

Lower Brule MS/HS School

2021-2022

Student Handbook

Revised: 8-13-2021



Note: This handbook was prepared, reviewed, and adopted as policy by the Lower Brule administrative staff. It is intended to provide an optimal learning experience for all students. It will not cover all possible events that may occur during the school year. Therefore, when a situation arises that is not specifically covered in this handbook, the administration will act fairly to resolve the situation in a timely manner. The interests of the students, parents, community, and school will be taken into consideration in reaching a solution. The principal may adjust consequences and procedures contained in this handbook as deemed necessary.

Philosophy

Lower Brule Schools believe that all students have the right to a high-quality education in a safe and supportive environment. We also believe that by working together, we will unite students, staff, and all community members to strive for high achievement and success for all. The staff will also help build the future of the community by offering high levels of education.

Mission

The Lower Brule Day School, in cooperation with Kul Wicasa Oyate, will provide a safe and supportive learning environment for all students; guided by the Lakota Values, students will learn and succeed academically, spiritually, physically, and socially.

Vision

Our goal is to develop a critical thinking mindset in each student to help him or her reach personal goals in life and contribute to the advancement of the Native American heritage. Emphasis is placed on critical thinking skills, oral and written communication skills, and the use of technology. The core curriculum includes mathematics, English, social studies, science, history, and Lakota language.

Students are encouraged to develop their potential not only physically, but mentally and spiritually as well. Wellness is taught at all grade levels in order to help students become well-adjusted community members.

Emphasis is placed on the development of positive self-esteem. We envision our students with many accomplishments in life, along with a respect and appreciation for the rights and beliefs of others.

At Lower Brule Schools we believe:

- All students have a right to learn and a responsibility to do their best.
- All students have a right to be treated with dignity and respect, and a responsibility to treat others this way.
- All students have a right to be different and a responsibility to accept the differences in others.
- All students have a right to learn in a safe and caring environment, and a responsibility to follow the rules and procedures of the school.
- All students have a right to make their own decisions with the guidance of caring adults, and a responsibility to live with the consequences of their choices.
- All parents have a right to expect a quality educational program for their student(s), and a responsibility to support and supervise their child's educational pursuits.

LOWER BRULE SCHOOLS STUDENT CODE OF CONDUCT

Wacantognaka (Generosity): Assist others in need without expecting anything in return.

Wohitike (Bravery): Face uncertainty by demonstrating courage in order to succeed.

Wowacintanka (Fortitude): Find mental and emotional strength despite difficult circumstances.

Wowacintanka (Respect): Thoughtfulness and consideration of property, policies and people.

Wowicake (Honesty): Display integrity, truthfulness, and straightforwardness in educational studies and activities.

Wowausila (Compassion): Display empathy and act with kindness and care for all living things.

Woowothania (Integrity): Show honesty and truthfulness in your words and actions.

Wowachinthanjka (Patience): Show endurance under difficult situations.

Wounsiiciye (Humility): Be modest and respect yourself, your peers, staff, and visitors.

DAILY SCHEDULE

P1	P2	P3	P4	MS Lunch	HS Lunch	Advisor	P5	P6	P7
8:30-9:20	9:23-10:13	10:16 - 11:06	11:09-11:59	11:40-11:59	11:59 - 12:23	12:26 - 12:46	12:49 - 1:39	1:42 - 2:32	2:35 - 3:25

ACADEMIC EXPECTATIONS

GRADING POLICY

Grades are based on the 4.0-point grading system.

Point	Percentage %	Letter Grade
4.0	100	A+
4.0	99-95	A
3.6	94-92	A-
3.4	91-89	B+
3	88-86	B
2.6	85-83	B-
2.4	82-80	C+
2	79-77	C
1.6	76-74	C-
1.4	73-71	D+
1	70-68	D
0.6	67-65	D-
0.0	64 and lower	F

ADDITIONAL GRADE INDICATORS

- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete

GRADE LEVEL STATUS

Credits	Grade Level
0-5.5	Freshman
6.0-10.5	Sophomore
11.0-15.5	Junior
16.0 and up	Senior

Note: All students must carry at least six subjects per year, including study halls (subjects must include all core classes). The responsibility for maintaining passing grades falls onto the student. A student will not be allowed to drop a class after the first full week of school without a meeting between administration, guardian, and student.

AWARDS

Awards Day(s) are held to honor students selected for outstanding achievement in academics, behavior, attendance, punctuality, leadership, athletics, or overall citizenship.

RETAKE CLASSES

A high school student may retake a class if the grade earned was below a C. The original class grade will remain on the student’s transcript and will figure into the student’s overall GPA, along with the new class grade.

HONOR ROLL

If a student’s average grade percentage is 92% or above, with no grade below a C- (74%), the student will be on the “A” honor roll. If the student’s average grade percentage is 83% to 91%, with no grade below a C- (74%), the student will be on the “B” honor roll.

INCOMPLETES

All incompletes must be made up within two weeks after the end of the quarter. At the end of quarter 4, all work must be made up by the last day of instruction, or by the date of graduation (if you're going to graduate that year).

LOWER BRULE HIGH SCHOOL GRADUATION REQUIREMENTS

Seniors must have all work completed and turned in by the date of graduation. Minimum requirements for high school graduation classes are as follows:

Courses	Credits
English	4
Social Science <ul style="list-style-type: none">American History (1)American Government (½)Geography/World History (½) eachElective Social Science	3
Science <ul style="list-style-type: none">Physical Science (1)Biology (1)Upper Level Science Course (1)	3
Mathematics <ul style="list-style-type: none">Algebra (1)Geometry (1)Algebra II or Math Elective (1)	3
Lakota Language	2
Fine Arts	1
Health & Physical Education	1
Approved Career/Technical Education; Capstone OR Service Learning; World Language	1
Personal Finance/Economics	0.5
Electives	3.5
Total	22

ADMISSION REQUIREMENTS TO SOUTH DAKOTA PUBLIC UNIVERSITIES

Entering undergraduates will be required to complete the following college preparatory curriculum with an average grade of a "C" (2.0 on a 4.0 scale).

- English – 4 years
- Mathematics – 3 years
- Science with lab – 3 years
- Social Sciences – 3 years
- Fine Arts – 1 year

REGENT SCHOLAR RECOGNITION

South Dakota high school graduates completing the following high school courses, with no grade below a "C" (2.0 on a 4.0 scale) and an average grade of a "B" (3.0 on a 4.0 scale) shall be designated as Regent Scholars and shall be eligible to receive a Regent Scholar diploma upon request by a high school administrator to the Board of Regents. High school graduates selected as Regent Scholars automatically are admitted to all six public universities in South Dakota.

Requirements for Regent Scholar:

- 4 years of English
- 4 years of Algebra or higher Mathematics
- 4 years of Science
- 3 years of Social Science

- 2 years of Modern or Classical Language
- 1 year of Fine Arts

SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP

To be considered for the scholarship you must:

1. Be a resident of South Dakota at the time of graduation.
2. Complete all Regent Scholar requirements.
3. Have a composite score of 24 or higher on the ACT.
4. Attend a university, college, or technical school accredited by the NCA that provides instruction from a South Dakota campus.

ADMISSION INTO LOWER BRULE SCHOOLS

If a student is looking to enroll, he or she needs to come to the school with a parent/guardian. Administration will have the necessary paperwork for enrollment. Students are considered enrolled after the necessary paperwork is put into Lower Brule Schools' online system.

Students expelled from another school district will not be accepted until the start of the next semester or school year, depending on the reason for expulsion. The decision for acceptance is made by the superintendent. Similarly, student suspensions from other school districts will be honored and must be served before the student will be allowed into classes.

WITHDRAWALS AND TRANSFERS

A transfer form must be obtained from the guidance department before a student's records can be released to other schools. All books, financial records, and restrictions or charges due to destruction of school property **MUST** be cleared when the student withdraws or transfers.

The school that the student is transferring to will be informed of the status of these records. Student's grades will not be released until all of that student's records are cleared.

ACADEMIC DISHONESTY

Lower Brule Middle/High Schools expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Lower Brule MS/HS's Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly cited.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Not everything available online is in the public domain. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an assignment, quiz, exam, or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

ATTENDANCE

The day begins with an opening. First bell is at 8:30 am. Students must report to the office to get a tardy slip after 8:35AM before they will be admitted to the classroom. School is dismissed at 3:25PM.

Absence is defined as the failure of a student to report to school or class when assigned for instruction. For each day a student is absent, the parent/guardian is to telephone the school office (473-5510) between the hours of 8:00AM and 8:30AM with a reason for absence.

If a parent/guardian does not call, the school will call the parent/guardian during the school day as needed. If contact is not made before the student returns to school, the absence is considered unexcused. Written excuses will be accepted from homes without telephones (for one day). Verified medical, court related, or other. excuses should be turned into the front office. The school's Home/School Liaison will make home visits as needed.

TARDINESS

Students are expected to attend class regularly and to be on time for all classes. **As a school, our goal is to achieve a 94% attendance rate.**

A student is counted tardy if he/she is not in the designated room at the time the period is scheduled to begin. When a student is tardy, the following is implemented:

- Tardiness caused by a late bus is excused provided the student was riding the bus.
- Excessive unexcused tardiness may be subject to additional discipline procedure as determined by the administration.
- Tardiness caused by medical appointment is excused with proper documentation (doctor's note or parent phone call).

Perfect attendance is considered if and only if the student is in class every day, for the full school day, and on time. Students who leave early or are tardy are not considered. Perfect attendance awards will be presented each quarter alongside academic awards.

EXCUSED ABSENCES

The following are considered excused absences:

- Personal illness if notified by parents in up to one day. Students with chronic and repeated illness need to provide a doctor's note of illness upon request of the school administration and under the direction of the Home/School Liaison.
- Medical appointments including doctor, dentist, therapist, etc.
- Professional appointments, including attorney appointments, that cannot be scheduled outside of the regular school day.
- Serious illnesses or death in the immediate family and extended family. "Immediate family" includes father, mother, child, uncle, aunt, grandparent, siblings, sister/brother-in-law, father/mother-in-law. "Extended family" absences are cousins and others raised in the same family as the student, at the discretion of school administration.
- Social services related issues.
- Inclement weather. Must be cleared by school administration.

UNEXCUSED ABSENCES

The following, though not a complete list, are considered unexcused absences.

- Babysitting.
- Shopping trips (including grooming trips).
- Repeated or chronic absences for illness that are not verified by a doctor.
- Driving someone or for someone.
- Oversleeping.
- Missing the bus.

- Work.
- Any non-school related activities, i.e. pow wows, rodeos, etc.
- Not having clean clothes.
- Tiredness related to athletic or other school-sponsored events.

The absence policy operates on a semester basis. At the beginning of each semester, the absence policy resets. **Any student who accumulates five or more unexcused absent days** will be referred to the tribal court system.

The communication procedure for unexcused absences is as follows:

When the student becomes chronically absent, the office will call the parent/guardian, or go to the residence of the absent student.

3 rd unexcused	(21 class periods) The first letter is sent or delivered to the parent/guardian informing them that the student was absent for three days, unexcused. A meeting is arranged with administration, truancy officer, and parent.
4 th unexcused	(28 class periods) The second letter is sent or delivered to the parent/guardian informing them that the student was absent for four days, unexcused. A meeting is arranged with administration, truancy officer, and parent.
5 th unexcused	(35 class periods) A referral is made to the tribal courts.

If a parent/guardian takes a student out of school for either an excused or unexcused absence, the student is responsible for making up all missed work. A note or telephone call must accompany all absences. Students who are in ISS are counted as present provided they are in school.

AUTOMOBILE POLICY

If you drive to school, you are required to adhere to the following policy:

1. Drive carefully. Any type of careless driving on school property is reason for the office to take your keys.
2. You may not go to your car during class, breaks, or lunch unless you have permission from office personnel.
3. All student drivers are to park in the front high school parking lot. Student violations will warrant the taking of car keys.

If any of the above policy is violated, driving privilege may be taken away and/or keys will be turned into the office for as long as deemed necessary by the administration.

BUS EXPECTATIONS

Bus transportation is a privilege, conditional upon the student’s behavior. If you ride the bus to school, you are required to adhere to the following policy:

1. Wait for the bus at a safe distance from the street.
2. Be on time for the bus.
3. Get on/off the bus in a quiet and orderly fashion.
4. Stay in your assigned seat when the bus is in motion.
5. Keep heads, hands, and feet inside the bus at all times.
6. Keep aisles clear at all times.
7. Loud, boisterous, or profane language is not tolerated.
8. Indecent conduct, scuffling, or throwing objects is not tolerated.
9. No food or beverages are allowed on the bus. Exceptions are at the discretion of the driver.
10. No tobacco or alcoholic products are allowed on the bus.
11. Help keep the bus clean and sanitary.
12. Enter and leave the bus by the front door only, except in case of emergency.
13. Be courteous and obedient to your bus driver.
14. Bus drivers and administration can assign seats.
15. Any rider that causes damage to the bus is required to pay for the damage.
16. Weapons of any kind are prohibited.

VIOLATION OF BUS RULES

The bus driver will visit with the student about the violation of bus rules. The bus driver will also fill out an incident report for the administration. Upon receiving an incident report, the administration will meet with the student and inform the parent/guardian.

Further bus violations result in loss of bus-riding privileges. A parent/guardian may also be asked to accompany the child on the bus. The administration may suspend a student from riding the bus for up to 15 days.

CHECK OUT/LEAVING CAMPUS

A student's legal parent/guardian is allowed to check out that student. This includes students who are 18 years of age or older. Regardless of age, students are not allowed to check themselves out. Checking out a student is done with the sign-out sheet in the front office. If a parent/guardian gives another parent/guardian permission to check out a student, it has to be in written form.

Students must leave campus after the last class of the day unless they are participating in school-related activities.

CHILD ABUSE

School employees are in a position to identify abused or neglected children. SSCL 26-10-10 school personnel must report suspected child abuse cases. The report includes the name, address, and age of the child, the name and address of the parent or guardian/caretaker, and the nature and extent of injuries or the description of neglect.

CLUBS AND FUNDRAISING

The Lower Brule Schools administration encourages the establishment of school clubs. All new clubs must be approved by the administration. All funds raised by clubs are deposited into individual custodial accounts through the business office with expenditures authorized by the club's sponsor. However, in all cases, the money raised shall remain in the control of the school and shall be expended for the benefit of the students. All fundraisers must be approved by the administration before fundraising begins. Fundraising will not take place within the school day unless permission is given by the administration. Instructional time cannot be interrupted for fundraising.

Students involved in fundraising projects must turn in money or products to the advisors at all times.

COMPUTER USE

The use of the network and its connection to the internet is a privilege, not a right.

If a student violates any of the provisions listed below, his/her account and privileges may be terminated, future access through the school's facilities may be denied, and the school's discipline policies shall be applied. Students or their parent/guardian may be required to compensate the school for any damage done to the network/hardware.

The school shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the school shall not be liable for the content or viewing of any materials not prepared by the school.

Lower Brule School District (LBSD) makes no warranties of any kind, whether expressed or implied, for the services it is providing. LBSD is not responsible for any damages you suffer. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via LBSD's designated internet system is at your own risk. LBSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

RULES OF NETWORK USE

Use of the school's network facilities may only be made in conformance with this regulation and the Acceptable Use Agreement signed by the student. Network users are expected to abide by generally accepted rules of network etiquette.

Security on any computer system is of high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify the administration. Do not demonstrate the problem to other users. Do not use another individual's account. Files, data, or information of others must not be improperly accessed or misused. Attempt to login to internet as an individual other than yourself will result in disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied internet access.

Vandalism or graffiti may result in cancellation of privileges or other disciplinary actions. Vandalism is defined as a malicious attempt to harm or destroy hardware, software, or data. This includes but is not limited to the upload or creation of computer viruses. Programs that infiltrate computing systems and/or damage software components are prohibited. Graffiti is defined as importing or displaying inappropriate graphics as a wallpaper background.

Private, commercial, or illegal use is prohibited. Materials that are obscene, threatening, or otherwise intended to harass or demean recipients must not be transmitted or accessed. The administration will have final say for any questionable material. Anonymous communications are also not allowed. Any actions that violate public law are prohibited.

Network storage areas shall be treated like school lockers. Network administrators may review the files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect the files to be private. Students should limit their printing to class assignments, class projects, and reports.

The student will:

1. Be responsible for all use of the network under his/her account, regardless of whether access is gained with or without the student's knowledge or consent.
2. Immediately notify the school if he/she suspects any unauthorized use of his/her account. A student shall remain liable and responsible for any unauthorized use until the school is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice.
3. Not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material.
4. Not engage in any advertising or soliciting of any goods, products, or services, or to solicit the performance of any activity which is prohibited by law.
5. Be responsible for any costs, fees, or expenses incurred under the student's account number in connection with the use of the network.
6. Not transmit copyright material without the expressed consent or authorization of the owner of the copyright.
7. Not give out his/her address, phone number, or password.
8. Not use the network for personal e-mail, chat rooms, etc.
9. Will not change backgrounds of any computers.
10. Not download programs from the internet without permission from the school.
11. Student accounts are considered the property of the school. The school reserves the right to:
 - a. Change or eliminate any portion of any user without notice or liability.
 - b. Review and edit any material transmitted by anyone on the network. By reserving this right, the school assumes no obligation to review or edit any such material and assumes no responsibilities or liabilities.
 - c. Remove or delete any transmission the school believes violates school policy or is harmful to others.

DISCIPLINARY ACTION

Administration will decide on appropriate action for misuse of the Internet. If a student has his/her internet privileges suspended, he/she may request reinstatement by writing a letter to the administration. The administration will review the letter and make a decision on whether to reinstate or not.

The school does not guarantee that the network will be uninterrupted or error free, nor does it make any warranty as to the results obtained from the use of the service or the quality of the information obtained. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school nor any of its agents or employees are liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network.

EQUIPMENT USE

If a student loses or damages equipment, it is his or her responsibility to let LB Schools know. This can be done by contacting classroom teachers or calling the office. If a student fails to let the school know, they are still responsible for coursework. If a student is misusing his or her computer or disrupting class, they may forfeit use of equipment. In the event of this, the administration, guardian, and the student will have a meeting to discuss further action.

DISCIPLINE

The purpose of the Lower Brule School's discipline plan is to create a safe and positive learning environment for all students. Students, staff, and parents/guardians share the responsibility of promoting and maintaining a positive learning environment where all students can experience the vision of our school. **Codified law states that it is illegal for any student to prevent the teacher or any student from performing their duty (Codified law 13-32-6).**

The following guiding principles were developed to help students and teachers create a culture of success in the school:

- Students are encouraged to solve the problems they create without causing trouble for others.
- Efforts are made to maintain the dignity and self-respect of the student.
- Students will be led to see a connection between their actions and consequences.
- Misbehavior is viewed as an opportunity for individual problem solving and growth.
- Misbehavior is handled with natural or logical consequences whenever possible.

The Lower Brule Schools discipline plan is divided into two parts. The first part deals with minor misbehaviors that usually involve disruptions or defiance. The second part deals with major infractions involving rules and laws governing safety and security.

Discipline at Lower Brule Schools is consistent and provides the opportunity to make the most effective choice for each unique situation and student. Consistency means that when there is a problem, it will be addressed. Consistency does not mean that everyone will receive the same consequence. Consideration is given based on the following four factors:

- The precipitating events.
- The student's intentions.
- What actually happened.
- The damage caused by the misbehavior/rule violation.

Individualized Education Programs (IEPs)

Students with IEPs may be disciplined by the school principal for violations of School Policy. When the disciplinary removal results in removal for more than ten (10) days total in the school year, students are entitled to a meeting to determine if certain conditions were met:

- 1) if the behavior that caused the suspension is the result of the disability,
- 2) if the IEP was being implemented at the time of the violation; and
- 3) if the student's IEP is appropriate.

The discipline of a child with a disability, including suspension, expulsion, or interim alternative placement of the child for disciplinary reasons, shall be conducted in conformance with the requirements of the Individuals with Disabilities Act (IDEA). Parents should refer to the Parental Rights Notice provided each year for more information about Bureau of Indian Education procedural safeguards for students with IEPs. In accordance with IDEA and Bureau of Indian Education policies, students must be provided access to a free and appropriate public education (FAPE) when a student is removed from school for more than 10 days in a school year.

MINOR INFRACTIONS

1. Violating individual classroom rule(s).
2. Three unexcused tardies.
3. Skipping class or detention.
4. Entering restricted areas: Including but not limited to the community college (with the exception of students who have class there), the roof, parking lot, copy room (unless supervised or permission by a staff member), computer room (unless supervised or permission by a staff member). During school hours and without staff approval/supervision, students are prohibited from going to the football field, baseball field, outside basketball courts, tennis courts, school office, and behind the school building.
5. Leaving classroom setting without permission.
6. Leaving campus during school hours (8:30-3:25).
7. Prohibited items: We serve breakfast and lunch every day to the students. Therefore, students do not need extra food during school hours. Prohibited items include, but are not limited to, sunflower seeds, candy, pop, chips, any other food items, permanent markers, glue (other than white glue or sticks), correction fluid, perfume/cologne/aftershave, fingernail polish and remover, any aerosol can, rubber bands. Violations will be considered under the insubordination guidelines of this handbook.
8. Indifference to learning. This also includes refusing to do assigned work.

9. Use of or possession of any tobacco products on campus. (This includes students 18 years of age and older). All products will be confiscated. If the student refuses, this will count as another minor infraction.
10. All public displays of affection with the exception of holding hands.
11. Assembly misconduct (skipping, leaving early, talking, disrupting, lack of respect for presenter, use of personal electronic device, earbuds/headphones, etc.,)
12. Throwing projectiles at other individuals (including snowballs).
13. Inappropriate behavior in the halls or classrooms, including but not limited to horseplay, shoving, pushing, name calling, disrespecting other's space.
14. Using offensive language or swearing.
15. Minor theft. The value of items taken under \$25.00.
16. Minor Vandalism. Damage done under the value of \$25.00.
17. Instigating an argument (verbal abuse) or a fight (physical abuse) between other students.
18. Disruptive classroom behavior that prohibits the teacher of properly teaching the classroom and disruption to other students' right to learning.
19. Disrespect to staff.
20. **Minor physical assault.** (Including, but not limited to: pushing, shoving, tripping, throwing items with malicious intent.)
21. **Dress code violation:** Clothes must be worn that appropriately cover the body and do not interfere with student learning. It is expected that students dress in a manner that ensures health and safety.
 - a. Shoes and footwear must be worn at all times.
 - b. Short skirts, short shorts, short dresses, halter tops, low-cut tops, spaghetti strap tops, strapless tops, midriff tops, low cut-off shirts, and half shirts are not permissible attire for school.
 - c. Shorts and skirts are not to be shorter than mid-thigh.
 - d. Student attire that reveals breasts, buttocks, belly buttons, bra straps, or underwear is unacceptable. Clothing that promotes inappropriate products or activities, or that is likely to cause a substantial disruption in the school, is prohibited.
 - e. Any clothing that displays abusive language, profanity, gang symbols, or illegal organizations/substances is prohibited. If wearing such clothing, turn inside-out for the rest of the school day.
 - f. Jewelry that may be deemed as a weapon is not allowed. This includes, but is not limited to, chain-like adornments, spike necklaces, or belts.
 - g. Any hickey needs to be covered with clothing or an adhesive bandage.
 - h. No hoods to be worn in the classroom.

Guidelines for Minor Infractions

All minor infractions hold their own consequence. When a student receives their 3rd minor infraction they have also reached the level of their **first major infraction**. The accumulation of three minor infractions equals one major.

- 1st Minor = Warning
- 2nd Minor = Lunch Detention
- 3rd Minor = (1st Major Infraction) 1 day ISS
- 4th Minor = Lunch Detention
- 5th Minor = After school detention with the staff that wrote the student up.
- 6th Minor = 2 Days ISS
- 7th Minor = Detention with staff who wrote the student up.
- 8th Minor = Detention with staff who wrote the student up.
- 9th Minor = (3rd Major) Meeting with parent/ prosecutor and 1 day OSS.
- 10th Minor = Parent Contact 2 Days ISS
- 11th Minor = Parent Contact, 3 Days ISS
- 12th Minor = (4th Major) 5-10 OSS.

MAJOR INFRACTIONS

Lower Brule Schools has set forth the following rules and expectations addressing student safety and security. Much like the rules that govern our communities, violations of these rules carry penalties, fines, and consequences. The purpose of these rules is to ensure an orderly and safe environment for the students who attend Lower Brule Schools.

1. Accumulation of three minor infractions.

2. Swearing or threatening behavior.
3. Major theft (Value of items taken over \$25.00).
4. Major Vandalism (Value of damaged items over \$25.00).
5. Use or possession of alcohol, drugs, inhalants or any mood-altering chemical. Any student using or possessing alcohol, drugs, inhalants, or any mood-altering chemicals may be given up to 10 days of OSS. The student must have a drug and alcohol assessment completed within a ten school day period. All recommendations of the assessment shall be followed. If the student does not comply with the recommendations the student cannot return to school. Court/Counseling services will be notified.
6. Immoral Behavior (Including but not limited to inappropriate hand gestures).
7. Instigating a fight or argument between other students (deemed more severe than a minor).
8. Intense swearing.
9. Pulling a fire alarm.
10. **Gang attire/behavior:** The school district recognizes that gang behavior is disruptive to the safety and orderly operation of the educational environment. It also poses a threat to students, staff, and the community. Students who participate or assist in gang behavior are subject to the disciplinary policies of the school and will be subjected to law enforcement for additional consequences.

Students who participate or assist in gang behavior are subject to the disciplinary policies of the school and may be subjected to law enforcement for additional consequences.

No person may, while at school, on school property, at any school activity, or any school-sponsored event, do any of the following:

- a. Proclaim membership, affiliation, or allegiance to any gangs.
- b. Engage in any identified gang activity.
- c. Wear clothing that promotes or identifies with gang activity.
- d. Engage in the use of any gang's hand signals.
- e. Act out indications of membership to any gangs.
- f. Associate with known members of any gangs.
- g. Display, or permit to be visible, any tattoo that indicates, suggests, or endorses any street gangs.

Lower Brule Schools reserve the right to prohibit clothing in colors that are associated with certain gangs. Any person on school property or at a school sponsored event that violates the policy can be asked to leave the premises. In the event that gang membership or activity is identified, such information will be given to law enforcement agencies.

The following infractions are severe enough that they are in a category of their own and will be classified as severe. They will be dealt with by the following procedures.

1. **Fighting:** The first incident of fighting will warrant serving up to five days in OSS. Parent or guardian will be contacted with possible police contact as well. The second fight will be up to 10 days OSS. Parent contact and referral to the police dept.
2. **Selling Drugs:** The student will be suspended immediately up to 10 days of OSS with a referral to the police.
3. **Possession of Drugs:** Any student using or possessing alcohol, drugs, inhalants, or any mood altering chemicals will be put on OSS up to 10 days and a referral will be made to the police. The student must have a drug and alcohol assessment done within a 10 school-day period. All recommendations of the assessment shall be followed. If the student does not comply with the assessment, Court/Counseling services will be notified.
4. **Dangerous weapons at school:** Tribal, State, and Federal laws prohibits the bringing of dangerous or illegal weapons to school and school-sponsored events. Any weapons taken from a Lower Brule Schools student will be reported to law enforcement and the student's parent/guardian. A dangerous weapon is defined as any firearm, air gun, knife, device, or instrument that is calculated or designed to inflict serious bodily harm or death. The administration shall pursue appropriate disciplinary action such as expulsion of the student for up to 12 months. This policy shall be implemented in a manner consistent with IDEA and Sections 504.
5. **Assaulting an employee:** Student will be referred to law enforcement authorities. The student may be expelled for up to 12 months.
6. **Sexual Harassment:** Sexual harassment is illegal both under South Dakota (Executive Order 81-08) and Federal (Title VII, Title IX) law. Sexual harassment shall not be tolerated. No employee or student may sexually harass another. All employees and students are subject to disciplinary action for violation of this policy. There will not be retaliation against employees or students for reporting sexual harassment or assisting the school in the investigation of a complaint. However, if after the investigation, the school learns that an employee or student provided false information regarding the complaint, disciplinary action may be taken against the individual who provided false information.

- a. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct
 - b. of a sexual nature when:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
 - ii. Submission to or rejection of such conduct by an individual is made as the basis for academic or employment decisions affecting such individual.
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive employment or educational environment.
7. **Bullying:** Bullying is defined as an aggressive behavior that involves unwanted, negative actions, an imbalance of power or strength, and a pattern of behavior repeated over time. Bullying can take on many forms:
- a. Verbal bullying including derogatory comments and name calling.
 - b. Bullying through isolation or exclusion.
 - c. Physical bullying.
 - d. Bullying through lies and rumors.
 - e. Having money or other items taken or damaged by students.
 - f. Being threatened or forced to do things by students who bully.
 - g. Racial bullying.
 - h. Sexual bullying.
 - i. Cyber bullying (via cell phone or internet)
8. **Cyber Bullying:** Cyber bullying is harassment over the internet or other forms of electronic communication. Students will refrain from using communication devices or school property to harass or stalk someone. Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are prohibited. Cyber bullying includes, but is not limited to harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web-site postings.

Students who believe they have been victims of such misuse of technology should not erase the offending material in any form. Instead, a copy of the material should be brought to the attention of an administrator or any teacher. In situations where cyber bullying originated from a non-school computer, but brought to the attention to school officials, any disciplinary action shall be based on whether the conduct is determined to be severely disruptive to the educational process so that it markedly interrupts or severely impedes the day to day operations of the school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats or threatening to harm a member of the school staff or a student. Malicious use of the school's computer system to develop programs or to institute practices that harass other users, attempting to gain unauthorized access to any entity on the system, and/or change the components of an entity on the network is prohibited. Disciplinary action for cyber bullying may include detention, suspension, or expulsion for verified perpetrators. In addition, when any kind of threat is communicated, or when a hate crime is committed, it shall be reported to the local law officials.

- 9. **Disrespecting any staff member by using intense swearing, vulgar language, threats will result in up to five days of OSS.**
- 10. **Inappropriate use of technology.**

Administration has the right to bypass discipline policy if it seems fit.

Appeals

The students can appeal any written infraction or violation of school policy within a 24 hour time period with the exceptions of weekends to the School Administration.

DEFINITION OF CONSEQUENCES

BEHAVIORAL CONTRACTS

More severe infractions require that a student is placed on a behavioral contract. A contract represents an agreement to change inappropriate behavior for the remainder of the school year. Behavioral contracts are offered to deter behavior/actions that disrupt learning or present a threat to self or to other students. Students with chronic misbehaviors may be placed on a behavior contract.

Administration and a counselor will meet with Parents/Guardians if their child is placed on a contract. The parent/guardian and student will sign and agree to the terms of the behavioral contract. Students who are unable to fulfill the terms of their contract or continue to repeat disruptive behaviors may be suspended or expelled.

ISS

During in-school suspension (ISS), a student is removed from the regular classroom setting. Students in ISS are required to complete school assignments. Scheduled bathroom breaks are given. Students in ISS do not participate in regular classroom activities or attend field trips. Students are not allowed to talk, sleep, or misbehave in ISS. Students who fail to follow rules in ISS can be sent home. The ISS instructor will gather the assignments from the students' teachers. Students in ISS cannot participate in extracurricular activities. Students in ISS will eat lunch in the ISS room.

OSS

Any student in out-of-school suspension (OSS) will not be allowed back on school grounds until the terms of the suspension is completed. Any student who is on OSS will not be allowed to participate in any extracurricular activities on the day of suspension or during their suspension time. It is the Parents'/Guardians' responsibility to request their student's assignments from the front office while their student is on OSS.

DRILLS

It is necessary for the school to conduct special drills throughout the year to assist in the safety and care of the students and staff. If a warning situation occurs near the end of the school day, students will be cared for until the situation ends, instead of being dismissed.

FIRE DRILL

Fire drills are held four times a year. Each classroom has a special evacuation route posted in each room.

TORNADO DRILL

Tornado drills are held twice a year. Each classroom has a special designated area assigned for tornado drills.

LOCKDOWN DRILL

Lockdown drills are held as needed. Staff and students will follow up-to-date protocols.

LIBRARY

Library use is a privilege and can be revoked for improper behavior. Students are personally responsible for lost books and materials. If a student loses one or more books or other library items, the student has to pay for the item by the end of the school year. Restitution has to be paid before the student can check out any other library materials. Failure to pay for lost book(s) can result in the following action:

- The student's grade reports and transcript can be withheld until the library material is returned or paid for.
- The student will not be allowed to participate in any graduation ceremonies. The student must have a signed clearance statement from the librarian stating that all library materials are paid in full.

LOCKERS

Each student may be assigned a locker with a combination lock. Students are not to share the combinations with other students. A student is allowed to put his/her personal lock on his/her locker with the understanding that a spare key must be delivered to the office of the counselor or principal. Locker inspections will be held when deemed necessary. Any locker inspection may be conducted with or without the student's presence or approval. Students may use lockers, desks, and other storage areas only to facilitate participation in school instruction and activities. No other use is permitted.

By law, each student has the right to personal privacy at school. Students may not, however, have dangerous or prohibited items at school. Lockers and desks are the property of, and are under the control of, the school, and may be checked at any time for dangerous and prohibited items without notice, consent, or a search warrant. For the protection of all students, dangerous or deadly weapons including, but not limited to, firearms, knives, metal knuckles, straight razors, and other instruments capable of inflicting injury are prohibited. Illegal or prohibited items will be properly disposed or held for the police if necessary.

SEARCHES

A student's person and/or personal items (e.g. purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion that the student is in possession of illegal materials or drugs. If a "pat down" search of a student is conducted, a school official and a witness of the same sex as the student will conduct it in private. If an extreme emergency condition requires a more intrusive personal search, such a search will only be conducted by a school official of the same sex and a witness of the same sex as the student. Law enforcement may be called in to assist with the search.

AUTOMOBILE SEARCHES

Parking on school premises is a privilege. School authorities retain the right to routinely patrol parking lots and inspect car exteriors. Interiors may be inspected whenever school officials have reasonable belief that illegal materials or drugs are inside. Such inspections may be conducted without notice, consent, or search warrant.

SCHOOL ARRESTS BY POLICE

If the police wish to come to the school for official business, they must first contact the school administration. Law enforcement authorities will be allowed to conduct an interview in the school only if special circumstances exist or if the interview is being conducted at the request of school authorities.

If the police have a warrant for the student's arrest, they will be permitted to serve and arrest the student. Whenever possible, the arrest will be conducted in the office, in a private area. Law enforcement personnel should remain in the administration office while school personnel seek out the student. Police questioning, if necessary, should be private and removed from observation of other pupils and/or school personnel. The school administration should be present at the interview, but not take part in any of the questioning.

MEALS

Students are to eat their meals (breakfast and lunch) in the assigned areas area. All students may eat school meals at no charge to them or their families.

MEDICATIONS

Students shall not take medications, prescription, or other drugs while at school unless such medicine is dispensed by the counselor, principal, or other administration. Medications should be turned into the office. The parent must give a specific written request under the written directive of the student's personal physician.

PORTABLE ELECTRONIC POLICY

Students are not allowed to use cell phones, smart phones, earbuds, headphones, or portable media devices during class time. Such devices are to be kept in the student's locker, kept out of sight, turned in at the school office, or surrendered to the teacher upon request. Each classroom has an organizer where students should place their phones. Violations will reset after each semester. The following disciplinary action will be taken.

- Each violation – Phone is confiscated, given to the office, and then returned at the end of the day. If the student turns over the phone willingly, the offense is treated as a minor offense. If there is any adverse behavior to turning over the phone, refer to the majors and minors list.

PROM

Prom is a school-sponsored, alcohol-free, and drug-free event. Prom participants may be subject to alcohol and drug testing.

REPORT CARDS

Grade reports will be done on a quarterly basis. Grade reports will be mailed out. The parent/guardian also has the option of picking up the grade report in the front office. In order to better monitor their progress, students are given a copy of their grades every quarter.

SCHOOL CANCELLATIONS

Notification of school cancellations, closures, and dismissals due to inclement weather or other emergencies will be broadcast on Keloland, KSFY television stations, and on the Lower Brule Schools Facebook page..

STANDARDIZED TESTS

Students are required to take standardized tests for the state of South Dakota and the Bureau of Indian Education.

STUDENT COUNCIL

Elections for officers are held every school year. Two representatives from each grade are selected in the fall. Students may be removed from student council due to academic reasons, disciplinary problems, or lack of school attendance. Students are requested to voice their wants and suggestions to their Student Council representatives.

Please sign and Return to the School
HANDBOOK UNDERSTANDING AND AGREEMENT

I, the Guardian/Parent(s) and Student(s), understand the contents of the Lower Brule Middle/High School Handbook and agree to adhere to its contents.

Student'(s) Name _____

Student(s) Signature _____

Date _____

Parent(s)/Guardian(s) Signature _____

Date _____

Photography Release & Computer Use

As the parent/guardian of the student signing above, I grant permission for the above student to access networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student(s) on Internet both inside and outside the school setting and conveying standards for the above student(s) to fill when selecting, sharing, or exploring information and media.

As the parent/legal guardian of the student signing above, I give permission to the Lower Brule School District to publish photographs of my child on the School District website if they participated in school activities that have been photographed.

Parent/Guardian Signature _____

Date _____

If my student is found to be eligible, I give _____ permission to participate in Lower Brule School's Talented and Gifted Program.

Student's Name (printed): _____

Parent/Guardian (printed): _____

Signature: _____ Date: _____

Please return this to the LB MS/HS Office.