3 players). Students also on overnight trips are allowed to bring devices also. American Horse School IS NOT liable for theft, damage, or loss of the devices.
- e. Items confiscated from students must be retrieved and recorded by an adult chaperone and given to an Administrator.

411 ATTENDANCE

- a. **Compulsory Attendance.** The Administration is responsible for enforcing the compulsory school attendance laws as provided by the Oglala Sioux Tribal Code. Every child not exceeding the age of eighteen (18) years is required to be enrolled in a school system, unless otherwise provided by law.
- b. Teachers will take attendance with the Native American Student Information System (NASIS) no later than 9AM each school day.
- c. Students arriving after 9am will be considered tardy and have to receive a

tardy slip from front office.

412 EARLY RELEASE

Individuals requesting early release of student(s) must report to the front office to check out student(s) must fill out a Student Release Form before the student(s) will be taken out of class during the regular school day. Students will only be allowed to be checked out by persons listed in the student enrollment packet, or by authorized OST Personnel with court documents. Early release of students is not encouraged and can be counted as an absence. Parents / legal guardians must wait in the front office for the child. The attendance clerk will post a listing of students who arrived tardy each day along with the listing of students checked out to the bus drivers NLT 3:30 pm each school day.

413 STUDENT ABSENCES

- a. Students are required to attend their assigned classes regularly, be on time, and have the responsibility to make up any work missed.
- b. Students must receive a class entry slip from the Administrative Office (front office) before being allowed into class when they are tardy.
- c. Students are encouraged to do makeup work prior to leaving for school-related activities or advanced authorized absences in order to continue to be eligible for school related activities.
- d. Upon request from the parent(s), the Administration may grant the student an **exempt for up to five (5)** absences from school or classes for:
 - I. Illness of the student or a member of the student's immediate family.
 - II. Death of a member of the student's immediate family.
 - III. Doctor or dental appointments that cannot be met on non-school time. A letter must be provided from the doctor.
 - IV. Other justifiable reasons authorized by the Superintendent.
- e. Designated staff person shall report to the parent / legal guardian of said student in the following manner:
 - I. After five (5) days of total absences by the student, a form letter will be sent by the Administration to the parent(s) / Legal Guardian(s) notifying them of the absences. The attendance clerk will print an attendance caller log by 10 AM and call said parents / Legal Guardians and note the reason in the Native American Student Information System (NASIS) so teachers are aware of the reasons behind student absences.
 - II. After ten (10) days of total absences, the student will be placed on a dropout prevention list. The Administration will contact parents and the student to come for a conference, and the student will placed on an attendance contract. Parents must come to the school to meet with the Administration and teacher to review the

attendance contract.

- III. After 10 consecutive absences students will be dropped from enrollment. If parent or legal guardian decide to reenroll the student, they must come in and fill out an enrollment packet.
- IV. After the second time a student is dropped due to attendance, they will not be allowed to re-enroll that current semester at AHS and will have to meet with the AHS school board before reenrolling
- V. Tardies – Students are designated as tardy at 9:00 am. Students must get a tardy slip from the front office before going to the classroom. The teacher will change the absent to tardy and note the time in NASIS. Students will be considered absent for the day, if they miss 85% of their instructional time. The attendance clerk will post a listing of students who arrived tardy each day along with the listing of students checked out to the bus drivers NLT 3:30 pm each school day.
- VI. After twenty (20) total absences, the student is dropped from enrollment in accordance with the Bureau of Indian Education's NASIS and will be retained at the current grade level in accordance with South Dakota state law and OST code unless student tests above grade level.

414 RETENTION

- a. Retention shall be used only when it is to the advantage of the student and shall be recommended by the teacher with the final assignment made by the Administration following a review of the individual case with the parent(s) or Legal Guardian(s).
- b. Teachers must confer with the student(s) parent(s) or Legal Guardian(s) well before the end of the school year and at least by the end of the first semester when retention is being considered. A student can be retained if he/she is one or two grades levels below promotable grade in one or both reading/math.

415 GENERAL SCHOOL RULES

- a. Students are expected to adhere to the American Horse School standards of behavior and conduct in the student handbook in an acceptable manner while at school, school-sponsored, or school-related activities. Any deviation from acceptable behavior by the student will result in immediate disciplinary action. The Administration or his/her designee will deal with major infractions of school rules.
- b. Each classroom teacher is responsible for establishing and enforcing classroom rules. The violation of these or other established rules while at school, on the school grounds, at school- sponsored or school-related activities by the student may result in detention, suspension, expulsion or ineligibility to participate in school-related activities by the student.

- c. Students will not make out going personal calls on the school time, nor will they be called to receive incoming calls unless there is an emergency situation.

416 STUDENT TIME OUT

- a. Students can be placed in a time-out setting. Teachers from the classroom will provide homework for the student for the duration of time out.
- b. Students will stay in the alternative classroom under the supervision of authorized personnel. If students continue not to work or be disruptive, the teacher will call the front office and have the attendance clerk call the parent or Legal Guardian and have the phone call transferred to the classroom.
- c. IN-SCHOOL SUSPENSION – The Administration, after conferring with the teacher, may send a student to in- school suspension. Students can be sent to in school suspension for one to three days. After conferring, Administration will place the student on a behavior contract.
- d. After two (2) in-school suspensions, the Administration may also determine if the student needs to be placed in Out-of-School Suspension or if the parent/Legal Guardian will be required to accompany the student in the classroom.
- e. More than two in school suspensions in a month may result in the student being placed in out of school suspension or parent/Legal Guardian will be required to accompany their child and remain with them in their classroom for a specified time.

417 OUT-OF-SCHOOL SUSPENSION

Students can be sent to Out-of-School suspension after being in two (2) In-School-Suspensions or violation of the minor, moderate, and major infractions as outlined in the Behavior Policy Matrix.

418 EXPULSIONS

- a. The School Board may expel a student for the balance of any semester for conduct that disrupts the educational process or endangers the life, health or safety of the student or others. Prior to final action, the School Board and its administrator(s) must follow the requirements of due process.
- b. All major discipline infractions can be considered for expulsion by the School Board.
- c. Students who lose 100+ points will be considered for expulsion by American Horse School Board. Any students expelled from any school including American Horse School will not be allowed to re-enroll at AHS until the next new school year.

- d. Any student caught vandalizing, breaking and entering, or stealing will be recommended by the Administration to be considered for expulsion by the American Horse School Board. These students will not be allowed to enroll at AHS for one year. (See the Behavior Policy Matrix)
- e. Eighth grade students with no points by the 4th quarter, must complete all academic testing and will receive their diploma; however they will not be authorized to attend the 8th grade banquet, graduation, 8th grade incentive trip or receive any gifts. Once testing is completed, they will finish the school year and receive their diploma.

419 BUS RIDING CONDUCT and Rules

Parents/Guardian must be on the enrollment application to call or write a note to change the student's bus destination after school or after school activities, not later than one hour before dismissal or returning from an after school activity.

Violation of the following Bus Riding Rules may result in students' losing their bus riding privileges a determined time will be set by the Administration and transportation leader, during this time the parents will be responsible for transporting their students to and from school.

- a. Obey all the directions of the bus driver & bus monitor.
- b. Be courteous, no profane language allowed.
- c. No eating or drinking on the bus.
- d. Keep the bus clean.
- e. Always cooperate with the bus driver and bus monitor.
- f. Do not damage or tamper with bus equipment.
- g. Always stay in your seat unless otherwise told by bus personnel.
- h. Always keep head, hands, and feet inside bus.
- i. Absolutely no fighting, pushing, or shoving on the bus.
- j. If behavior is so severe that it endangers the occupants of the vehicle, etc. The driver will stop the bus and call law enforcement to remove students that are causing the disruption.
- k. Do not bring pets on the bus.
- l. The bus driver and bus monitor are authorized to assign seats.
- m. Parents and students are not allowed to physically or verbally abuse students or staff members while on the bus.
- n. Any personal items brought on the bus are not the responsibility of AMERICAN HORSE SCHOOL OR STAFF.
- f. Adult/Chaperones on any activities need to be responsible for all students on all bus rides.
- g. THERE WILL BE NO POP, CANDY, OR SUNFLOWER SEEDS ALLOWED ON THE SCHOOL BUSES.

- h. Students are not allowed to bring expensive personal items or anything of value to school, such as: jewelry, Healy's (roller shoes), MP3 players, IPODs, IPAD'S, FIDGET SPINNERS Kindle, any music devises, cell phones, DVDs, electronic games, and cash over \$10.00 (except during book fair & picture time when they can have \$10 or more).
- o.
- p. No alcohol, tobacco, or illegal drugs are to be brought on the bus or to school. IF VIOLATED LOCAL AUTHORITIES WILL BE NOTIFIED.
- q. Please follow the rules and be respectful as it will help in providing a safe trip for all students and staff.

420 STUDENT DISCIPLINE POLICY (BUILDING, CLASSROOM, AND GENERAL RULES)

a. General Rules

- I. American Horse School Board has approved a point system that coincides with student time out, In-school suspension, Out of school suspension, Expulsion - and refers directly to Behavior policy matrixes of the AHS student hand book's discipline policy.
- II. Students start with 100 points per year. Students who enroll with in the 2nd quarter will start with 75 points, and Students who enroll within the 3rd quarter will start with 50 points.
- III. Students will have points deducted when misbehavior is exhibited and they have violated paragraph 418 of the AHS student handbook.
- IV. Students will be deducted 3 points for a minor infraction, 5 points for a moderate infraction, and 10 points for major infraction. 10 points for in-school-suspension and 35 points for an out-of-school suspension. ISS – 5 points a day not exceeding 3 days.
- V. The definition of minor, moderate, or major infraction will be in accordance with the Behavior Policy Matrix paragraph of the AHS student Handbook. Students will only be assessed for the higher point infraction when it involves a minor, moderate, or major infraction and/or infraction and suspension.
- VI. Student actions will be reported to Administration in writing by the instructional/school staff when an incident occurs. The parents/caregivers will receive a copy of the incident from the bus driver or bus monitor when the student goes home. A monthly update on the number of points that a student has had deducted will be sent home.
- VII. Student tracking folders will be kept in the Superintendent or Administration office and will be updated with each student action. Parent /Legal Guardian will also be notified for each student infraction and their status on the point system during the quarterly

parent/teacher conferences.

- VIII. When a student has exhausted their total 100 points the Parent/Legal Guardian and student will meet with the American Horse School Board to determine student's future status at AHS. Student will be placed in out of school suspension until the parents /caregivers attend the meeting and a resolution has been determined by the American Horse School Board and Administration.
- IX. Students who transfer out while they are in out of school suspension in Lieu of expulsion will not be allowed to re-enroll within the current school year. Students who wish to reenroll at AHS will have to wait until the following new school year.
- X. When a student reaches the following level of points the parents will meet with:
- 75 Points Parents come and meet with Teachers
 - 50 Parents meet with Administration
 - 25 Parents meet with American Horse School Board
 - When a student points reach 20 points remaining he/she will be placed in the alternative classroom and will work on general studies and understanding of policy.

b. American Horse Middle School Building Rules

- I. Use positive words no profane language
- II. Keep hands feet and all other body parts to yourself. No touching or horseplay!
- III. No jumping up and hitting the doors, ceiling, or tipping chairs.
- IV. No graffiti on calendars, textbooks, 3-ring binders, homework assignments or anything else school related. Assignments with graffiti on them will be redone.
- V. Bathroom breaks need to be taken in the during breakfast and lunch. Calendars are required and the teacher note when each bathroom usage.
- VI. In the mornings, you need to go directly to your homeroom after eating breakfast.
- VII. Computers are to be used for school related activities only. Misuse of the computers will result in the loss of computer privileges, leading to failure to complete assignments equals 0's.
- VIII. During lunch, you need to remain seated at your homeroom table.
- IX. Phone calls, if needed, will be made on Jodi's office phone.
- X. Incomplete assignments will be completed afterschool. (All assignments must be complete in order to participate in any activities).
- XI. Everyone should have a novel with them to read at all times! If you complete your work early you are to read your novel silently. Novels are not to be read during classroom instruction or classroom activities, only after all work is finished.
- XII. If you are asked to remove a hooded sweater, jacket, coat, or a

hood or hat of any kind and you refuse the item will be held for you until the end of the day.

- XIII. Absolutely no seeds or permanent markers will be allowed in the school!
- XIV. No candy, chips, pop, or other food items are to be brought to school, unless it is a special occasion or it is provided by the Instructor(s).
- XV. No MP3 Players, IPods, headphones, tablets, I pads, Fidget Spinners, Cell Phones, Any Electronic Devices, Etc. are allowed at school.
- XVI. All school supplies will be purchased and provided by the American Horse School; any personal supplies need to stay at home to be used for homework. If they are brought to school they will be taken away.
- XVII. Girls are not to wear heels, make-up, spaghetti straps, low cut shirts, or shirts showing their stomach, or high skirts/shorts.
- XVIII. Absolutely no piercings except for ears.
- XIX. Boys are not to wear any undershirts as a shirt or baggy pant hanging below the belt line.
- XX. Appropriate attire no sexual related connotations or promotion of alcohol/drugs or gang affiliation on clothing.
- XXI. Respect yourself and others: students, staff, and the environment
- XXII. No hickeys (including pitch hickeys)

c. American Horse School Cafeteria Rules

- I. Clean up after yourself, respect the custodians
- II. Sit with your class
- III. Bottoms on benches
- IV. Bodies facing forward
- V. Dump tray one person at a time
- VI. Food and Trays stay on the table at all times while eating
- VII. Use quiet voices
- VIII. Keep hands, bodies, and objects to yourself
- IX. Walk everywhere you go
- X. Ask permission for restroom, drinks, to get out of your seat, and for seconds
- XI. Respect the cooks
- XII. No food shall leave the cafeteria
- XIII. Hands in pockets or clasped in front or back
- XIV. Do not lean on or touch the walls
- XV. Keep feet on the floor
- XVI. Stay in class groups in single file order
- XVII. Keep all body parts to yourself
- XXIII. Walk respectfully to and from your destination
- XXIV. No horse play and/or spinning

d. Bathroom Rules

- I. Respect privacy of others and their personal space
- II. Hands and pockets empty
- III. Keep the bathroom clean
- IV. No playing around
- V. Three second drinks
- VI. Always wash your hands with soap and water
- VII. No writing on stalls and walls
- VIII. All students are responsible to use the bathroom when they need to

e. Playground/Outside Rules

- I. Stay on the playground—do not play on building ramps, stairs, or FACE Early Education equipment
- II. Leave animals, dirt, and insects alone
- III. Only one person on the slide and swings
- IV. Listen to all adults
- V. Come when your teacher calls
- VI. Line up quietly and immediately
- VII. No climbing up the slide
- VIII. No twisting, jumping off, or sideways swinging
- IX. No climbing on the trees
- X. No football, wrestling, or rough play
- XI. Keep your hands and feet to yourself
- XII. No personal toys on the playground
- XIII. Share playground and equipment with others

f. Computer Lab

- I. Stay on assigned site with no other windows open
- II. No chewing on equipment or other misuse
- III. No misuse of computers and their parts: Mouse, Computer Screen, Web Cam, Tables, Mouse Pads, and Plug-in's
- IV. Log on program promptly and stay on task!
- V. Only log into your own account
- VI. Don't distract others, focus on your own computer
- VII. No playing games/music at any time or on any device
- VIII. No picking on the computer (logos, screens, keys, cords, etc.)
- IX. No one else is authorized to log into your account

- I. Any infractions of the rules will result in disciplinary action. The school administration reserves the right to immediately suspend students when the students knowingly and deliberately exhibit behavior that endangers the life, health, or safety of themselves or others, or that causes severe damage to school or personal property.
- II. Students will act in accordance with the Lakota values of respect,

generosity, fortitude, and courage with all other students and staff. The American Horse School Board has adopted a Zero Tolerance Policy for minor, moderate, and major offenses as listed in the Behavior Policy Matrix.

- III. Building, classroom, and playground rules must be followed by all students at all times on American Horse School grounds for the safety of the students.

421 BEHAVIOR POLICY MATRIXES

DEDUCATION OF ANY POINTS IS ONLY ASSESED BY THE ADMINISTRATION!!!! The Behavior policy matrix enforce to provide a			
MINOR INFRACTIONS : EACH MINOR INFRACTION IS A LOSS OF THREE (3) POINTS; ANY THREE (3) MINOR INFRACTIONS WITHIN A WEEK BECOMES A MAJOR INFRACTION AND WILL BE REFERRED TO ADMINISTRATION FOR REVIEW.			
Minor Infraction	Contact Parent \ Legal Guardian	Cultural Guidance and or Counseling	In School Suspension
Disruption of class	X	X	X
Horse Playing	X	X	X
Disrespectful Language/Gestures	X	X	X
Abuse of School or personal materials	X	X	X
Inappropriate Personal conduct (i.e. table Manners, public displays of affection.	X	X	X
Refusal to work	X	X	X
Violation of Rules/ Playground rules	X	X	X
Inappropriate dress/Clothing	X	X	Student may be given an appropriate Shirt to wear

The Behavior policy matrix is enforced to provide a positive learning environment for all students attending American Horse School and is as follows:

Moderate infraction: Each Moderate infraction is a loss of five (5) points two (2) moderate's in a week student will be referred to in-school suspension and counseling.

3 MINOR INFRACTIONS OF THE SAME OFFENSES CAN BE RESULT IN STUDENT BEING PLACED IN SCHOOL SUSPENSION AND OR REFERRED TO COUNSELING.

Moderate	Contact Parent \	Cultural Guidance and	In School
Violation of fire code: i.e.: possession of fireworks, lighters, matches etc.....	X	X	X
Truancy Skipping Classes	X	X	X
Defacing school property	X	X	X
Hickeys	X	X	X
Bus Violations	X	X	X
Academic Dishonesty (i.e. cheating, forging)	X	X	X
Intentional profound language or gestures towards adults	X	X	X

The Behavior policy matrix is enforced to provide a positive learning environment for all students attending American Horse School and is as follows:

Each Major infraction is a loss of ten (10) points

All Major infractions will be up for review to administration and AHS school board. They could potential result in IN/Out suspension

three (3) minor violations in one week = loss of 10 points

(2) Moderate violations in one week = loss of 10 points

one (1) major infraction = loss of 10 points

Major Infraction	Contact Parent \	Cultural Guidance and or	In School
Fighting, Bullying, Racking	X	X	X
Possession of a weapon of any kind	X	X	X
Bomb threat \ misuse of fire alarm	X	X	X
Vandalism\Theft	X	X	X
Possession use, or distributing of drugs \ alcohol \ tobacco	X	X	X
Verbal \ Threats of bodily harm or Sexual misconduct to students or staff	X	X	X
Non-Violent- Gang Related Activates, Actions or graffiti	X	X	X
Any leaving of the school property without permission	X	X	X
Malicious Negligence with Social media (cyber bullying)	X	X	X

422 BEHAVIOR POLICY MATRIX DEFINITIONS

a. American Horse School Anti-Bullying Policy

- I. American Horse School is committed to providing a safe and civil education environment for all students. American Horse School recognizes that a safe and civil education environment is one in which students are free from school violence and bullying. American Horse School further recognizes that students are free from school violence and bullying. American Horse School further recognizes that requiring school violence and bullying policies in BIE-funded schools and dormitories will reduce the risks that act of school violence and bullying pose to a safe and civil education environment.
- II. “Bullying” is defined as an intentional written or verbal expression, physical act or gesture, or a pattern thereof that takes place on school property, in school vehicles, at a designated school bus stop, or at any school-sponsored event that:
 - Causes physical harm or distress to a student
 - Damages a student’s property
 - Has the effect of substantially interfering with a student’s education
 - Is severe, persistent, or pervasive enough that it creates an intimidating or threatening educational environment
 - Has the effect of substantially disrupting the orderly operation of the school or dormitory
- III. Examples of bullying may include:
 - Physical attacks (pushing, hitting, punching, hair pulling, scratching, spitting, etc.)
 - Verbal abuse (name calling, racist remarks, teasing, etc.)
 - Social exclusions (ostracism, ignoring, alienating, etc.)
 - Psychological abuse (acts that instill a sense of fear or anxiety)
 - Any act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.
 - Any student participating in any and all social networking with malicious or negative intent that pertains to any American Horse School stake holders, student, or staff will be recommended to receive a major infraction with consequences.
 - Any student refusing teacher direction, disrespecting the class, and interrupting other student’s education will be removed from the classroom by and administrator, and/or an appropriate staff member and put in alternative classroom.

- IV. Upon receiving a report of bullying behavior from a student witness or victim, the staff shall initiate immediate steps to address the concerns of the student who reported the incident. If a student reports that he or she was subjected to bullying behavior by a fellow student, the staff person shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior was an isolated incident that can be resolved without the matter being referred to another source.
 - V. If the behavior is considered to be a form of bullying that has the potential to escalate, the staff person shall complete the Student Disciplinary Form and refer the matter to the Administration or his or her designee.
 - VI. The Administration or her\his designee shall schedule a meeting with the offender and inform him or her that his behavior towards a fellow student is unacceptable and a violation of the school's policy. The Administration or her\his designee may then refer incidents of bullying to other sources for resolution. The source to which the matter may be referred will depend on the frequency of occurrences and the magnitude of the behavior:
 - VII. It is essential that all credible reports of bullying behavior be documented on the school's Student Disciplinary Form, including any disciplinary measures that were initiated by school staff. The form shall then be placed in both the offender's and victim's student file and maintained at the school site for future reference.
 - VIII. The Administration or her\his designee should ensure that the Parents/Legal Guardians of both the victim and the offender are notified in a timely manner. The Parents/Legal Guardians shall be informed that an incident was reported and that the school administrator has initiated steps to address the issue. Notification to Parent/Legal Guardians shall be documented in the "Disciplinary Action Take" section of the Student Disciplinary Form.
 - IX. School staff members are responsible for immediately reporting incidents of bullying and filling out the Student Disciplinary Form.
 - X. The Administration or her\his designee is responsible for meeting with the offender and target, notifying parents, referring the incident to external resources as necessary, and following up with the victim to ensure the matter has been resolved.
- b. Sexual Harassment**
- I. Any gesture that is threatening or insinuating, either explicitly or implicitly, and results in a student's refusal to submit to sexual advances shall be considered sexual harassment.
 - II. The School Board will provide students with a pleasant environment that encourages efficient, productive and creative work. Sexual harassment is illegal, unacceptable, and will not be tolerated during school hours or at school sponsored activities. No employee or student of the school may sexually harass another

and any employee or student will be subject to disciplinary action, including possible termination of employment or expulsion of the student for violation of this policy..

- III. Other sexually harassing conduct in the school system is prohibited and includes:
 - Unwelcome sexual flirtations, touching, advances or proposition
 - Verbal abuse of a sexual nature, jokes or stories
 - Graphic or suggestive comments about an individual's dress or body
 - Sexually degrading words to describe an individual
 - The display of sexually suggestive objects or pictures, including photographs
- IV. Sexual harassment is not limited to problems involving male/female relationships; it may involve individuals of the same gender.
- V. Responsibility: Board members, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. In- service training will be provided at the beginning of each school year by the administration to explain this policy and law.
- VI. Procedures: Any student who believes he/she has been a victim of sexual harassment by another student or employee on school premises, during school hours or school related activities should promptly report the incident to the Administration.
- VII. A student should also report to parent(s) / Legal Guardian(s), teacher or Administration any incidents of sexual harassment.
- VIII. Careful scrutiny will be undertaken of all allegations of sexual harassment. All reported incidents will be investigated within seventy-two (72) hours. Findings will result in:
 - No action taken (complaint unfounded),
 - A hearing scheduled with the Board for possible termination of employment or expulsion of the student.
- IX. Any student who has been disciplined under this policy and is dissatisfied with the results may utilize the appropriate grievance procedure.
- X. False allegations that are malicious or ill-founded may constitute libel or slander.

c. School Service

- I. School Service will be assigned by administration and designee. School Service can consist of performing a cleanup service for the American Horse School with supervision from American Horse School. Tasks will not be demeaning to the student but will demonstrate appropriate community caring and well-being for our community, school resources and environment.
- II. Transportation home will be provided by the American Horse

School after completion of community service duties.

423 STUDENT DUE PROCESS

- a. Students have the right to due process in all disciplinary procedures involving minor and major infractions which may result in long term expulsion. Types of due process will include, but not be limited:
- b. There will be a letter recommending that the student be expelled sent to the AHS board and the parent\Legal Guardian within three working\school days.
- c. After parent receives letter the will have 5 working days if they want a board hearing\meeting also attached will be a letter with check boxes for the following:
 - III. I want or don't want board hearing "whether you will have legal counsel for your student or not "and it will also have a place for the parent \ legal guardian to sign and date the document. AHS– Administration Dr. Gloria J. Kitsopoulos or her designee will then have three days to schedule that meeting and to notify the parent\legal guardian when the meeting will take place to a final review of the incident and documents recommendation for approval.
 - IV. Administration or the designee will write the letter with the AHS board's decision and it will be sent to the parent\legal guardian by certified mail or hand carried by school official. The above replaces the whole grievance procedure section.
 - V. AHS Staff & Board will not discuss student issues with anyone but the students' legal guardian. Any person who attempts to bully or intimidate AHS Staff or Board members will be reported to OST department of public safety.

424 GRIEVANCE PROCEDURE

- a. Any student and/or the parent(s) or Legal Guardian(s) of such students who feel they have been discriminated against, believe their rights have been violated, or have any other grievance concerning school affairs or administrative decisions may initiate grievance procedures.
- b. When a grievance is brought by a minor student, the student's parent(s) \ Legal Guardian must be a party to the proceedings.
- c. Grievances shall be settled quickly as possible. The number of days may be extended by mutual agreement of the parties, of grievance proceeding.
- d. **Informal Grievance.** Any student or the parent(s) of such student may present a grievance in person to the Administration who shall gather pertinent information through informal conferences and render a decision within a reasonable time after submission of the grievance need to be initiated within two (2) days that school is in session.

e. Formal Grievance

- I. This procedure is to provide a formal method for the resolution of a grievance and should not be used unless informal procedures do not resolve the matter to the satisfaction of the grievant.
- II. If the grievant is not satisfied with the outcome of informal procedures, the grievant may file a signed written appeal to the Administration within five (5) school days of the completion of informal procedures. The appeal must state the specific decision, policy, procedure, or action with which they have a concern, the date of the incident and any suggestions to remedy.
- III. Parents may file a formal request for a hearing with the American Horse School Board. The request must be in writing and submitted to the Administration within three (3) school days following the grievant receipt of the Superintendent's decision and include Notification that the student will have legal counsel at formal hearing.
- IV. The American Horse School Board will have a hearing, which is conducted in executive session within five (5) school days from receipt of the request.
- V. Decision: The decision of the American Horse School Board is final. If the student and/or his parent(s) waive their right to a hearing or fail to appear at the hearing on the appointed date, he/she forfeits by default and the school representative shall proceed to present charge(s) to the panel for the record, unless there is evidence of serious illness on the part of the student or the death or serious illness of a member of the students immediate family. AHS Board will notify guardian parent\student of their final decision in writing within 3 working days.

425 ENTRANCE AGE

- a. Children five (5) years of age by December 31 of the ensuing school term at American Horse School shall be eligible to enroll in kindergarten. (25 CFR Part 39 ISEP Section 39.11)
- b. AHS – has a 2-year Kindergarten Curriculum Program. Students are tested at the beginning of the year for placement. Parents will be notified in writing when their student is placed in the 2-year Kindergarten program or 1-year program NOT LATER THAN the 31st day of October.

426 SCHOOL ADMISSIONS

- a. American Horse School shall enroll students at their appropriate educational level by September 30th. Each case thereafter will be reviewed by the American Horse School Board; however, a student who has been expelled from any school including AHS will not be enrolled.

- b. Students previously enrolled at another educational system must present appropriate verification of educational level that the student previously participated in at prior school, academic level will then be determined by Administration and approved for entrance by the American Horse School Board.
- c. If a student was caught or charged with school theft, burglary, or vandalism, they will not be able to reenroll until the following school year.
- d. The parent(s) or Legal Guardian(s) of the student enrolling must be present and complete all necessary forms prior to finalization of admission of the student.
- e. Emergency contacts/phone numbers must be listed on the application. All custody documents must be current and binding by tribal, state, or federal law.
- f. Prior to admittance, students and their parent(s) or Legal Guardian(s) are to furnish the school with the following documents:
 - I. Immunization Record
 - II. Tribal Enrollment (CDIB)
 - III. Birth Certificate child must be five before 12/30 of that school year
 - IV. Bilingual Form
 - V. Internet policy agreement
 - VI. FERPA NOTICE (AKNOWLEDGMENT OF RECIEVEING THIS NOTICE)
 - VII. Signature of student handbook
 - VIII. IHS medical release form
 - IX. Gifted and Talented services
 - X. Copy of Medicaid card \ medical insurance
 - XI. Student entering school must be potty trained
- g. For all enrollments the above data is not provided by within ten (10) school days after the beginning of the school year, student will be dropped from enrollment at AHS and will not be allowed to re-enter until all documents are provided by parent to school personnel.
- h. FOSTER CHILD'S ENROLLMENT. Upon enrollment the foster parent will receive a permission paper with their enrollment packet.

427 OPEN ENROLLMENT

American Horse School has an open enrollment policy. However the following instances will require the AHS Board to consider curtailment of enrollment during the school year:

- a. Individual classrooms exceed 20 students
- b. Shortage of teachers and staff
- c. Lack of capacity on buses and bus drivers for new routes
- d. Students that are expelled from any school
- e. If we cannot provide adequate services
- f. **There is no open enrollment for eighth grade students after December 31st and none for K-7 after the end of the third quarter of**

the school year.

428 ASSIGNMENT TO CLASSES

- a. Placement of students shall be at the discretion of the Administration considering the following criteria:
 - I. Quality and extent of the student's previous training.
 - II. Records in writing from previous school(s) attended.
 - III. Evaluation of academic assessment results.
 - IV. Age, health, and maturity of the student.
 - V. Classroom Management

429 CHECKING OUT AMERICAN HORSE SCHOOL STUDENTS

No individual is authorized to check a student out from school, pick students up after school activities, unless the person is on the checkout list or court ordered with documents on file. **(No exceptions)** unless we have it in writing or a phone call by parent/legal guardian. Students are not allowed to receive phone calls unless it is an emergency and the individual is on the student's American Horse School enrollment application as an emergency contact person. It would be appreciated if there is a family emergency you also inform the administrator in charge that day.

430 TRANSFERS AND WITHDRAWALS FROM AMERICAN HORSE SCHOOL

- a. Students may transfer to another school at the request and authorization of the parent(s) or Legal Guardian(s).
- b. The NASIS Coordinator is responsible for providing documentation of student withdrawal, the reasons, location, and entry to NASIS. The Administration or designated staff person shall review this information prior to its filing for reference and documentation.

431 GRADING

- a. The following grading system will be used in the American Horse School or grades Kindergarten – Eighth grade K-8th.
 - 89.5% - 100% = A**
 - 79.5% - 89.4% = B**
 - 69.5% - 79.4% = C**
 - 59.5% - 69.4% = D**
 - 59.4% - below = F or Incomplete**
- b. Students shall be protected from unjust or inconsistent academic or personal evaluation and prejudice. A written report card shall be

provided to parents four (4) times a year with supplementary reports as needed. Incompletes must be completed prior to the end of the quarter or the grade becomes an F.

- c. Lakota Studies and Physical Education are pass/fail classes.

432 HOMEWORK

- a. At American Horse School, 25% of a student's grade each quarter consists of homework. Homework will be sent home every day school (4 days a week).
- b. The Daily homework log will be attached to Monday (or the first day's homework) lesson. The daily homework log (attached on the back of this policy) lists the homework for the week for math, reading and any other subject areas (students should always be taking home a book to read at night) and will also outline the common core standard that the homework is aligned to so parents see that homework is not busy work but work that is required by state and national reading and math common core standards. The teacher will grade each homework lesson and send it back attached to the log with teacher comments on the student's achievement on the specific assignment. Request the parent make any comments and sign the log each night after the student completes their homework so it is ready for the student to bring back to school the next school day. All teachers are expected to send home a record of the assignments the student will have weekly. Homework includes any and all assignments that are sent home with the student to be completed at home and brought back to school the following day.
- c. Homework is placed in each student backpack so it is not forgotten at school.
- d. **Middle School Homework.** An assignment book is sent home daily with a list of the assignments that the student has in each class. Parents and/or guardians are expected to sign the assignment book to acknowledge that they understand their student's assignments for each class.
- e. **Elementary School Homework.** An assignment sheet that lists the assignments for each student is sent home four days a week. The homework log will include any and all math (Accelerated Math is mandatory), reading (Accelerated Reading is mandatory), and any other homework needed for class. The parent and/or guardian are expected to sign the assignment log to acknowledge that they understand their student's weekly homework. The teacher is expected to return the assignment log the following week to the parent with information regarding the student's homework habits.
- f. The school acknowledges that some curricula requires work to be done outside the classroom, and will be done as homework; for example: math and reading independent work.

433 SPECIAL EDUCATION

- a. Student(s) Individual Education Plan (IEP) goals and performance criteria are used to determine student progress. Grading alternatives will be determined at the annual IEP/Multi-disciplinary meeting. The Special Education Program will follow South Dakota State Special Education policy and the American Horse School Special Education Eligibility Document and Special Education Procedures. The program will be self-assessed annually by the Administration and Special Education Coordinator using an education monitoring program. The Special Education Policy is on file and available in the Special Education office and may be reviewed by any parent/Legal Guardian. A copy will be provided to parents/Legal Guardians to review in the Special Education Office upon written request.
- b. **SPECIAL EDUCATION POLICY**
 - I. The American Horse School Board has adopted a Special Education Policy that promotes collaboration among parents, educators, students, community and other agencies to make available the full range of personnel, programming, and placement options, including early intervention and transition services, required to ensure that all children with disabilities have available to them a free and appropriate public education. This will be accomplished by meeting all Federal BIE mandated procedures in accordance with the individuals with Disabilities Education Act 34 CFR300 (IDEA) 2004, The South Dakota Special Education Legislative Codified Law Special Assistance and related services Chapter 13-37 and the Oglala Sioux Tribe Education codes. The laws and codes referred to are on file and available in the American Horse School Special Education Office and may be copied and provided to the parent\Legal Guardian.
 - II. Due to the remote and rural physical location of American Horse School it is very difficult to provide extensive special education services to all students who qualify for special needs. However, every attempt is made by the AHS administration and Special Education Consultant to contract for services not available in the area or to transport student to services within a two hours driving radius for services that are identified on the student's Individualized Education
 - III. Plan (IEP). When an AHS student that qualifies for the special needs program(s) IAW the IDEA 2004 law and is placed on the IEP that recommends placement in a residential education placement program and the parent is in concurrence and signs the IEP. AHS will begin the process for financial support and physical placement of that student immediately. The paper work for placement of a student is extensive and very time consuming, as it requires coordinating with several offices and programs.

- IV. The funding must be approved by both the BIE Special Education Office and the South Dakota Title IX office and the majority of the placement facilities for students in Kindergarten through eighth grade are usually in the eastern part of the state and have very few vacancies.
- V. Once all approvals have been received and the notice that there is a vacancy for a student's placement by age or grade level, the student will need to be transported immediately by the family otherwise the vacancy will be filled by another students on the waiting list.
- VI. AHS will assist with the travel requirements but the students' parent or Legal Guardian may or may not depending on type of appointment. If the parent refuses the placement or refuses to accompany the student to the residential placement facility in accordance with 34 C.F.R &300.300 (b) (4) (iii) the school district is no longer responsible for providing FAPE to the student. Once a parent refuses consent of services for special education related services, the student is considered a regular education student and will be treated as such under ESEA, 73 Fed, Reg. 73011 (December 1, 2008) . In addition the student will not have an IEP; therefore, AHS will no longer be required under the IDEA to provide accommodations that were previously included in the student's IEP. Also if the parent refuses the placement outlined on the IEP, which they have previously concurred with, the parent is refusing services as described in &300.534. (c)(1)(iii), therefore, American Horse School is not deemed to have knowledge that the student is a student with a disability and the student may be disciplined as a general education student and is not entitled to the Act's discipline protections. 73 Fed. Reg. 73012 (December 1, 2008).
- VII. The Special Education Policy is on file and available in the Special Education office and may be reviewed by any parent/Legal Guardian. A copy will be provided to parents/Legal Guardians to review in the
- VIII. Special Education Office upon written request.

434 GRADUATION REQUIREMENTS

- f. The graduation requirements shall meet or exceed the South Dakota Department of Education and Cultural Affairs, Oglala Sioux Tribe, and Bureau of Indian Education requirements. Eighth grade students with no points by the 4th quarter, must complete all academic testing and will receive their diploma; however, they will not be authorized to attend the 8th grade banquet, graduation, 8th grade incentive trip or receive any gifts. Once testing is completed, they will finish the school year and receive their diploma.

435 PARENT CONFERENCES

- a. The Board recognizes the importance of parent/teacher relationships. At least three (3) parent/teacher conferences shall be scheduled each year for parent(s) of children in the school.
- b. The teacher shall arrange additional conferences with parents in instances when children are having learning or behavior problems. In addition, teachers are recommended to call the homes of the students under their instructional supervision at least once during each school year.

436 STUDENT HEALTH SERVICES

- a. Students shall not take medication, including prescription drugs, while at school unless such medicine is given to them by school authorities acting under specific written request of the parent or Legal Guardian and under the directive of the student's personal physician.
- b. Should the illness or injury appear serious, every effort will be made to notify the parent(s) or Legal Guardian(s) immediately. Parents will be notified and requested to pick up student at school or meet the student at clinic. No student who is ill or injured will be sent home alone. Every injury accident in the school building, on the school grounds, at school-sponsored or school-related activities will be reported immediately to the personnel in charge at the time and a written report will be given to the parent(s) or Legal Guardian(s).
- c. **Student Hygiene & Mental Health**
 - I. American Horse School will take all precautions to control personal hygiene up to and including washing & cleaning a student's hair at school with or without parent/Legal Guardian permission.
 - II. Students who are referred by teachers for personal hygiene issues will be evaluated by the Administration, who will have the students hygiene issues addressed: Showering, Lice Cleaning, Clean Clothes etc....
 - III. Emotional health issues will be determined on an individual basis and will be referred to the proper agencies.

437 PHYSICAL EXAMINATIONS

- a. The Board believes the early detection of developmental and health problems in children can reduce their later need for care, reduce physical and educational handicaps, and aid rehabilitation.
- b. Students shall undergo physical or medical screening or treatment unless the parent or Legal Guardian of the student notifies the Administration in writing that he/she objects to such physical or medical examination upon

religious grounds or for medical reasons.

438 INOCULATIONS

- a. All students and staff will follow state regulations for shots for immunization, Parent(s) of each child admitted to school shall present certification from a licensed physician or authorized representative of the State Department of Health that the child has received immunization against polio myelitis, diphtheria, pertussis, rubella (measles), rubella, mumps, tetanus, meningitis, and chicken pox and other required immunizations.
- b. Parents will be notified by Administration that this must be completed by the 1st of October of the current School year. Students who have not received the required immunization by Oct. 1 will be dropped from enrollment.
- c. 6th grade shot requirement-----

439 PHYSICAL EDUCATION (EXCUSED)

The Administration may excuse a student from physical education class activities provided the student has a medical difficulty, which would be complicated by participation. The parent(s) or Legal Guardian(s) must let the Physical Education teacher know in writing of the student's medical difficulty(s).

440 BICYCLE USE

All students are required to be transported by bus or parent/Legal Guardian. Bicycles will not be allowed to be parked, ridden, or stored in school facilities during the school day. The Board assumes no responsibility for theft, damage, or accidents resulting from student use of bicycles on school premises.

441 AUTOMOBILE/MOTORCYCLE USE

Driving on school roads and parking on school property is a courtesy offered to the community by the Board. The Board assumes no responsibility for damage to cars, theft, or accidents resulting from automobiles or motorcycles driven on school premises and directs the Administration in cooperation with the local police department to establish rules and regulation for assuring traffic safety.

442 STUDENT ACTIVITY PROGRAM

- a. The Board encourages the involvement of students in regular and extra-curricular activities of the school and athletic participation in BFC

sanctioned events.

- b. There are presently many activities for students to participate in, but not limited to the following: Basketball, Football, Volleyball, Cheerleading, Lakota Dance Club, Drum Group, Student Council, Cross Country, track , softball, and archery.
- c. Students are encouraged to seek sponsors for any new activities in which they share an interest.

443 ATHLETIC ELIGIBILITY REQUIREMENTS

The eligibility requirements for extra-curricular activities are to promote consistent positive student involvement in classroom participation and daily attendance. Students not meeting the following eligibility requirements will not be allowed to participate in school-related activities during the period in which they are declared ineligible. Eligibility to play sports at AHS is a student must meet the Big Foot Conference (BFC) age policy. If a student turns 15 before the season he\she will no longer be eligible and will not be allowed to play sports.

a. Attendance

- I. Students may not miss more than one (1) day per week or be tardy to class more than three (3) times from any one class or teacher. Attendance eligibility will affect all grades and will be determined on a weekly basis through coordination with the existing attendance program and weekly reports. A fourth tardy will result in student's ineligibility for the extra-curricular activities for that week.
- II. A student who is absent on a day that an activity is scheduled or the day before and after a non- academic activity will not be eligible for participation. Unless a student's absence was due to a scheduled appointment at their physician office and a doctor slip is needed or due to a death in the student's immediate family.

b. Academics. Students must have a minimum of 69% overall grade point average weekly. Students cannot be behind more than 2 assignments.

c. Behavior

- I. Students who are suspended for disciplinary problems or who have been referred to the Alternative Classroom for behavior problems or other reasons are ineligible to participate in extra-curricular activities for that week.
- II. The eligibility agreement will be given out by the athletic director and he will have it signed by all parents and athletes. **SAMPLE BELOW:**
 - There will be no fighting \ bullying during practice, games & school hours.
 - All players will sit together during away games. Small groups will be assigned when leaving the team area.
 - Gossiping will not be tolerated when working together as a team.

- Be at practice on time & be prepared
 - Practice is a must to build & strengthen team skills.
 - Must follow attendance, academic and homework.
 - All school, bus & eligibility rules will be followed while on the team
 - Coach & team member communication is a must. Inform coach of any intentions to quit or any problems. Should a team member quit, they will not be able to rejoin.
 - If any of the team rules are broken, it will result in a suspension or disqualification from the team.
 - Any concerns or problems that coaching staff should be aware of, put in writing and present to athletic director
- d. Students who demonstrate disorderly conduct or violate the Behavior Policy Matrix of
- e. American Horse School towards teammates or players from other schools will not be eligible to play sports. If students are absent from school or are ineligible to participate in sports the day of a game, they will not be allowed to watch the game or be on the school premises at the time of the game.

444 INTERSCHOLASTIC ACTIVITIES

- a. The Administration shall have authority for the implementation and supervision of all inter-scholastic activities or contests of the school as delegated by the Board.
- b. No invitations will be accepted to participate in out-of-school activities without the prior approval of the Administration and School Board.
- c. All individual or group practice in inter-scholastic activities shall be conducted after the end of the academic school day. The amount of time spent on instruction in interscholastic activities shall be of such duration as not to detrimentally affect the preparation for and performance of the academic endeavors of the student.

445 FIELD TRIPS AND EXCURSIONS

- a. All field or activity trips shall be carefully planned to insure beneficial learning experiences and adequate supervision of students. The prior approval of the Administration is required for all field or activity trips and requests must be submitted by sponsors as far in advance of the trip as possible, but no later than five (5) school days before.
- b. The person requesting the field or activity trip must arrange for transportation, food, fiscal expenses, etc. prior to leaving. Parents must be notified. If a student has had behavioral difficulties, the parent/Legal Guardian must accompany the student(s) on the field trip. If a student is absent the day prior to a scheduled non-academic field trip, that student will stay at the school and complete missed assignments.

- c. **Extra-Curricular Off Campus Activities Protocol:**
 - I. AHS Chaperones/employees are responsible for the safety and security of all students/individuals on any off-campus activities.
 - II. Employee/Chaperone in charge will be designated before off campus activity departs from the school. That person will have the phone number of the bus driver(s) on the trip and know where they will be, if they have errands to run after dropping group off.
 - III. All employees/chaperones will know their duties before the off-campus activity departs from the school.
- d. Procedures to follow if students are in immediate danger and/or situation is determined to be unsafe physically or emotionally:
 - I. Employee in Charge: Stays with children; calls bus driver to make sure they are ready for the children; calls school administrator.
 - II. Chaperone #1: Inform Management and Security by locating ANY EMPLOYEE of said business to call management and security.
 - III. Chaperone #2: Call Police if in immediate danger
 - IV. Chaperone #3: Remove children to area of safety, outside of business and put on bus.
 - V. School Administration informs AHS School Board President and then calls the employee in charge to determine, what needs to be done: i.e....police reports, management of business reports...

446 CONTESTS FOR STUDENTS

- a. Students may participate in a proposed local contest with the approval of the Administration following careful investigation of its purpose and merits.
- b. The administration must be assured of the value of the contest to students and shall refuse to consider contests designed largely for promotional purposes. All proposed contest rules and regulations shall be checked carefully.
- c. When an event is found suitable, announcements shall be posted to give everyone who qualifies as an entrant an opportunity to participate. Students will not be required to take part in a contest sponsored by an outside organization as part of his or her coursework.

447 STUDENT PERFORMANCES

Students shall be encouraged to showcase their talents through presentations, exhibits, and other forms of media. All performances will be scheduled through the Administration for authorization.

448 STUDENT ORGANIZATIONS

- a. Included in the activities of the school are individual class organizations which allow students an opportunity to work collaboratively on projects

which provide activities related to fundraising, community service and student government.

- I. Students are free to organize within the school for political, social, athletic, service and other proper and lawful purposes and shall not be discriminated against because of membership in any such organization.
- II. Student organizations require staff sponsors who must be approved by the School Board.
- III. The use of school facilities, audio/visual materials, announcements in school papers, and other media shall be made available through normal channels and with normal protective controls to be approved by student organizations.
- IV. Any publication of any student organization shall enjoy freedom of expression and opinion within the guidelines stated in the Student Bill of Rights.
- V. All approved student organizations may solicit funds with the prior approval of the Administration & American Horse School Board.

449 STUDENT VOLUNTEERS

Students shall participate in the design and implementation of community service activities in the school and community, so they can 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 if the additional load does not interfere with their academic achievement.

450 STUDENT/COMMUNITY RELATIONS

The Board encourages active involvement of students and community persons in activities, which provide a positive perspective of the students and community residents. Students are to perceive themselves as valuable members of the community in which they reside, and exhibit behaviors reflective of the four basic Lakota values of Respect, Generosity, Courage, and Wisdom.

451 STUDENT RECORDS

- a. The Administration will maintain an updated and orderly permanent/cumulative student record system that will not be released without the prior written consent of the parent, Legal Guardian or student of legal age. Student records are available for inspection by parents, Legal Guardians and students of legal age upon their written request. These permanent records will be limited to include only the student's school application information containing birth certificate, tribal affiliation/enrollment or lineage, and health records.

- b. Academic information will be annual SD state standardized test scores, each grade level report card and attendance. If any court documents are in effect for a student they will be maintained in these permanent files. Student permanent or cumulative records will be released only for legal purposes as required by law and only to proper authorities by written consent. Student records are kept on file for 5 years and then are kept at the national archive center.
- c. Students informal testing and individual portfolios of weekly assessments and writings are not part of the student's permanent/cumulative record and therefore are maintained in accordance with the testing program 457.
- d. Special education records are kept for seven years then shredded.

452 STUDENT COUNCIL

- a. "WE, the students of American Horse School, in order to develop self-government and to further the interests of the school do hereby establish and ordain this CONSTITUTION".
- b. **ARTICLE I - TITLE**
The name of the organization under this Constitution shall be the American Horse School-Student Council.
- c. **ARTICLE II - OBJECTIVES**
 - I. The objectives of the Student Council are:
 - To increase student responsibility.
 - To develop student leaders through active participation.
 - To encourage student participation in solving their own problems to promote positive school spirit and conduct in all phases of school life.
- d. **ARTICLE III - MEMBERSHIP**
 - I. Section 1. The Student Council shall consist of the officers and two class representative from fifth to eighth (5th to 8th) grade.
 - II. Section 2. Each member of the Student Council will be entitled to one vote.
 - III. Section 3. A quorum shall consist of two thirds of the members. A majority of those present is necessary to pass a measure.
 - IV. Section 4. It shall be the duty of the Student Council Advisor to see that all actions conform to school policies and rules.
- e. **ARTICLE IV – OFFICERS.** The officers of the Student Council shall be:
 - I. President - The President shall preside at all meetings of the Student Council, call meetings, and be a member of all committees.
 - II. Vice-President – The Vice-President shall take the place of the President in his/her absence and will fill that office in case it is declared vacant.
 - III. Secretary/Treasurer – The Secretary/Treasurer shall keep the records of the Student Council, do correspondence for the organization as approved by the Advisor, take minutes of the

meetings and keep records of the collection and disbursement of organization funds.

f. ARTICLE V - QUALIFICATIONS

- I. Section 1. Any 5th - 8th grade student may run for office of President, Vice- President or Secretary / Treasurer.
- II. Section 2. All members of the Student Council shall maintain a proficient level of academic standing
- III. Section 3 All members of the Student Council shall maintain good academic / behavior status

g. ARTICLE VI – DUTIES. The duties of the Student Council members will be:

- I. To ensure the proper functioning of the Student Council.
- II. To discuss matters of the student government.
- III. To submit recommendations and proposals to the Superintendent.

h. ARTICLE VII – ELECTIONS. Elections will be held at the beginning of each school year with votes cast by all 5th through 8th grade students.

453 PILOT PROJECTS OR EXPERIMENTAL PROGRAMS

Pilot studies must have Board approval annually unless they represent only a minor departure from previously authorized programs. Any programs requiring additional positions, changes in positions, or the transfer of authorized funds must have board approval.

454 INDEPENDENT STUDY

Independent study programs of the school shall be allowed pending agreement of guidelines between student, teacher, Administration and parent(s). The Administration shall develop guidelines for the implementation and evaluation of each student independent study programs.

455 HOMEBOUND INSTRUCTION

- a. The Board shall provide appropriate instruction for student(s) confined to home or hospitalized for periods exceeding five (5) consecutive school days upon the written request of the parent(s) and with the approval of the family physician.
- b. The physician must certify that the student will be unable to attend school for the length of time specified and that he/she is capable of receiving home instruction and shall give an estimate of the probable length of student(s) convalescence. Should student(s) illness exceed the period, a parent should request that homebound instruction be extended prior to the end.
- c. Homebound instruction, although correlated with what the student is missing in the classroom, shall be geared to the student's needs and capabilities during his/her convalescence. Text books and supporting

materials shall be provided by the school.

456 HOME STUDY

- a. Home study will be granted only upon approval of the Administration and agreed to by the parents. Contracts will be signed by the Superintendent, parents, teacher and student for the work to be completed.
- b. Any student who will be absent in excess of three (3) consecutive school days requires the parents to provide the Administration with a request for home study.
- c. In case of out-of-state travel, the parents must make such request to the Administration two (2) weeks in advance to be eligible a student must get school work prior to the period of absences and return the work immediately upon arrival back at school after the absence.
- d. Any student placed in out of school suspension by the Administration or School Board will be placed in home study status with Designated Staff person delivering and picking up classroom work.
- e. Students must meet the following requirements: grades in all classes must be no less than proficient, and students and parents must sign a contract to ensure completion of the required work. Failure to complete contracted schoolwork will result in failing grades and may result in retention.

457 HOME SCHOOLING

American Horse School is a federal Oglala Sioux Tribe grant school and therefore does not have a home school program. American Horse School does not provide home school instruction. This is not an educational service of the Office of Indian Education Programs of the BIE grant schools. If a parent chooses home school instruction as the educational option for their student they must contact either Bennett or Oglala Lakota County Public School districts for assistance. The home school instruction option is part of the curriculum of the South Dakota Public Education and is monitored by the county school districts.

458 HEALTHY LIFESTYLE CLASS

- a. The family shall be a fundamental element in the healthy lifestyle education program for the students of American Horse School. Development of a strong family institution is dependent in large part of the consequences of sexual maturity, alcohol/drug/tobacco use, and a healthy lifestyle that is necessary for all American Horse Students. The family will provide appropriate and timely information regarding sex education.
- b. American Horse School depends on each family to be at the center of a strong education program in supporting the school's curriculum, including

the reduction or elimination of addiction/co-addiction behaviors within the family structure. It is necessary that children are provided with the appropriate cultural view of abuse of drugs and resultant effects upon the individual as well as family structure.

459 GUIDANCE PROGRAM

- a. Guidance shall include aiding the student in discovering and measuring their capabilities and interests, in helping students to obtain adequate and accurate information about specific occupations and careers and in solving personal and academic problems.
- b. Students, parents and teachers are encouraged to avail themselves of the help provided by guidance personnel. Guidance personnel will use varied delivery systems consisting of small group sessions, individual counseling, structured training sessions, and other processes.
- c. Assisting students in their problem-solving efforts is every employee's responsibility. Everyone should serve as a resource for students and such matters should be approached with equity and consistency. If employees feel uncomfortable in dealing with a student's personal discipline or attendance difficulty, the student shall be referred to a person who is willing to assist.

460 TESTING PROGRAM

The objectives of the school's testing program are to enable the school to do a more effective job in planning for and educating the children in the school, to secure objective evaluative criteria which are needed for the school's use, and to provide teachers with backup data for grades, reports and counseling.

The testing program includes both informal testing and all commercial standardized testing that is both summative and formative. Informal testing will be done by the classroom teachers, reading specialists and reading and math coaches. Commercial standardized testing shall be coordinated by the test coordinator in accordance with the guidelines of the assessment procedures.

The state of SD annual assessment on grade level state standards will be assessed with the SMARTER Balance assessment and will be coordinated by the SD trained test coordinator in accordance with the state of South Dakota test guidelines.

The school implements both the informal and standardized student testing/assessment program throughout each school term. Both informal and standardized testing data will be analyzed by the administration to determine the appropriate intervention strategies and curriculum changes required for

students in the core subjects of reading and math. Testing scores of students on the assessments used for intervention and curriculum strategies will use the student's number to maintain confidentiality and data gathered will not be individual scores for student improvement but general data for curriculum and intervention changes. This testing not only includes academic achievement testing but self-concept testing, and other assessment processes to enable the school to more accurately assess the needs and interest of students.

Students are expected to complete all assessments/testing instruments to the best of their ability. Results of the students' individual testing and assessment activities can be reviewed by the student and parent through the Test Coordinator upon request. Group survey results, student portfolios and informal testing will be reviewed by the AHS staff and school board to make academic curriculum changes. The AHS Board will approve the release of all informal testing results that can be used for curriculum changes to any outside activities to include the BIE Education Line Office, BIE Director of Accountability and Planning, Oglala Sioux Tribe Education Director and Committee, South Dakota Educational Activities and other activities that request testing data for academic analysis.

Parents of students will be notified as to those permanent assessment/testing results (SMARTER Balance) that will become part of the individual student's permanent school records see paragraph 442.

Students not completing required testing will be considered ineligible for participation in extra-curricular activities until this has been completed.

461 HOLIDAYS

- a. Holidays for students are: Martin Luther King Day, President's Day, Spring Break, Memorial Day, Crazy Horse Day, Fourth of July, Labor Day, Native American Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Battle of Little Big Horn Day and Wounded Knee Remembrance Day.
- b. Should a holiday fall on a Saturday, students shall have the Friday immediately before that Saturday off. Should a holiday fall on a Sunday, students shall have the Monday immediately after that Sunday off.
- c. Students shall be granted these holidays and days of legal discontinuance off as set annually. The School Board will approve any changes to the holidays.

462 EMERGENCY CLOSING OF SCHOOL

- a. The Administration or transportation director may close school for emergencies, which threaten the life, health or safety of the students and

- staff.
- b. The Administration shall notify students and parents that they will receive instructions from radio and television stations as to the operation of the school during an emergency.
 - c. The Administration shall contact local radio and television stations to notify parents and students if school is dismissed prior to the school day beginning. If the school is dismissed during the school day, the students will be transported to their home accompanied by employees to make certain parents are home to provide safety and supervision.

463 COMMUNICABLE DISEASES

- a. The Board recognizes its responsibility to provide a safe and healthy environment for the students.
- b. The Superintendent/School Administration shall decide concerning the exclusion of an infected student from the classroom of school activities. Before making a determination to exclude a student, the School Administration shall consult with Indian Health Service or other medical authorities. In deciding, the following criteria shall be considered:
 - I. The expected type(s) of interaction with others within the school.
 - II. The impact that interaction will have on the infected student and others within the school.
 - III. The physical condition, behavior, and developmental level of the infected student.
 - IV. Indian Health Service guidelines.
 - V. The recommendations of Indian Health Service medical authorities.
- c. Should an infected student not be permitted to attend school or participate in school activities, the school shall provide the student with appropriate home school educational materials until such time as the student is able to return to school. If the student is permitted to remain in school, information will be provided to school employees, who maintain regular contact with the student as to the student's physical condition and other medical factors needed to effectively serve the student's needs.
- d. If the student is excluded from school because of a communicable disease, the student shall remain home until the attending physician states that he/she may safely return to school.
- e. The following communicable diseases shall be subject to this policy: Acquired Immune Deficiency Syndrome (AIDS), Chicken Pox, Impetigo, Scabies, Streptococcal Infections, Herpes Simplex, Hepatitis, Measles, Mumps, Tuberculosis, and any other diagnosed communicable disease posing a health risk to the school environment.

464 SMOKE FREE ENVIRONMENTS

The American Horse School Board, in order to protect children under the age

of eighteen (18) from exposure to environmental tobacco smoke, does hereby prohibit smoking at any time by anyone in **any and all indoor and outdoor facilities owned, leased or contracted for and utilized by the school for provision of routine or regular kindergarten, elementary or library services to children. Refer to “Smoke Free Environment” in “Personnel – Section 300 of the School Staff Handbook.”**

465 DRUG FREE WORKPLACE

It is the policy of the American Horse School Board to provide a drug free environment. The unlawful selling, distributing, dispensing, possession, manufacture, and/or use of alcohol or illegal drugs by any person within the workplace are prohibited. Refer to “Drug Free Workplace” in “Personnel – Section 300 of the School Staff Handbook.”

466 INTERNET ACCEPTABLE USE POLICY AGREEMENT

- a. American Horse School encourages workers who have been granted Internet access to explore the Internet, but if this exploration is for personal purposes, it must be done on personal, not government time. Likewise, games, news groups, and other non-business activities must be performed on personal, not government time. Use of Office of Indian Education Programs computing resources for these personal purposes is permissible so long as the incremental cost of the usage is negligible, and so long as no Office of Indian Education Programs business activity is preempted by the personal use. Workers must not employ the Internet or other internal information systems in such a way that the productivity of other workers is eroded; examples include chain letters and broadcast charitable solicitations.
- b. THE FOLLOWING BEHAVIORS ARE NOT PERMITTED ON THE SCHOOL NETWORK:
 - I. Sharing confidential information on students or other employees.
 - II. Sending or displaying offensive messages or pictures.
 - III. Accessing email for unacceptable use/accessing chat rooms for personal use.
 - IV. Assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition.
 - V. Using obscene language.
 - VI. Harassing, insulting or attacking others.
 - VII. Engaging in practices that threaten the network (e.g. loading files that may introduce a virus)
 - VIII. Violating copyright laws.
 - IX. Uploading unlicensed software programs.
 - X. Using others' passwords.
 - XI. Trespassing in others' folders, documents and files.
 - XII. Damaging computers, computer systems or computer networks.
 - XIII. Intentionally wasting limited resources.
 - XIV. Employing the network for commercial purposes.
 - XV. Individual users of the network are responsible for their behavior and communications over the network. It is presumed that users will comply with school standards and will honor this agreement. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.
 - XVI. The use of the Internet and electronic mail is a privilege and not a right and inappropriate use will result in cancellation of these privileges.
- c. MICROCOMPUTER SECURITY POLICY
 - I. Business Use Only: Office of Indian Education Programs computer and communication systems must be used only for business purposes. Incidental personal use is permissible if the use:

- Does not consume more than a trivial amount of resources that could otherwise be used for business purposes.
 - Does not interfere with worker productivity.
 - Does not preempt any business activity.
- II. Permissible incidental use of a microcomputer would, for example, involve responding to an electronic mail message about a luncheon. Separately, examples of personal use include game playing, writing a resume, and surfing the Internet for entertainment purposes.
- III. Configuration Control:
- Changes to Application Software: American Horse School through the Office of Indian Education Programs has a standard list of permissible software packages that users can run on their microcomputers. Workers must not install other software packages on microcomputers without obtaining advance written permission from the School "IT" Team. Additionally, staff must not permit automatic software installation routines to be run on School microcomputers unless these routines have first been approved by the "IT" Team. Unless separate arrangements are made with the "IT" Team, upgrades to authorized software will be downloaded to microcomputers automatically. Auto-discovery license management software is used to remotely determine which software packages are resident on worker microcomputer hard disks. Unapproved software may be removed without advance notice to the involved worker.
 - Changes to Operating System Configurations: On American Horse School Programs-supplied computer hardware, workers must not change operating system configurations, upgrade existing operating systems, or install new operating systems. If such changes are required, they will be performed by "IT" Team personnel.
 - Changes to Hardware: Computer equipment supplied by American Horse School Programs must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra circuit boards) without the prior knowledge of and authorization from the "IT" Team. Auto-discovery software is used to determine what equipment is installed in each microcomputer, so unauthorized hardware reconfigurations are detected automatically.
- IV. Blocking Sites: American Horse School filters routinely prevent users from connecting with certain non-business web sites. Workers using American Horse School computers (on or off campus) who discover they have connected with a web site that contains sexually explicit, racist, violent, or other potentially offensive material must immediately disconnect from that site. The

ability to connect with a specific web site does not in itself imply that users of American Horse School systems are permitted to visit that site.

- V. Virus Program Installed: All microcomputers must continuously run the current version of virus detection package approved by the BIA Management Information Systems Division. The current version of this virus package will be automatically downloaded to each microcomputer when the machine is connected to American Horse School's internal network. Workers must not abort this download process.
 - VI. Externally supplied floppy disks, CD-ROMs, and other removable storage media must not be used unless they have first been checked for viruses.
 - VII. Externally supplied computer-readable files (software programs, databases, word processing documents, spreadsheets, etc.) must be decompressed prior to being subjected to an approved virus checking process. If the files have been encrypted, they must be decrypted before running a virus checking program. Many virus checking programs cannot detect viruses in compressed or encrypted files.
 - VIII. Eradicating Viruses: Because viruses can be complex and sophisticated, workers must not attempt to eradicate them without expert assistance. If workers suspect infection by a virus, they must immediately stop using the involved computer, disconnect from all networks, and call the "IT" department and wait for assistance.
 - IX. Browser User Authentication: Users must not save fixed passwords in their web browsers or electronic mail clients because this may allow anybody who has physical access to their workstations to both access the Internet with their identities, as well as read and send their electronic mail. Instead, these fixed passwords must be provided each time that a browser or electronic mail client is invoked. Similarly, American Horse School computer users must refuse all offers by software to place a cookie on their computer so that they can automatically log-in the next time that they visit a particular Internet site.
 - X. Computer Password and Access Limitations: American Horse School Staff do not have the authority to set their own bios settings...you do not have admin rights to any computer. Additionally, you do not have administrative rights to the computer and are limited to privileges based on this fact. Please address administrative issues, concerns, and needs to the "IT" Department.
- d. PHYSICAL SECURITY:
- I. Equipment Theft: To prevent theft, all office desktop microcomputers (with the exception of portables) must be physically secured inside the classroom or office by locking the

door(s) when you are not present. All microcomputer equipment must be marked with an identification tag which clearly indicates it is American Horse School or BIA property. Periodic physical inventories are used to track the movement of microcomputers and related computer equipment.

- II. Laptop Computer Security: If you have been assigned or issued a laptop computer (other than for a computer resource center), you must be very security conscious to prevent loss or theft. Practice the following measures:
 - Do not leave a laptop computer unattended when you leave your classroom or office. Ensure someone is watching it for you and if not, lock your classroom or office until you return.
 - Similarly, you must either lock your laptop in your classroom closet or office closet in the evening or take the system home with you if you have a computer pass allowing you to take it home.
 - Do not ever leave your laptop in your car overnight; secure it in your home.
 - Keep the laptop in its protective case when not in use.
 - Portable computers must always be secured with locking cables, placed in locking cabinets, or secured via other locking systems when in the office but not in use.
 - If you do not have a proper method to secure your laptop, you must make the American Horse School "IT" Department aware of this situation.
- III. Custodians for Equipment: The primary user of a microcomputer (or classroom teacher) is considered a custodian for the equipment. If the equipment has been damaged, lost, stolen, borrowed, or is otherwise unavailable for normal business activities, a custodian must promptly inform the "IT" Team immediately. With the exception of portable machines, microcomputer equipment must not be moved or relocated without the knowledge and approval of the "IT" Team.
- IV. Use of Personal Equipment: Workers must not bring their own computers, computer peripherals, or computer software into American Horse School facilities without prior written authorization from the "IT" Team. Likewise, workers must not use their own microcomputers for production of American Horse School business unless these systems have been previously evaluated and approved by the "IT" Team.
- V. Property Pass: Microcomputers, portable computers, typewriters, and related information systems equipment must not leave American Horse School offices and/or classrooms unless accompanied by a Property Pass or Hand Receipt signed by the "IT" Team or designated property manager.
- VI. Locking Sensitive Information: When not being used by authorized

workers, or when not clearly visible in an area where authorized persons are working, all hardcopy sensitive information must be locked in file cabinets, desks, safes, or other furniture. Likewise, when not being used, or when not in a clearly visible and attended area, all computer storage media (floppy disks, tapes, CD-ROMs, etc.) containing sensitive information must be locked in similar enclosures.

- e. BIE has provided for blanket CIPA protection on the BIE network (ENAN 2). ENAN 2 is a wide area network that connects Bureau Funded Schools to each other and the Internet. The Internet connections reside at three Hub locations: Albuquerque, New Mexico, Phoenix, Arizona, and Sioux Falls, South Dakota. At each of these hubs, the BIA has installed CIPA Compliant content filters. These filters protect the users of the network from inappropriate content. Each school connected to the ENAN 2 is protected by a general filter as well as individual filters applied according to their local standards (based on the age and other factors of the students.) The filtering system is operated, managed, and monitored by the network operations center located in Fredericksburg, Virginia. Records from the system can be obtained from the service center. This system provides for blanket CIPA requirements coverage for all Schools using the BIE network.
- f. American Horse School User Agreement
- g. As a user of the American Horse School computer network and their Technology property, I hereby agree to comply with the above stated rules and honor all laws and restrictions.

Employee, Parent, or Student Signature

Date

467 SCHOOL TECHNOLOGY RULES

American Horse School connects to the Internet through the Bureau of Indian Education Domain Network known as the Educational Native American Network (ENAN). ENAN provides standards-based connectivity, security, content delivery, web services, distance learning, GPS school-bus tracking, wireless communication, email access, and education application access. ENAN uses a BIA installed CIPA (Child Internet Protection Act) compliant content filter which protects the users and devices of the network from inappropriate content in accordance with CIPA guidelines.

As a result of being on the BIE domain, each user in American Horse School is able to have a standard username and password that grants you access to any computer within the school connected to that domain. This access grants you a separate profile on that computer unavailable to anyone else.

Staff at American Horse School are expected to follow some general rules when using or supervising activities involving computers or technology equipment.

1. Security

- All staff using a computer must complete an annual Security Awareness review and test through the Department of Interior. This is commonly known as Federal Information System Security Awareness + Privacy and Records Management Training (FISSA+). Brett (Stoney) is the POC for this activity. For the 2016-2017 school year, this must be completed by August 30, 2016.
- Usernames and passwords will not be shared. If a teacher has a Paraprofessional or Aid, that person must have their own uniquely assigned Username and Password. (No Exceptions).
- All staff assigned or using a computer must have a username and password of their own (Obtain from the Technology Coordinator).
- All students will use the same username and password in every computer lab.
- Computers and technology equipment will not be removed from school grounds unless you are on official business.
- Computers will not be moved from their assigned location without consent from administration and knowledge of the technology coordinator.
- Staff will store their individual work files on jump drives.
- Staff use of personal technology in the school is not authorized. All computers (except Chromebooks) will be assigned to the BIE Domain which provides Anti-Virus and Malware protection.

2. Use of Equipment and Computer Labs

- Report all technology issues to either Shilo or Stoney immediately and they will be handled as soon as possible.

- Cell phones are not authorized within the school except by authorized administrative personnel.
 - WIFI access will not be granted for cell phones, nor are cell phones to be used for Internet activities.
 - Student use of cell phones, iPads, iPods, and other devices are never authorized. They will only use laptops and Chromebooks provided through the school.
 - Chromebooks are assigned through Google Education Administration – all students must have unique usernames and passwords to use Chromebooks. Teachers using Chromebooks are responsible for coordination for student access to these devices through the Technology Coordinator.
 - Teachers will conduct after use inspections of laptops and Chromebooks after each class use. All damage or troubleshooting needs will be recorded and reported to the Technology Coordinator as soon as possible.
 - All computer labs are monitored by an assigned staff member. This staff member is your first point of contact for all needs within the lab. That person will work with the Technology Coordinator to address all needs.
 - Teachers must maintain a seating chart for student use of the computer labs. If a student use a different seat, make a note of this.
 - Computer labs will only be used when supervised by the teacher and authorized staff. Active monitoring is necessary to prevent damage to equipment (students must be prevented from removing or damaging equipment such as keypad keys, cables or damaging lab tables).
 - Do not clean computer screens with any cleaning solvents other than authorized screen wipes.
 - Staff is responsible for maintaining a clean working environment and keeping their technology equipment dusted and clean.
 - Computer labs will be free of clutter.
 - Students will not consume food, candy, gum and drinks in the computer labs or near any technology.
 - Streaming radio is not authorized.
 - You Tube and other educational videos may be used as long as they are incorporated into the lesson plan.
 - Internet activities are to be limited to those that support the educational goals and mission of the school.
3. Website and Social Media, and Email
- Staff must either have a BIE Email account (coordinate through Stoney) or a personal email that they use for school correspondence.
 - American Horse School has a website located at www.americanhorseschool.org.

- Staff can access the NASIS portal from the school website.
- Teachers are asked to provide input to the website the first and third Wednesday of each month. This should be minimal in nature – a picture with a short narrative. Items can be submitted to brett.stoneberger@bie.edu. New teachers are encouraged to submit a short bio to enhance the location of their actual webpage within the school website.
- Student names will not be posted on websites or social media.
- Social media, instant messaging, peer-to-peer, file sharing, and chat sites are not authorized for use from the school network.
- American Horse School does not have an official Social Media presence, nor do we accept responsibility for any entity or person that claims one.

Name: _____

Signature: _____

Date: _____

**468 ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND
EMPLOYEES AHS**

(Required by the *Asbestos-Containing Materials in Schools Rule*, §§ 763.84(c) and 763.93(g) (4)). *Asbestos* is a naturally occurring fibrous mineral which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is a nonconductor of electricity, and absorbs sound. Examples of *asbestos-containing building material (ACBM)* are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become *friable*, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes *friable*, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the *AHERA* mandate. These regulations are incorporated within the *Asbestos-Containing Materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule*, the **American Horse School** School/School District had its school building(s) inspected by an asbestos inspector, accredited by the State of **SO. DAK.** During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM was noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building(s) (*list types and locations of ACBM*).

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School/School District by an asbestos management planner, accredited by the State of **SO. DAK.**

. *The Asbestos Management Plan(s) include a description of the measures currently being taken to ensure that the ACBM remaining in our school building(s) is maintained in a condition that will not pose a threat to the health of our students and employees.* These Plan(s) describe past response actions taken to abate ACBM, as well as response actions planned for the future, including (See Asbestos Management Plan(s)). The Asbestos Management Plan(s) provide information on the periodic monitoring of the condition of ACBM remaining in our school building(s) through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

A copy/copies of the Asbestos Management Plan(s) is/are available for your review in the School/School District administrative office during regular office hours. 8:00- 4:00pm is the designated Asbestos Program Coordinator for the School/School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him/her at telephone 6 0 5 -455-1209.

THIS NOTICE IS ALSO GIVEN OUT WITH ENROLLMENT PACKETS AS

PART OF STUDENTS ENROLLMENT

FERPA gives parents (as well as students in postsecondary schools) the right to review and confirm the accuracy of education records. This and other United States "privacy" laws ensure that information about citizens collected by schools and government agencies can be released only for specific and legally defined purposes. Since enacting FERPA in 1974, Congress has strengthened privacy safeguards of education records through this law, refining and clarifying family rights and agency responsibilities to protect those rights.

FERPA's legal statute citation can be found in the U.S. Code (20 USC 1232g), which incorporates all amendments to FERPPA. FERPA regulations are found in the Federal Register (34 CFR Part 99). FERPA's 1994 amendments are found in Public Law (P.L.) 103-382.

FERPA Protects Privacy FERPA applies to public schools and state or local education agencies that receive Federal education funds, and it protects both paper and computerized records. In addition to the Federal laws that restrict disclosure of information from student records, most states also have privacy protection laws that reinforce FERPA. State laws can supplement FERPA, but compliance with FERPA is necessary if schools are to continue to be eligible to receive Federal education funds.

FERPA requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary home language other than English. The annual notice pertaining to FERPA rights must explain that parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances.

FERPA gives both parents, custodial and noncustodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

FERPA Defines an Education Record

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.
- Personal notes made by teachers and other school officials that are not shared with others are not considered education records.
- Additionally, law enforcement records created and maintained by a school or district's law enforcement unit are not education records.

Part of the education record, known as directory information, includes personal information about a student that can be made public according to a school system's student records policy. Directory information may include a student's name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes.

Each year schools must give parents public notice of the types of information designated as directory information. By a specified time after parents are notified of their review rights, parents may ask to remove all or part of the information on their child that they do not wish to be available to the public without their consent.

FERPA Guarantees Parent Review and Appeal

If, upon review, parents find an education record is inaccurate or misleading, they may request changes or corrections, and schools and education agencies must respond promptly to these requests. Requests should be made in writing, according to an agency's annual notice of procedures for exercising rights to amend records. Within a reasonable time period, the school or agency must decide if the request to change a record is consistent with its own assessment of the accuracy of the record. If a parent's request is denied, he or she must be offered the opportunity for a hearing. If the disagreement with the record continues after the hearing, the parent may insert an explanation of the objection in the record.

FERPA's provisions do not apply to grades and educational decisions about children that school personnel make.

While parents have a right to review records, schools are not required by Federal

law to provide copies of information, unless providing copies would be the only way of giving parents access. Schools may charge a reasonable fee for obtaining records, and they may not destroy records if a request for access is pending.

FERPA Restricts Disclosure of Student Records

Local education agencies and schools may release information from students' education records with the prior written consent of parents, under limited conditions specified by law, or as stated in local agencies' student records policies. The same rules restricting disclosures apply to records maintained by third parties acting on behalf of schools, such as state and local education agencies, intermediate administrative units, researchers, psychologists, or medical practitioners who work for or are under contract to schools.

If an education agency or school district has a policy of disclosing records, it must specify the criteria for determining school officials within an agency, including teachers, who have a legitimate educational interest. Generally, school officials have legitimate educational interest if they need to review an education record to fulfill their professional responsibilities.

Teachers and school officials who work with the students and schools to which students apply for entrance may also have access to education records without prior consent of the parent. In addition, information from students' records may be released to state and local education officials to conduct audits or to review records in compliance with Federal laws. Schools may also disclose information from education records without the consent of parents in response to subpoenas or court orders. A school official must make a reasonable effort to notify the parent before complying with the subpoena unless the subpoena is issued to enforce a law and specifies not to notify the parent. In emergencies, school officials can provide information from education records to protect the health or safety of the student or others.

There are cases when schools or school systems decide it is in the public interests to participate in policy evaluations or research studies. If student records are to be released for these purposes, the school or school system must obtain prior consent of the parent. Signed and dated written consent must:

- Specify the records that will be released;
- State the reason for releasing the records;
- Identify the groups or individuals who will receive the records.
- In general, information about each request for records access and each disclosure of information from an education record must be maintained as part of the record until the school or agency destroys the education record.
- Outside parties receiving records must receive a written explanation of the restrictions on the re-release of information.

Additional FERPA Provisions

In 1994, the Improving America's School Act amended several components of FERPA, tightening privacy assurances for students and families. The amendments apply to the following key areas:

Parents have the right to review the education records of their children maintained by the state education agencies.

Any third party that inappropriately re-releases personally identifiable information from an education record cannot have access to education records for five years;
Information about disciplinary actions taken against students may be shared, without prior consent of the parent, with officials in other education institutions;
Schools may release records in compliance with certain law enforcement judicial orders and subpoenas without notifying parents.

School districts, state education agencies, and the u.S. Department of Education all offer assistance about FERPA Before contacting Federal officials, however, you can often get a direct and immediate response from your local or state education officials. The Family Policy Compliance Office can be reached at the following address;

**U.S. Department of Education 600 Independent Avenue, SW Washington, DC
20202-4605 (202) 260-3887**

Revise student Name: _ Week of: __ Parent/Caregivers this homework page will be sent home every day to let you if your student is missing any work from classes. Please make sure that you sign the paper at the bottom to let me know that you have seen the list. Thank You

AR	
Reading	
Math	
Grammar	
Writing	

**STUDENT
HANDBOOK**

We hereby acknowledge that we have reviewed the policies & FERPA as stated in the American Horse School student/Parent Handbook and affirm that we do understand them.

16-17 School year

Please sign in appropriate signature line

STUDENT

STUDENT PLEASE PRINT

Grad

DAT

PRINT PARENT \ LEGAL GUARDIAN

PARENT \ LEGAL GUARDIAN

DAT

TEACHER OR SCHOOL OFFICIAL SIGNATURE and DATE

Note: Once form is completed and signed by all individuals involved, please submit to the front office to be put in the students file for reference.