



FIS Policy Index

April 4, 2023

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**FLANDREAU INDIAN SCHOOL  
1132 N. CRESCENT STREET  
FLANDREAU, SD 57028**

**SWEAT LODGE POLICY**

The Flandreau Indian School completely supports the efforts being made to restore Native American spirituality to the Flandreau Indian School campus through the use of a sweat lodge. To ensure the safety of all who are involved, the following regulations must be enforced...

Before student may participate:

1. All students who use the sweat lodge must have written permission from their legal guardian. These signed slips must be on file in the Home Living office. This will eliminate any students or staff from proselytizing a student without permission, and restrain those with physical conditions such as asthma, high blood pressure, etc. From using the sweat lodge.
2. No student, or on duty staff member will be allowed to cut, split, or stack wood needed for heating the rocks. The use of chainsaws, handsaws, axes, wedges, log splitters, etc. require safety equipment to be worn. On duty staff, do not have these duties within their position descriptions.

Wood will be:

- a. Purchased if the budget allows.
  - b. Donated by off duty staff and/or other concerned citizens.
3. Strict supervision must be provided by adults.
    - a. Adult male supervision must be present when male students are using the sweat lodge.
    - b. Adult male supervision must be present when male students are using the sweat lodge.
  4. Wednesday and Sunday are religious instruction days on the Flandreau Indian School campus. Only on these days will any on duty staff be allowed to help with the Sweat Lodge. Since most of the impetus for the sweat lodge is coming from Home Living Department, the dormitory supervisors will provide the rest of the campus with the facts, about the date, times, employees involved, etc. We do not have a person with sole responsibility for the sweat lodge. Consequently, Those who will be helping with the lodge will have to be excused from regular duties by their supervisor before they can leave their duty station. This makes scheduling mandatory so that the rest of campus functions properly.
  5. The Sweat Lodge is for the Flandreau Indian School community only. This includes students and staff. The Flandreau Indian School cannot be responsible for anyone than the students and staff of the Flandreau Indian School.

Flandreau Indian School recognized that the students pursuing their education on this campus are not own sons and daughters. Every effort will be made to avoid any negative incidences that would offset the positive nature of the sweat lodge.

FIS02P-02

**AWOL POLICY**

The Flandreau Indian School is responsible for the health and safety of every student on campus. Students who leave school without permission of the School Administration are considered Absent Without Leave a/k/a AWOL. When a student is AWOL, they are subject to health and safety rules of the Flandreau Indian School. Any student who is:

- AWOL from campus at any time may be subject to a hearing for suspension or expulsion.
- AWOL from campus and has consumed alcohol or is found to be using any kind of drugs may be subject to a hearing for suspension or expulsion.
- AWOL off or on campus and is in anyway involved in damage of public or private property may be subject to a hearing for suspension or expulsion and law enforcement will be involved.

Parents/guardians will be contacted within 24 hours of a student being reported AWOL. Any student who remains in AWOL status for more than three (3) school days shall be dropped on the fourth (4<sup>th</sup>) day.

Violations of this policy will be handled in accordance with Article X, Due Process Procedures in the Student/Parent Handbook.

### **OVERTIME POLICY**

It is understandable that circumstances will occur which will require the need of staff to work beyond the regular tour of duty. The conditions that justify the granting of overtime are:

1. Eminent, possible, danger to students or staff or an emergency that is life threatening.
2. Administrative decision.
3. When compensation time is not an available option.

All overtime must be requested and authorized in advance by the Department Head or the Chief School Administrator. Approval for overtime is regulated by budget limits. If no funds are available, no overtime approval can be given. Supervisors must be conservative and watchful to keep the overtime funds available for emergency situations. Staff will be reminded of this policy periodically.

FIS03P-04

### **DRUG TESTING POLICY**

The Flandreau Indian School will have a policy on drug testing. The Flandreau Indian School is promoting a drug free lifestyle for all students. Any student who is suspected of using drugs based on probable cause due to observed behavior that is out of the normal or found to have possession of drugs may be subject to drug testing. Parents will be notified IMMEDIATELY, and students may be subject to a hearing for suspension or expulsion.

FIS03P-05

### **MANAGEMENT OF STUDENTS UNDER THE INFLUENCE OF ALCOHOL AND /OR DRUGS POLICY**

The Flandreau Indian School is responsible for providing a safe and secure environment for students attending the Flandreau Indian School.

The procedure for providing care of students under the influence of alcohol or drugs will begin with the first aide triage:

1. Talk to student to obtain information about what was ingested.
2. Check eyes for dilation.
3. Check odor of breath, hands, and clothing.
4. Check temperature.
5. Check pulse.
6. Check breathing.
7. Use Breathalyzer.

Triage will determine if the student should be transported to the hospital. Law enforcement will be contacted.

If a student is not belligerent, he or she can be allowed to go to his or her sleeping room or assigned to an area where the student can be closely monitored. A staff member will be assigned to check on the student at fifteen-minute intervals to monitor the condition of the student.

If a student is belligerent and disruptive the staff may restrain if health and safety issues are determined. Medical care will be provided when transportation has been arranged and the student is able to be moved. Documentation of the incident and intervention must start at the time of initial contact.

FIS04P-06

### **WORKPLACE FREE OF DRUGS AND WEAPONS POLICY**

The Board of Education of the Flandreau Indian School is committed to providing students and employees with school and workplaces that are free of drugs and weapons. To that end, the Board prohibits the presence of drugs, controlled substances, weapons of any type, explosive devices, alcohol, non-authorized medication or any other intoxicant (as those terms are defined by State or Federal law or Board policy) on the Flandreau Indian School property or at any Flandreau Indian School sponsored event. This prohibition applies to employees, students, patrons, visitors, and any other person on Flandreau Indian School property.

Drugs and alcohol education shall be available for all students and their parents on all levels. Materials, activities, and instruction shall be provided to all campuses through the Home Living department.

All persons are responsible for the security of any vehicle, locker, desk, bag, or other item they possess or bring on to Flandreau Indian School property or to a Flandreau Indian School event. No person shall possess, place, keep or maintain any article or

material that is prohibited by law or Flandreau Indian School policy in items, lockers, vehicles, desks, or bags assigned to them or under their control while on Flandreau Indian School property or at a Flandreau Indian School sponsored event.

In conjunction with our District security measures, a dog may be used to sniff the air around lockers, desks, bags, items of vehicles that are on Flandreau Indian School property or at a Flandreau Indian School sponsored event. A dog's alert constitutes reasonable suspicion and only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the person having the use of, bringing onto Flandreau Indian School property or responsible for the place or item will be called to the scene to witness the inspection. All inspections shall be made in compliance with School Board policy and applicable law.

In the event the dog alerts on a locked vehicle the owner or person bringing it onto Flandreau Indian School property shall be asked to open it for inspection.

Refusal to open the item for inspection may result in referring the matter to law enforcement officials, disciplinary action, including but not limited to suspension or termination of employment for employees and suspension or expulsion for students and loss of parking privileges on Flandreau Indian School property for students. Visitors or patrons may be banned from Flandreau Indian School property.

Discovery of a prohibited substance may result in referral to law enforcement or disciplinary action including but not limited to employment for employees and referral to law enforcement or disciplinary action in keeping with School Board Policy for students. Flandreau Indian School Drug Free Statement will be provided to new employees and students at the beginning of each year, and each new school year, and each employee and student shall submit a signed and witness Substance Abuse and Substance Detection Policy Acknowledgement Form.

#### STUDENT SEARCH AND SEIZURE

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing or property by establishing a reasonable cause or securing the student's voluntary consent. Coercion, either express or implied, such as threatening to contact parents or police, invalidates apparent consent.

The search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place, i.e., the measure adopted are reasonably related to the objectives of the search and are not excessively intrusive in the light of the age and sex of the student and the nature of the infraction.

The school recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of student their property or their lockers by school officials.

#### QUESTIONING AND APPEHENSION

School officials may search individual students and their property:

When there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the school. The Board urges that discretion, good judgement and common sense be exercised in all cases of search and seizure.

When possible, staff shall use a metal detector when searching and individual for weapons.

The parent and/or guardian of a student subjected to an individualized search shall be notified by the school as soon after the search as possible.

#### STUDENT LOCKERS

Because lockers are under the joint control of the student and the school, school officials shall have the right and ability to open and inspect any school locker without permission when they heave reasonable suspicion that the search will discover evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to students' health, welfare or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desk may be conducted on a regular, announced basis, with students standing by their lockers or desks.

Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned.

#### **RANDON SEARCH FOR WEAPONS**

The board finds that the growing presence of weapons in the school threatens the district's ability to provide the safe and orderly learning environment to which our students and staff are entitled. The board also finds that random metal detector searches off a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent or designee shall establish procedures which ensure that metal detector searches are conducted in a random fashion which excludes individual discretion as to who will be searched.

#### **USE OF TRAINED DOGS**

To keep the schools free of drugs, Flandreau Indian School may use specially trained non-aggressive dogs to sniff and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items of vehicles on district property or at district-sponsored events as long as they are not allowed to sniff any person. Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is present.

The above inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/guardians shall be informed of this policy at the beginning of each school year.

If a student refuses to consent to a vehicle search, the Moody County Sheriff's Department will obtain a search warrant based on the dog's alert on the vehicle. If any contraband is found in a vehicle, appropriate law enforcement action will be taken.

If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy. (Picha v. Wielgos, 410 F. sup. 1214(N.D. 111.1976).

**FIS05P-07**

#### **TEN SECOND FIGHTING**

The Flandreau Indian School Board of Education values education and a safe environment for students. The dormitory is a student's home away from home. The Flandreau Indian School will have a policy on Ten Second Fighting.

Activities such as ten second fighting will not be tolerated. The dormitories must be a safe place for all students. Any student who is involved in any violent behavior resembling a ten second fight will be subject to a hearing and may be suspended or expelled from the Flandreau Indian School.

Any student who is involved in electronic recording or picture taking of such incident will be subject to a hearing and may be suspended or expelled from the Flandreau Indian School.

Students are encouraged to report any act of violence against them at any time.

**FIS04P-08**

#### **CONTRACT HEALTH NOTIFICATION POLICY**

The Flandreau Indian School is dedicated to providing a safe and secure environment for its students. When emergency medical attention is required, staff is prepared.

If a need arises for a student to receive Emergency Medical care, contact must be made with Flandreau Santee Sioux Contract Health (605-997-2642) as soon as possible. It is the chaperone's responsibility to make contact. An attempt should be made prior to services being rendered if possible. If there is no answer, leave a message on the voicemail with the following information:

- Name of student
- Date and time leaving message
- Date and time of service

- Location of service, i.e., Avera Hospital, clinic, etc.
- Status of student, i.e., Returned to dorm, referral to another facility, admitted, admitted for observation, etc.

Written documentation of the following will be forwarded to Home Living Clerk or the School Nurse:

- Phone number dialed
- Date and time call was made
- Reason medical attention was needed
- Status of the student

All Emergency Room (ER) discharge sheets should have the students' name on them. Put this in the Nurse's envelope for follow up the next day. A copy will be made for the dorm file.

**FIS05P-09**

#### **SUSPENDED/EXPELLED STUDENT RETURN POLICY**

The Flandreau Indian School provides for a safe and secure learning and living environment for our students. This is home for the years that they are here.

The Flandreau Indian School will have a policy that will require any student who is returning to Flandreau Indian School from any incident that may have caused them to be suspended or expelled will be placed on probation status.

The Probationary status will be for up to one year. Students who violate this probation will be expelled immediately.

**FIS06P-10**

#### **SCHOOL BOARD MEETING ATTENDANCE POLICY**

The 95-561 School Board is an advisory School Board established for input and recommendations on policies, budget and monitoring of the operations of the Flandreau Indian School. Attendance at regular meetings is extremely important to keep the school operation running effectively and efficiently.

It will be the policy of the Flandreau Indian School, that when a School Board member has missed three (3) consecutive meetings their respective tribe will be notified. That tribe will be requested to appoint another member to the board. The Chief School Administrator will make two (2) requests to the tribe for a member replacement. If tribe does not respond a request will be made to the tribe with the next highest number of students represented at the Flandreau Indian School.

**FIS06P-11**

#### **ALCOHOL, DRUG, TOBACCO, AND INHALANTS POLICY**

The Flandreau Indian School is responsible for the Health and Safety of every student on campus. The presence and use of alcohol, drugs and inhalants pose a serious threat to the health, safety and well-being of students and staff at Flandreau Indian School (FIS), operated by the Bureau of Indian Affairs. FIS is dedicated to providing a healthy, comfortable and productive environment for staff, students and our local community. FIS recognizes that the use or possession of alcohol, drugs, tobacco, or inhalants interfere with our students' academic, physical, social, and emotional development. Further, FIS believes that continuing efforts to improve programs designed to educate students as to the moral consequences of alcohol, tobacco, drugs, and inhalants requires a cooperative approach between the home, school, and local agencies.

In accordance with Federal law, FIS prohibits the drug-related use, possession, concealment or distribution of tobacco, alcohol, drugs, or drug related paraphernalia by students on school grounds, in school, dormitories, vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, or dangerous controlled substance as defined by State statute, chemicals that release toxic vapors or substance that could be considered a "look alike" controlled substance.

**Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process procedures up to and including expulsion from school. The use of illicit drugs and the unlawful possession of alcohol are wrong and harmful. Law Enforcement will be called immediately when there is evidence of alcohol and/or drugs being used by students.**



**APPLIANCES IN UNDESIGNATED AREAS**

The Flandreau Indian School is responsible for the Health and Safety of all students and staff on campus.

Staff lounges/break rooms are designated in the School Building and Shop Building on campus. These areas have a refrigerator, microwave oven, coffee pot, and toaster for use by staff.

For staff and student safety, unauthorized appliances are not permitted in the classrooms of the school building and shop building on the campus of Flandreau Indian School. This includes, but is not limited to space heaters, refrigerators, coffee pots, microwave ovens, toasters, etc.

Use of unauthorized appliances may result in a health and/or safety issue.

Refusal to remove these items and/or continued use may result in a disciplinary action.

**STUDENT AIRPLANE TRAVEL POLICY**

The Flandreau Indian School is responsible for providing a safe and secure environment for all students attending the Flandreau Indian School.

When a student is returning home via airplane, the staff member that is transporting the student to the airport must wait until the plane has taken off to ensure that the student is safe and indeed on the plane.

This will allow the ability to assure the parent/guardian that the student is in route home. As soon as the plane has taken off, staff may leave and return to their duty station.

**PARENT INVOLVEMENT POLICY**

The Flandreau Indian School staff will establish high expectations for the academic success of all students as well as high expectations for student respect of rules and staff. Students at Flandreau Indian School will have support of a network of adults, including teachers, counselors, education and counseling technicians and aides, home living staff and parents. In the residential setting, students will receive close and frequent interaction with dormitory staff to monitor and ensure the student’s progress toward academic achievement. Parents are encouraged to maintain frequent positive contacts by mail or phone with the student. Parents will have access to a toll-free phone number to alleviate the financial burden of keeping in close contact with their child.

Flandreau Indian School staff will form a partnership with student’s parents to increase student achievement using progress reports, phone calls, phone conferencing, parent liaisons, parent-teacher-dorm conferences when possible, and home visits when appropriate.

Flandreau Indian School staff is encouraged to contact parents to discuss student progress and parents are invited to contact the school to address concerns or questions. Report cards are sent out on a quarterly basis, and at the midpoint of each grading period, progress reports will be sent out. Parents are strongly encouraged to discuss student progress with their child and their child’s teachers to praise their students when they do well and to help form improvement plans when the child seems to have difficulty.

Flandreau Indian School utilizes the Best Behavior Team approach and encourages all parents to become actively involved in guiding their student’s behavior.

**CELLULAR PHONE/PERSONAL ENTERTAINMENT DEVICE POLICY**

Cellular phones and personal entertainment devices, such as, but not limited to iPod, MP3 players, video games, electronic games, portable DVD players, personal computers and other personal music devices are not to be used during the school day and after 10:30pm. These items may be used before school begins and during the noon hour. These items must be off, put away and unavailable during all other school hours.

The school will encourage students to utilize school or personal computers for education purposes during their time at Flandreau Indian School. However, the school will closely monitor all internet activity. Any student who visits an inappropriate site will be subject to discipline action.

Violators of this rule will have their items confiscated and the student subject to disciplinary consequences. The first violation of this rule will result in the phone or device being held by the principal or staff member for two (2) weeks. The second violation the phone or device will be held by the principal or staff member for four (4) weeks. The third violation the phone or device will be confiscated for the remainder of the school year.

Any student who is found to be using their cell phone for the purposes of making a contact to obtain drugs or alcohol to be delivered any student on the campus of Flandreau Indian School or to be dropped off in the vicinity of Flandreau Indian School may be subject to a disciplinary action which could result in a hearing for suspension or expulsion.

Any student, who is using their cell phone inappropriately to create or facilitate any type of disturbance or to promote violent behavior, may be subject to a disciplinary action which could result in a hearing for suspension or expulsion.

The items listed above must be registered with the dorm staff on the inventory list in case of theft or loss. The school will require students not to loan these items to anyone else. Any item that is loaned to another student is used to violate the policy of the Flandreau Indian School in any way is subject to confiscation and both students will be subject to disciplinary action.

**FIS06P-16**

#### **SHOOTER, INTRUDER OR ARMED PERSON(S) POLICY**

The Flandreau Indian School is an educational facility where students are kept safe from any person or persons who might be armed and dangerous. In the event that an intruder (any unauthorized person on campus) or a person who might be armed and dangerous is present on the campus the school shall immediately go into "lockdown" status.

1. The first person to become aware of a situation will call 911.
2. Immediate notice will be given to the Chief School Administrator and Principal, or next in command that an intruder has been located on campus.
3. All department heads will be notified by the Administrator's Secretary.
4. The principal or designee will notify the classrooms to go into lockdown status by an all-call announcement procedure.
5. All classrooms are to lock their doors and not open them unless for a School Crisis Team Member or School Administrator.
6. No students or staff will be able to leave the classrooms.
7. Notification will be given to the Chief School Administrator that all classrooms have been locked down.
8. If a student is not in their assigned classroom, he/she should immediately go to the first or second floor office if it appears safe.
9. If a student is in the library or bathroom, they should stay put and seek shelter best that they can.
10. The Chief School Administrator will notify the Facility Manager.
11. The Facility Manager will notify his staff by radio to monitor the entire campus.
12. Once notified by the Chief School Administrator's Office, the dormitories will go into lock down status until given all clear.
13. If students are in an adjoining building, they will be instructed to go into immediate lockdown status until notified to release students.
14. The gate will be manned during the entire situation so that no one will be allowed on campus except emergency vehicles.
15. Once law enforcement arrives on the campus, they will be in charge of the operation until the situation has been given the all clear status.
16. The Chief School Administrator will notify our Line Officer.
17. The Chief School Administrator will be the only person who speaks to the media.

**FIS06P-17**

### **CHOKING OUT POLICY**

The Flandreau Indian School is responsible for the health and safety of every student on campus. Therefore, the Flandreau Indian School will have a policy on "Choking Out".

Any student who is found to be participating in the practice of "Choking Out" will be subject to an immediate hearing for suspension or expulsion.

The Flandreau Indian School must maintain a healthy and safe environment for our students. The practice of "Choking Out" will not be tolerated as it presents an immediate threat to the health and safety of any student.

**FIS06P-18**

### **HAZING POLICY**

The Flandreau Indian School is responsible for the health and secure environment for the students attending Flandreau Indian School.

Any type of aggressive behavior toward another student which might indicate psychological or physical harm is prohibited and forbidden by school regulations. No Student(s) will be allowed to interfere with the Health and Safety of other student(s) while living on the campus of the Flandreau Indian School.

Any student who allows any type of hazing such as a birthday hazing or a group pursuit activity to be done to them and does not report the incident will be subject to a disciplinary action. These types of behavior are a danger to the students and will not be tolerated.

Any infractions of this regulation must be reported at once. The consequences for hazing of any student may be subject to an immediate hearing for expulsion.

This policy refers to any of the above activities which might occur within the school building, anywhere on campus, on the busses or during an off-campus activity.

Any staff member(s) who observe any student participating in any type of hazing incident and does not report it will be subject to disciplinary action.

**FIS06-P19**

### **SEXUAL HARASSMENT POLICY**

No employee shall sexually, nor in any other way, harass or intimidate employees, student, or anyone of the public having business with the Government. Sexual harassment is a form of discrimination which undermines the confidence in fairness and integrity of the Federal Government and the Flandreau Indian School and shall not be tolerated.

The Employment Opportunity Commission defines "Sexual Harassment" as unwelcome advances, requests for sexual favors, and other verbal or physical contact of a sexual nature by a supervisor or co-worker which:

- The terms or conditions of employment are based either explicitly or implicitly on submission of such conduct
- Has or may have direct employment consequences resulting from the acceptance or rejection of such conduct
- Interferes with an individual's work
- Creates an intimidating or hostile work environment

All complaints of sexual harassment should be directed to the employee's immediate supervisor and/or an EEO counselor. Once the employee's supervisor receives the complaint, he or she will begin an investigation into the complaint. Management will adhere to Article 23 in the employee's CBA in addressing employee conduct.

**FIS06-P20**

### **SELF INJURY POLICY and PROCEDURE**

The Flandreau Indian School accepts students from many different tribes and states. The school has a thorough screening process to identify the health or behavioral health needs of students. The students sometimes come with behavior health needs that are not identified in the student application. Therefore, the school shall a policy and procedure to deal with self-injury or cutting.

If a student should commit an act that is harmful to oneself, a counselor should be notified immediately. The counselor will make a determination as to what action will be followed. This action will be determined on a case-by-case basis. A counselor will evaluate the situation and require a "No Harm" contract be set up and refer the student on to the mental health counselors if deemed not to be life threatening. Upon the recommendation of the counselor, the student may be referred to Avera Behavioral Health in Sioux Falls, SD for treatment.

If a student is transferred to Avera Behavioral Health, they must complete the required process. The student must follow all protocol and have a treatment plan in hand upon their return to Flandreau Indian School.

The student must follow all recommendations of the doctor including taking prescribed medications in order to return to the Flandreau Indian School. If a parent/guardian should take the student home without the Doctor's permission, the student may not return to the Flandreau Indian School. If the School does not feel the student is able to function in the school environment, the student may be sent home.

**FIS06-P21**

#### **CHILD PROTECTION POLICY**

The Flandreau Indian School is responsible for providing a safe and secure environment for the students attending the Flandreau Indian School.

It is mandatory to report all alleged cases of child abuse at the Flandreau Indian School. It is the policy of the Flandreau Indian School that child abuse will not be tolerated. All employees have a mandated responsibility for prompt reporting of alleged incidents of abuse. This action is required by the Indian Child Protection and Family Violence Prevention Act, Public Law 101-630, Title IV, Section 404, reporting Procedures.

Child abuse includes sexual assault, sexual molestation, sexual exploitation, sexual contact, evidence of skin bruising or bleeding, malnutrition, bruises, fracture of any kind, soft tissue swelling and condition that is not the product of any accidental occurrence.

The following guidelines apply to all employees at the Flandreau Indian School:

- All employees that know or have a reasonable suspicion concerning child abuse incidents shall immediately report such abuse or actions to your immediate supervisor, the Flandreau Indian School Child Protection team and the local law enforcement agency.
- Any person making a report based on the reasonable belief and in good faith shall be immune from civil or criminal liability. (Public Law 101-630, Title IV, Section 404(d).

A SCAN Report must be submitted.

**FIS06-P22**

#### **BULLYING AND HARASSMENT POLICY**

Bullying or harassment like other disruptive or violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Bullying and harassment are prohibited, and the Flandreau Indian School has implemented a policy and procedures for intervening in such behavior in order to restore balance and maintain a secure and safe school.

Bullying and harassment are similarly defined in many ways. Each is conduct that meets all the following criteria:

- Is directed at one or more students.
- Substantially interferes with education opportunities, benefits, or programs of one or more students, and
- Adversely affects the ability of a student(s) to participate in or benefit from the school's educational programs or activities by physical harm or by placing the student(s) in reasonable fear of physical harm or causing emotional distress.

Presence of these factors requires action by the school under bullying prohibitions and procedures established to deal with such situations.

#### **Bullying and Harassment Procedures**

Flandreau Indian School will seek to prevent these activities to protect students from the physical and emotional harms that it may cause. Harassment or bullying does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Flandreau Indian School will address harassment incidents which are reported immediately.

When responding to observed or alleged bullying or harassment incidents, Flandreau Indian School will take immediate and appropriate action to investigate or otherwise determine what occurred. Specific steps in such an investigation will vary depending on the nature of the allegations, source of the complaint, age of the student(s) involved, and other factors. In all cases, however, the inquiry should be prompt, thorough, and impartial.

Upon learning of an incident thought to be bullying or harassment, staff who are present or who are called to the scene must:

1. Restore order and calm.
2. Separate participants and identify actor, antagonists, and defenders.
3. Identify witnesses.
4. Determine whether immediate further action is required.
5. Send individual "combatants" to separate locations if necessary.
6. If situation requires, refer individuals to other staff for processing.

7. When students are referred to others, the investigation as to what happened will begin.
8. Upon conclusion of facts in situation, assigned staff will make recommendations.

When addressing what appears to be bullying, staff must keep in mind the various types of bullying:

- Repeated attacks, physical or verbal, by one or more students;
- Violence or the threat to use physical force to damage or abuse others;
- Aggression includes the perpetration of violence or the intention of one human being to inflict harm on another;
- Relational aggression is the manipulation of social relationship for the purpose of hurting another person by interfering with his or her ability to build and maintain needed and desired relations. It can include gossip and rumormongering (especially when these are meant to damage the relationships of an intended victim), the purposeful exclusion of a child from play or social groups, and the manipulation of romantic attachments (for example, flirting with someone else's boyfriend or girlfriend).

**FIS06-P23**

#### **NO TOLERANCE POLICY**

The Flandreau Indian School had adopted a No Tolerance Policy on violence, possession of weapons, use of alcohol, use of tobacco, and the use of drugs. Violence means violent behavior, which might lead to insult or injury toward students or staff. Student may be subject to an immediate hearing, which could result in a referral to the Transition Dormitory for a period of time for counseling, self-improvement activities and study period.

Any student who is found to have possession of a weapon will be subject to a hearing and possible suspension or expulsion.

Students who are involved in any act of violence or exhibit violent behavior toward staff, students, or to the general public on or off campus, will be subject to a mandatory counseling intervention program within the Transition Dorm. This will include disrespectful behavior in the classroom, cafeteria, canteen, dormitory, at the gate, or other areas on campus. This also includes an accumulation of majors, which might result in a student hearing. Examples of above are, but not limited to the following: bullying, intimidation, threats of violence, participation in group violence, i.e., in a room where a fight is taking place or groups of students intimidating others, verbal or written threats, or any such threats to staff members, also listed in the student handbook which defines students' standards of behavior and conduct.

Students who are involved in consumption of alcohol or use of drugs will be subject to a mandatory counseling intervention program within the Transition Dorm. The Transition Dorm staff will determine the appropriate program to allow from program planning on case-by-case need. These programs may include a treatment plan with the Drug & Alcohol Counselor and/or a behavior plan with the Dorm Counselors or Special Education Counselors. Programs may also include after care assistance, which will address suspensions. The Student Service Director, Academic Principal and the Special Education Coordinator will review all plans. Students must be referred to the Transition Dorm upon return from suspension.

A student must attend the mandatory counseling intervention sessions assigned by the staff. When the student has successfully completed the assignment in the Transition Dorm and then receives another major violating the no tolerance policy that student may be subject to a hearing for suspension or expulsion immediately. If a student commits an act of violence leading to serious bodily harm to themselves, a student, or staff member, or to a person within the general public, the student may be subject to a hearing for suspension or expulsion immediately.

**FIS06-P24**

#### **THEFT OR STEALING POLICY**

The Flandreau Indian School is responsible for providing a safe and secure environment for the students attending the Flandreau Indian School.

The Flandreau Indian School will not tolerate the theft, stealing or taking of property of others without permission. Persons who are caught in the act of theft or stealing or with the evidence of possession of items that belong to others will be subject to a disciplinary action.

Students that are found to have possession of items belonging to other students will be subject to disciplinary action.

All serial numbers on all electronic devices (i.e.: Stereos, TVs, DVD Players, Cell Phones, Cameras, etc.) will be recorded on the Inventory form in the dormitory manager's office to allow for identification.

When required by State Law or Board Policy, Flandreau Indian School will notify law enforcement officials. Theft and/or possession of stolen property are serious offenses and criminal charges may apply.

### **GANG ACTIVITY POLICY**

The Flandreau Indian School is responsible for providing a safe and secure environment for the students attending the Flandreau Indian School.

The Flandreau Indian School will have a policy on gang activity and any related issues arising from gang activity that leads to inappropriate, disruptive behavior. Gang activity behaviors interfere with the safe learning environment as well as the social environment of the students at the Flandreau Indian School. These types of behaviors will not be tolerated.

The Flandreau Indian School will strictly enforce a policy on colors that represent any gang activity. No student on or about school property, at any school activity or function will display evidence of membership or gang affiliation. Gang activities will be defined as any wearing of colors, any wearing of clothes that identify a particular gang such as handkerchief, bandanas, "rags", necklaces and or colors on clothes depicting any type of gang affiliations.

When there are cases where students are wearing red or blue or any other color that may be identified as gang colors and there is suspicion of gang affiliation the individual student will be dealt with immediately. Students who have red, blue or any color clothing may continue wearing their wardrobe as long as there is no connection or suspicion of gang affiliation. If there is an incident of violence or suspicion of gang activity the student will be restricted from wearing those colors while attending school at the Flandreau Indian School.

Clothing that depicts tobacco, liquor or explicit/implied sexual connotations shall be deemed as inappropriate. Any clothing items the school administration deems to be gang related will be banned.

Any student who is found guilty of spray-painting gang signs on buildings or any type of writing of gang signs anywhere on the Flandreau Indian School campus will be subject to a hearing which may result in suspension or expulsion. Any student who displays gang signs, symbols or gang graffiti on notebooks, school binders or writing in school textbooks will also be subject to disciplinary action (school probation).

FIS06-026

### **PROBATIONARY STUDENTS POLICY**

The Flandreau Indian School is striving to create a safe environment for students who are pursuing their academic studies. The students attending Flandreau Indian School must have the opportunity to learn and live in an environment that is safe and encourages each student to concentrate and do their best, both in the academic area as well as in the home living area.

Students that have been previously suspended or expelled from Flandreau Indian School will only be accepted after a successful semester in another school with grades that show the student has been academically successful at that school. Flandreau Indian School will require the students to write a letter of intent as well as requiring two (2) letters of recommendation from two (2) staff members from which school the student is transferring. The letters should come from a principal, counselor, or an instructor. These letters will be kept in the student file.

Students who are accepted will be on a full semester of probation which means the student may have no Critical Incidents while attending Flandreau Indian School.

FIS07-027

### **SEXUAL MIS-CONDUCT ACCEPTANCE POLICY**

The Flandreau Indian School desires and strives to make the Flandreau Indian School campus a safe learning environment. The environment must be free from any type of harassment toward students or staff. Any unwanted aggressive behavior will be in violation of the harassment policy.

Any student who has been suspended or expelled from the Flandreau Indian School for any type of sexual misconduct will be required to undergo a psychological evaluation from a qualified individual before the student will be admitted back on the campus of the Flandreau Indian School. A recommendation from a qualified counselor or therapist would also suffice.]

This policy will be in effect for any student who has violated the harassment policy.

FIS07-P28

### **STUDENT ATTENDANCE POLICY**

The Flandreau Indian School will have an attendance policy that will enable student to be involved in learning on a regular basis with no interruptions. The requirements of No Child Left Behind make attendance a necessity for all students to learn.

- A. Every student is required to enroll as a full-time student.
- B. Your classes are 50 minutes in length per class (subject to change).

1. The Flandreau Indian School will require students and their parent/guardians to sign an attendance policy. The students will be required to have an attendance hearing after a student has missed 3 days of unexcused absences.
2. Parents will be contacted after a student has missed 3 days of unexcused absences. This can be done via the telephone for parents.
  - a. The attendance clerk would contact parents of the issue and remind them of the policy.
  - b. Social Services, Child Protection, and truancy officers from that area would be notified upon a student receiving more than 10 unexcused absences and parents will be notified.
  - c. Written notification will be sent to parents regarding this issue.
3. As stated in the student handbook – an incident will be written by the dormitories staff when a student does not come back in the designated time.
4. The only excused absences are medical/dental, funeral, and extreme weather conditions.
  - a. The student/parent/guardian is responsible for bringing back documentation of the excused absence,
  - b. i.e.: Dr. Slop, funeral obituary, etc.
5. Dorm clerks must communicate to home living (travel clerk) as academic attendance clerk of which student have been checked out over the weekend and why they are gone. This should be done on Monday morning report.
6. Dormitory daily attendance should be sent by email with the dorm reports.
7. Students must attend mandatory tutorial until all make up work is completed.
8. Attendance policies once established MUST be posted everywhere on campus.
9. Students who do not return on Sunday night should be followed up with a phone call and reported to the attendance clerk and home living clerk for follow-up.

**IF A STUDENT IS ABSENT for 10 CONSECUTIVE SCHOOL DAYS, THE SCHOOL MUST DROP THAT STUDENT FROM THE MEMBERSHIP FOR ISEP PURPOSES. (This does not mean that a student has 10 days to miss of school)**

EXCESSIVE UNEXCUSED ABSENSE WILL ADVERSELY AFFECT GRADES AND MAY CAUSE STUDENTS TO FAIL CLASSES AND NOT GRADUATE ON TIME FROM THE FLANDREAU INDIAN SCHOOL. SDCL STATES THAT STUDENTS MUST NOT HAVE MORE THAN 20 ABSENCES FOR THE SCHOOL YEAR. FIS HAS THE RIGHT TO RETAIN AND/OR DISMISS ANY STDUENT WHO IS IN VIOLATION OF THE ATTENDANCE POLICY.

**FIS07-P29**

#### **LAW ENFORCEMENT POLICY**

The Flandreau Indian School is responsible for providing a safe and secure environment for students attending the Flandreau Indian School. Campus security should be notified immediately when there is a crisis on the Flandreau Indian School Campus.

- When it is necessary to contact Law Enforcement or Emergency personnel, staff should immediately notify the security department by radio or cell phone. Or Call the Security Office at: (605)864-8460 or (605)864-8634
- Security will notify the Facilities Manager/Safety Officer.
- Security is staffed Monday thru Friday 11:00am – 12:00am and Saturday and Sunday 3:00pm – 12:00am.
- In the event you are unable to contact security on campus, contact Jeremy Gourneau at (605)997-3773.
- Once security is notified contact your Department Head/Supervisor and the Chief School Administrator.

All employees are responsible for the safety and security of the students. This procedure will allow for open lines of communication to allow for the safety and security of all students/staff.

**FIS07-P30**

#### **ISOLATION/SEPARATION POLICY & PROCEDURE**

It will be the Policy of the Dormitories at the Flandreau Indian School to Isolate and/or Separate students for a variety of reasons, to include:

1. Contagious Disease
2. Other Health and Safety Reasons
3. Mental health crisis that poses a direct threat to the health or safety of the student or other BIE students or staff.

#### **Seclusion or Separation for Illness and/or Contagious Disease**

Students who are kept in the BIE's Dorms during times of infection with communicable illness and/or contagious disease will not be allowed outside of their room until the student is cleared by the school's Nurse or other Health Professional.

Students who are residing in BIE's Dorms during periods of Contagious Disease will be kept in the Sick Bay of their respective floor unless otherwise directed by the school's Nurse or Health Professional.

Students in BIE's Dorms during periods of illness and/or contagious disease will be monitored by on duty staff on regular basis. Documentation of monitoring may/will be required in some instances, i.e., when a student has a known head injury, extreme illness, taking of temperatures, etc.

Food, water, and medication will be obtained for quarantined students by dormitory or BIE Staff for any such student according to their specific illness and related medical needs, i.e., liquids, regular tray, etc.

#### **Seclusion or Separation for Other Safety Reasons**

In some rare instances, it will be necessary to isolate and/or separate students in the dormitory for a number of other safety reasons. These may include, but are not limited to:

1. Fighting
2. Injury
3. Personal Hygiene
4. Hazing/Other Harassment
5. Investigation of Criminal Activity
6. Tragic Event on or off Campus that endangers the health or safety of the student or others.
7. Suicidal Ideation/Attempt
8. Student(s) out of control due to alcohol and/or other drug ingestion.
9. Sexual misconduct or allegations of sexual misconduct against peers in the dormitory.

In each of these instances, the isolation/separation will only last as long as necessary to investigate and/or resolve the identified issue.

Parents and guardians of students needing to be isolated and/or separated will be contacted immediately and provided updates and notified when the isolation/separation period in the dormitories has ended. Students in isolation will not be prevented from contacting their parent or guardian while in isolation, unless doing so would provide a direct threat for the student or others in the school community.

In nearly every instance the student or students **will not be left alone without observations and adult assistance as needed**, nor will the student be involuntarily confined and locked in a room by themselves, unless a clear and present danger would necessitate such confinement. In these emergency instances, where a student poses a direct threat and clear and present danger to the safety of themselves or others, a student may need to be confined in a safe room for a short duration. In any such instance, the amount of time the student is kept in a contained safe room shall be noted and shared with a BIE administrator within 24 hours. The student shall be observed during all such instances and quickly provided with water and access to toileting facilities as needed. At least one and possibly two or more staff will remain with students at all times until relieved by other staff or directed by Supervisor.

#### **Prohibition on the use of Prone Restraint**

Prone restraint is defined as physical pressure applied to any part of a student's body to keep the student in face down position on the floor or other surface. Prone restraint can lead to death and/or serious injury. As such, prone restraint is generally prohibited in BIE schools and dormitories, as safer more efficient ways of restraining students are readily available. Prone restraint may only be used when absolutely necessary to protect harm to a student or others, and only if BIE staff can ensure the prone restraint is reasonable in manner and safe for the student.

#### **Parent or Guardian Notification**

The Parent or legal Guardian of any student who is restrained or secluded in a BIE facility or by BIE employees shall be notified of the event in writing within 24 hours. The incident shall be documented via letter or email and shall include the time, date, and manner of restraint and seclusion along with any explanation of why restraint or seclusion was used or necessary, the length of time the restraint and/or seclusion was used on the student, and the BIE staff who were involved. If any injuries are sustained during the restraint or seclusion, the parent or guardian shall be notified of the specific injury in the written notification.

**FIS08-P31**

#### **BOMB THREAT POLICY AND PROCEDURE**

The Flandreau Indian School will have a policy on bomb threats. A bomb threat interferes with the safe learning environment as well as the social environment of the students at FIS. This type of behavior will not be tolerated.

If you receive a bomb threat, **DO NOT** hang-up the phone. Notify someone of the threat by written note to call 911. Attempt to get as much information as possible and engage the caller in a conversation. If the phone has caller ID, note the telephone number listed on the display.





A speed limit on campus has been established at 15 mph to ensure the safety of students, staff and visitors. This includes the boulevard leading onto campus. Employees who speed on campus will be warned and their supervisor contacted. If speeding remains an issue, law enforcement will be called to assist.

There are designated parking areas on the Flandreau Indian School campus. Parking is allowed in designated areas only. Parking is not permitted on any grass area or in areas designated as No Parking. These areas include, but are not limited to Fire Hydrants, Dumpsters, Loading Docks, Painted Curbs, Garage Doors, Driveways, Alleyways and Walkways. Parking in Handicap parking areas is allowed with a valid State permit only.

The following procedure will be followed:

- First Offense, a “green” Illegal Parking Notice will be placed on the driver’s side window.
- Second offense, an “orange” Warning will be placed on the driver’s side window.
- Third offense, a “pink” Final Notice will be placed on the driver’s side window and the vehicle will be towed.
- Fourth offense, the vehicle will again be towed, and off campus parking will be enforced for 30 days.

Students and staff are required to transfer between buildings, and this may require crossing a road. Driving on campus should be done with respect to pedestrian traffic to ensure the safety on campus.

**FIS08-P36**

#### **REST BREAK POLICY**

The negotiated agreement between Indian Educators Federation/American Federation of Teachers (IEF/AFT) and Flandreau Indian School management, Article 13 Section 5 – rest break (page 31) reads as follows:

*“Employees will receive a 15-minute rest break mid-morning and mid-afternoon. In addition, employees will be authorized a 15-minute rest break for each four-hour period of overtime worked. The two fifteen-minute rest breaks cannot be used to shorten the workday. If the rest break is not utilized, it is lost. It is management’s responsibility to schedule rest breaks and find coverage. Employees may not leave the duty station during rest breaks.”*

The duty station for the Flandreau Indian School has been defined by personnel in Albuquerque as the campus. Staff members wishing to walk on their rest break are encouraged to do so with the approval of their supervisor.

The academic staff may use 15 minutes of their 75-minute prep period and 15 minutes out of their time after school as designated rest break if this is approved by their supervisor if they wish to walk.

#### **LEAVE SLIP POLICY**

1. Leave is requested to the immediate supervisor. When the supervisor is absent, go to the next supervisor in the chain of command.
2. Never ask a timekeeper or secretary for leave. They are not authorized to grant leave or determine policy.
3. Be sure that your leave has been authorized before you go on leave. If you are absent with the assumption that you have been granted leave, you could be wrong and charged with A.W.O.L.
4. If you have a legitimate emergency that requires absence, be sure to fill out a leave slip within eight (8) hours of your first day back to work. Lack of planning and last-minute decision generally do not constitute an emergency.
5. Your supervisor is your best source of information. Seeking information from other departments and employees with different work practices can lead to making a wrong decision.

**FIS08-P38**

#### **DRESS CODE POLICY**

The goal of the Flandreau Indian School student dress code policy is to improve the overall attitudes and instill a greater pride in our school. The Flandreau Indian School promotes clean and healthy environment, clean and healthy body and healthy clothes.

The Flandreau Indian School dress code is comprised of the following items. These items can promote an atmosphere that enhances the students to strive to obtain the very best educational opportunities for all students equally:

1. Students need to buy maroon, grey, white, green, or any color other than red, blue, or yellow, colors that encourage gang activity. Students will be asked to turn in clothes that depict gang activity or colors.
2. Flandreau Indian School prohibits the wearing of inappropriate or revealing clothing on the Flandreau Indian School campus and on school sponsored activities. This includes clothing that contains paraphernalia and logos advertising drugs/alcohol use, satanic signs and symbols, and profane language. Revealing is defined as clothing with tears, holes, rips in the pants or t-shirt and blouses that are low-cut, transparent and may expose vital areas. Pants, jeans, slacks, bibs, walking shorts, etc. must be worn in a fashion that they are secure at the waistline. No saggy pants will be allowed, buy pants that fit or buy a

belt. Pants that are more than one size larger than student's waist and hang below the waistline of their undergarments are considered to be sagging.

3. Pajama bottoms are prohibited. Oversize shorts will be prohibited. All consequences will be determined by the campus administrator. Shorts or skirts shorter than your arm length will not be allowed.
4. The wearing of headgear (caps, hats, bandannas, etc.) is prohibited any time during the academic day. All headgear is to be stored in a student's locker before the start of school. No headgear will be carried or worn into a classroom at any time during the academic day. Any wearing of headgear depicting gang colors (bandannas), or any clothing depicting gang color or activity is prohibited anywhere on campus. No backpacks will be carried into the classroom.
5. Heavy coats, jacket, hooded sweatshirts, and other outerwear are not prohibited in the classroom. These items are to be stored in the student's locker before class begins.
6. Unusual jewelry, other than earrings, which are of piercing design, will be discouraged. This includes the use of rings and studs when worn in the nose, tongue, eyebrow, lip, belly button or any body part that may be subject to infection or injury if piercing should become infected it will be a health and safety issue (see Article XA-18). Flandreau Indian School will not be held responsible for any injury/infections that may incur related to such jewelry wearing.
7. Portable music devices **are not allowed in the school building.**
8. Wearing a sleeve or a pant leg rolled up or an arm out of sleeve is prohibited.

#### Consequences for Dress Code Violations:

Offenders will be counseled about the dress code and receive an afternoon school detention. Students may change into gym clothing provided by the school until appropriate clothing is brought to the school. If a student refuses to comply with the code, the action will result in a disciplinary action being taken.

**FIS08-P39**

#### **INCIDENT REPORTS PRIOR TO GRADUATION**

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

Those students that have met the criteria to receive a diploma and are wishing to walk across the stage to receive that diploma will be required to have no Incident Reports for seven days prior to the graduation ceremony.

**FIS08-40**

#### **TRANSPORTATION OF FAMILY MEMBERS/ NON-OFFICIAL PASSENGERS POLICY**

The Flandreau Indian School shall have a policy on transportation of family members and non-official passenger.

As stated in part on the U.S. Department of Interior, Bureau of Indian Affairs Motor Vehicle Operation Employee Guidelines and Checklist...

- *Family members and other non-official passengers may not be transported in government motor vehicles (other than in emergency conditions) including Agency owned vehicles. GSA vehicles, vehicles rented from a commercial source, POV's used on official business without prior supervisory approval.*

Also as stated in part on U.S. General Services Administration, Driver Responsibilities, proper procedure in operating GSA Fleet Vehicles dated November 15, 2002....

- *Do not transport members of your family, personal friend, or non-Government employees in the vehicle without specific permission from the head of your agency or designee. n*

Waiver of this policy will be on a case-by-case basis and in writing at the discretion of the Chief School Administrator.

**FIS08-P41**

#### **VISITATION POLICY**

The Flandreau Indian School provides a safe and secure learning and living environment for our students. This is home for the years that they are here. The Board of Education understands the importance of family and friends to our students. The following will govern all visitations on campus:

1. Visitation will be no longer than two days and one night, including weekends. Exceptions will be weather and/or emergency.
2. All children must be supervised at all times by parents. Dormitory staff will not be allowed to supervise children of a family.
3. Overnight lodging and dining hall request must be made three (3) days in advance.
4. Male visitors will stay in the boys' dormitory. Female visitors will stay in the girls' dormitory.
5. Student operation of a motor vehicle on campus is prohibited. (See Article 10, B-6/driving.)
6. Visitors must not disrupt the mission or daily operations of the school.
7. Visitors must not use alcohol, drugs, or tobacco while on campus.

8. Visitors will not be allowed to threaten or intimidate staff/student for any reason.
9. Trespassers will be referred to law enforcement. Flandreau Indian School reserves the right to refuse
10. anyone access to campus. This includes all school activities, athletic events, etc.
11. Any student who has been expelled from Flandreau Indian School will not be allowed on campus.
12. Employees who have not been employed for one full year may not check out any student.

If a violation of visitation occurs, the visitor will be asked to leave campus.

**FIS08-P42**

#### **VANDALISM POLICY**

The Flandreau Indian School has adopted a policy on vandalism. The policy states that vandalism will result in a major infraction and that the student will be expected to pay for damages, such as, but not limited to broken windows; defacing of ID cards; destruction of heat vents; furniture, or textbooks; damage to walls; or graffiti on any Flandreau Indian School property or tampering with the sprinkler system. However, if the destruction is the result of a deliberately set fire, or deliberate damage to property, law enforcement will be notified, and the FBI may be involved.

All students upon enrolling at the Flandreau Indian School will be required to sign a contract stating they agree to keep their dormitory rooms in good condition. This policy may include all buildings located on the campus. When vandalism is discovered in a dormitory room, all students who occupy that room will be charged with vandalism or destruction of federal property. Parents will be notified, and students will be given five days to arrange for payment of damages. The student(s) involved will be given a number of work hours which commensurate the cost of damage. The student will also be cited with vandalism major. Any student in the room where the vandalism has taken place, which can prove he/she was not involved, will be exempt from the vandalism.

**FIS08-P43**

#### **ATHLETIC/ACTIVITY PARTICIPANT DRUG TESTING**

##### **Policy Statement:**

The Flandreau Indian School Board of Education has adopted and will be conducting a random drug-testing program for all students who wish to participate in any and all extracurricular Athletic/Activities sponsored by the school. The focus and intent of this policy is:

1. To provide the health and safety of all Athletic/Activity participants.
2. To undermine the effects of peer pressure by providing a legitimate reason for Athletic/Activity participants to refuse or use illegal drugs.
3. To encourage Athletic/Activity participants who use drugs to participate in drug treatment programs.

##### **A. PROCEDURES FOR ATHLETIC/ACTIVITIES PARTICIPANTS**

Consent: Each student wishing to participate in any competitive program and the student's custodial parent/guardian shall consent in writing to drug testing pursuant to the student's drug testing program. A sample of the written consent for is attached to this policy. No student shall be allowed to participate in any Competitive Interscholastic Program without the consent.

Student Section: At the option of the school, all activity participants must be tested at the beginning of the activity season. Random testing will be conducted weekly during the activity season. Selection for random testing will be from a "pool" of all activity participants participating in Competitive Interscholastic Programs in the school at the time of the drawing. Random selection process will be determined by the school nurse. The director of activities shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process.

##### **B. SAMPLE COLLECTION**

The Flandreau Indian School Registered School Nurse will be responsible for sample collection. Samples will be collected at an assigned time on the same day the student is selected for testing. If a student is unable to produce a sample, the student will remain under direct supervision of the FIS Nurse. Any student unable to meet the time limit will be referred to the School Principal and/or Chief School Administrator. A parental conference will be held to determine the activity status of the individual.

##### **C. PRESCRIPTION MEDICATION**

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to the FIS Nurse at the time a sample is collected. Such information provided by the student will not be disclosed to any school official. Students who refuse verification and test positive will be subject to the actions specified below for "positive tests".

##### **D. LIMITED ACCESS TO RESULTS**

The testing lab will be authorized to report results only to the Chief School Administrator or to such person as the Chief School Administrator may designate.

#### **E. PROCEDURES IN THE EVENT OF A POSITIVE TEST**

Whenever an activity participant's test results indicate the presence of illegal and/or non-prescribed legal drugs ("positive test"), the school athletic/activity policy will be enforced. Students and parents may request an appeal before the Chief School Administrator pending a second drug test at their own expense. Upon a negative test, the school provide reimbursement.

- A. **First Violation:** During the season, violators will be suspended from the activity for a minimum of seven consecutive calendar days (day one is the day suspension is made) and the first activity follow the coach's/advisor's knowledge of the infraction. The violator must participate in all practices and any meetings scheduled during the time of suspension. The season is defined as the first meeting/practice until the end of the activity.
- B. **Second Violation:** Violators will be suspended from participation on the date of the infraction to the termination of that particular activity's season, plus the loss of any award.
- C. **Subsequent Violation:** Student due process procedures will be followed.

#### **F. NON-PUNITIVE NATURE OF POLICY**

No activity participant shall be penalized academically for testing positive for illegal drugs. The results of drug test pursuant to this policy will not be documented in any student's academic records. Information regarding the results on positive drug tests will not be disclosed to criminal or juvenile authorities without legal compulsion by valid binding subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at least 72 hours before response is made by the school.

**FIS08-P44**

#### **WORKPLACE VIOLENCE POLICY**

It is the Bureau of Indian Affairs' (BIA) policy to promote a safe environment for its employees. At the core of this policy is our commitment to work with our employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Any reports of such behavior will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and face appropriate disciplinary and/or criminal charges.

Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior, report it immediately to a supervisor or manager. If there is a threat or assault requiring immediate attention, security or law enforcement should be immediately contacted.

The Chief School Administrator will support all appropriate efforts by supervisors and personnel in dealing with violent, threatening, intimidating, or harassing behavior in the workplace and will take necessary steps to ensure that this policy is implemented effectively.

**FIS08-P45**

#### **ACCIDENT & PROPERTY DAMAGE REPORTING POLICY**

All accidents/incidents and/or property damage are to be reported to the Safety Officer within two (2) days. Prompt reporting is required of all employees, students, and visitors.

When the injured party is a visitor, an accident/incident investigation report must be filed with the Safety Officer within two (2) days of the accident/incident.

An accident/incident involving a student or staff member must also be reported to the Facility Manager within two (2) days. This is extremely important to get the proper paperwork completed and filed to avoid any delay in payment.

It is the responsibility of management and line supervisors to report, file and follow through on an accident/incident makes it difficult for the proper settling of claims and is a violation of Worker's Compensation Laws.

Accidents/incidents which result in death, fire with major damage or loss, or disasters causing imminent danger to life or facilities must be reported verbally as soon as possible to Facilities Management and/or the Chief School Administrator. A written report must be filed within 48 hours.

All forms for filing accident/incident reports are available through the Facilities Management.

**FIS08-P46**

#### **LOCK –DOWN POLICY/PROCEDURE**

### **FOR ACADEMIC BUILDING**

The Flandreau Indian School is responsible for providing a safe and secure environment for students attending the Flandreau Indian School. To protect students and staff from a potential intruder, the following policy will be in effect immediately.

1. The first person to become aware of a dangerous situation will immediately call 911 then report to the Chief School Administrator and Principal.
2. The Chief School Administrator or Principal will order a lock-down.
3. The Chief School Administrator will contact the Facilities Manager/Safety Officer. He will notify his staff and they will immediately cover the gate and monitor the entire campus. Only Emergency Vehicles will be allowed on campus.
4. All Department Heads will be notified by the Administrative Secretary that campus is in lock down status.
5. Staff will immediately lock their classroom doors and not open them unless instructed to do so by a Crisis Team Member or School Administrator.
6. No student or staff will be able to leave the classroom.
7. If a student is not in a classroom, that student should immediately go to the first or second floor office if it appears safe.
8. If a student or staff is in the restroom or library, stay put and seek shelter.
9. Once inside a locked room with students, instruct them to remain silent and stay away from doors and windows to protect against flying glass.
10. Turn off the lights.
11. Create a series of barriers by turning the desks and tables on their side and putting them between the door and occupants in the room.
12. Once barriers are in place, instruct student to remain low to the ground and behind the barriers and as far away from the door as possible.
13. Take roll of the students that are in your room. Notify the Attendance Clerk of missing or extra students. The Attendance Clerk will notify the principal. Take this list with you if you are directed to leave the classroom.
14. Keep students quiet and wait for the all clear.
15. Unassigned staff should ensure that students in hallways are placed in classrooms immediately. Staff should also check restrooms and other areas where students may be found.
16. Residence, construction personnel and other visitors on campus will be notified of the Lock Down status by Facilities Staff.
17. Campus will remain in Lock Down status until the "All Clear" is given by the facilities Manager/Safety Director or Security.

**FIS08-P47**

### **SHELTER IN PLACE POLICY/PROCEDURE FOR ACADEMIC BUILDING**

The Flandreau Indian School is responsible for providing a safe and secure environment for students attending the Flandreau Indian School. To protect the staff and students from external threats such as severe weather, dangerous chemical or other outside emergency situation, the following policy is in effective immediately.

1. School personnel shall evacuate trailers and portable school buildings and seek shelter in a permanent structure.
2. Close all windows and exterior doors.
3. Bring your students into your classroom and shut the door. If possible, use interior rooms above ground level with the least number of windows and vents. Large storage closets, utility rooms, meeting rooms, or the gymnasium will also work.
4. Avoid overcrowding. There should be adequate space for everyone to sit.
5. Immediately take roll and report any missing and extra students to the attendance clerk.
6. If there is a danger of hazardous weather such as high winds, close windows, shades and blinds, if possible, to prevent flying glass.
7. Facilities staff will turn off fans, heating, gas, and air conditioning.
8. Limit phone use to emergency response only.
9. Listen for official announcement reporting all is safe or that you are to evacuate.

**FIS08-P48**

### **SEXUAL HARASSMENT POLICY FOR STUDENTS**

It is the policy of the Flandreau Indian School to maintain a safe learning environment for students that is free from all forms of discrimination and conduct that can be considered harassing and disruptive to the students attending Flandreau Indian School. Students attending Flandreau Indian School are:

1. Prohibited from engaging in any conduct that would reasonably be construed as constituting harassment on the basis of color, national origin, age, religious beliefs, ethnic background or disability.
2. Prohibited from sexually harassing other students. This policy applies to all student conduct on Flandreau Indian School campus, at school sponsored events and conduct during transportation to and from school sponsored events.

Definition of Sexual Harassment:

1. Unwelcome verbal statements of sexual or abusive nature, including requests or demands for sexual activities, sexual jokes, and obscene comments, etc.
2. Unwelcome sexually motivated or inappropriate sexual conduct.
3. Unwelcome sexual behavior or communication accompanied by implied or overt threat concerning an individual's education.
4. Unwelcome behavior or communication directed at an individual because of his/her gender.
5. Stalking or unwelcome sexually motivated attention.
6. Inappropriate dating due to a four (4) year age difference.

Protection against retaliation:

No retaliation will be taken by Flandreau Indian School or by any employee or student against a student who reports harassment in good faith. Before admission or re-enrollment to the Flandreau Indian School, any student convicted, expelled, suspended, or withdrawn from school due to sexual misconduct must:

Provide a psychological assessment based on recommendations of the school. The cost of the psychological assessment is the responsibility of the student's parent or guardian.

If a student is admitted to the Flandreau Indian School without full disclosure of a prior sexual misconduct, the student may be suspended or expelled until a psychological assessment has been completed and submitted to the Flandreau Indian School.

**FIS08-P49**

#### **STUDENT TRANSPORTATION POLICY**

The Flandreau Indian School is responsible for providing a safe and secure environment for students. The Flandreau Indian School is responsible for the accountability and safety of each enrolled student.

Staff member who takes students off campus for any reason, must follow the checkout policy by filling out the proper paperwork. Students wishing to be taken off campus by staff or visit a private home of a staff member must have written authorization from parent/guardian and approval in advance from the Home Living Supervisor. Students who are on the restriction list will not be allowed to be checked out.

Students who leave the school grounds for any reason will be transported by campus personnel with a U.S. Government driver's license and vehicle.

Employees using their privately owned vehicle (POV) for official duty must have written Travel Authorization (TA) for every trip. With the TA in place, the POV becomes a Government Owned Vehicle (GOV) and the driver must be on the approved certified driver list.

GSA Vehicles are located both dormitories and also may be arranged for use through GSA Officer in the Administration building. Vehicle requests MUST be turned in at least five (5) school days in advance of the trip.

When students check in and out of campus, they must check out at the academic attendance office during school hours and the dormitories on nights and weekends. A check out form will be filled out and copies forward to home living office, dormitories, and academic attendance clerk. A copy must accompany the student to the gate when leaving campus. If no gate attendant, a copy will be forwarded to Facilities Manager for Security and accountability purposes.

Flandreau Indian School reserves the right to forbid anyone from checking-out a student at any time.

**FIS08-P50**

#### **UPHOLDING PROFESSIONALISM THROUGH WORKPLACE ATTIRE POLICY**

Office of Indian Education Program (OIEP) employees are a professional organization, serving many segments of the public, including students, parents, educators, tribal leaders, Department of Interior and other government officials. As representative of OIEP and the Federal government we all bear the responsibility of conducting business in a professional manner and in professional attire.

Good judgement in selecting your work attire is important, whether it is a "regular business" day (Monday through Thursday) or for "business casual" day (Friday). It is expected that you conduct yourself in a professional manner regardless of the day of the week.

The way we dress and present ourselves should reflect the professionalism vital to our organization. Proper attire may be "casual" without being sloppy or unkempt. "Casual Friday" dress options are for Fridays only and not another day because you have chosen to work an alternative work schedule.

For the most part, dress jeans or khaki slacks worn with a polo or other sports shirt with a collar and buttons are appropriate attire. Frayed jeans, exercise/gym clothes, t-shirts with offensive graphics or sayings are not appropriate work attire. Sandals, sport shoes, or other casual footwear may be appropriate; however, "flip flop" style, rubber thongs are a safety hazard and not appropriate.

A professional appearance is as important as professional attitude. Many are role models for students or the individuals we supervise. First impressions are important. If we look like we don't care, we send the message that we don't care about our work or those individuals with whom we work. We all share in the responsibility of a professional image portrayed in our school, offices, and work areas.

FIS09-P51

#### **POLICY ON PARENT NOTIFICATION IN CASE OF REFERRALS TO BEHAVIOR HEALTH CENTERS AND/OR EMERGENCY ROOM SITUATIONS**

The Bureau of Indian Education and the Flandreau Indian School has placed a high priority on the importance of procedures dealing with suicidal students. When it becomes necessary for a student to be referred to a Behavior health Center it is imperative that the staff shall notify the parent as soon as possible after the student has been admitted to the Behavior Health Center.

It will be the responsibility of the staff (usually the counselor) to notify the residential staff in charge to make the call to the parent. This policy will also cover any emergency situation where a student is referred to the emergency room. The residential staff in charge shall contact the parent/guardian immediately.

FIS09-P53

#### **POLICY FOR STAFF TRAINING REQUIREMENTS TO MEET FEDERAL REGULATIONS**

The Flandreau Indian School will have a policy to promote the health and welfare of the students in the home living area as well as campus wide. The dormitory life should be a nurturing, caring atmosphere for the students. The staff that are working with the students should be well qualified in the areas of adolescent development and behavior management and/or one of the behavior sciences.

It will be the policy of the Flandreau Indian School to require all home living assistants and residential life managers to participate and successfully complete all classes that are offered by FIS for the staff. This will qualify the staff to be in compliance with the minimum standards required of the home living staff in the 25 CFR`36.75.

This will ensure that all residential staff is certified in the key areas associated with providing quality service and supervision for the Flandreau Indian School students.

*This requirement will become an element on the performance appraisal and the Individual Development Plan.*

FIS10-P54

#### **POLICY ON CRITICAL INCIDENTS THAT OCCUR AWAY FROM CAMPUS**

The policy for all campus field trips, athletic trips and any other trips where staff are responsible for students off campus, where there is any type of incident happening that could be life threatening to students/staff will be as follows:

Notify the Chief School Administrator immediately at work or at home at the following numbers: (605)997-3773 or (605)534-6055. If the incident involves injury, death, or life-threatening situations where students may be spectators, etc.; the Albuquerque Safety Office requires that Critical Incident reports to be written as soon as possible. The forms may be picked up in each office of the school administrator, completed and returned to the Chief School Administrator's office to be reviewed and then faxed to the Safety Office in Albuquerque.

FIS10-P55

#### **POLICY ON SKIPPING CLASS**

The Flandreau Indian School will have a policy on skipping class. The Flandreau Indian School is an institution of learning and has the reputation throughout the years of giving students who attend Flandreau Indian School and excellent opportunity for education. The purpose of your being here as a student, is to attend school. Any student who is skipping class and who is infringing on the rights of other students to pursue their education by taking time away from other students by causing the teaching staff and the administrative staff to spend their time hunting students down will be called to the administration office to make a call to the parent of said student. Parents will be informed of this type of behavior and students will be required to sign a contract that they will attend all classes during their enrollment at the Flandreau Indian School if the situation requires. Students who do not follow this policy upon signing class attendance contracts may be sent home.

FIS09-P56



### **WORK STUDY STUDENT POLICY**

The Flandreau Indian School has a policy on work study students.

Any student who receives a critical incident will automatically lose their work study position for a period of 30 days. After 30 days the student may reapply and if the position is available, they may return to the program.

Any student who receives a serious incident will automatically lose their work study position for a period of two weeks. After two weeks the student may reapply and if the position is available, they may return to the program.

Any student who receives a fundamental incident will receive a verbal warning for the first incident. If the student receives a second fundamental incident, they will receive a written warning and be suspended from their position for one week. The supervisor has the option to hold the position or to fill it if there is a vital need for service.

Any supervisor who has knowledge of any violation of incidents identified above, needs to report the same to their department supervisor and also to the coordinator of the work study program.

**FIS11-P57**

### **SLEEPING WING VIOLATION**

The Flandreau Indian School will have a policy on Sleeping Wing Violations. A Sleeping Room Violation will be dealt with very seriously. Parents will be contacted immediately. Students will have a hearing for suspension or expulsion immediately. This will be an addendum to the student/parent/Staff Handbook as of Friday, February 18, 2011.

A Sleeping Room Violation will be defined as any student caught in the act of sexual activity anywhere on campus. Examples: academic building, any outside area of the campus, dormitory rooms, buses, exit areas, gymnasium, canteen interior/exterior, and while on any extracurricular activities away from campus.

Students who are caught in any boy's dormitory or girl's dormitory room with another student involved in suspected sexual activity will be subject to disciplinary action.

**FIS10-P58**

### **LOCK-DOWN POLICY/PROCEDURE FOR RESIDENTIAL DORMS**

The Flandreau Indian School is responsible for providing a safe and secure environment for students attending the Flandreau Indian School. To protect students and staff from a potential intruder, the following policy will be in effect immediately.

1. The first person to become aware of a dangerous situation will immediately call 911 then report to the Chief School Administrator and Home Living Director.
2. The Chief School Administrator or Home Living Director will order a lock-down.
3. The Chief School Administrator will contact the Facilities Manager/Safety Officer. He will notify his staff and they will monitor the entire campus and gate. Only emergency vehicles will be allowed on campus.
4. Facilities staff on duty will immediately cover the gate to direct emergency vehicles.
5. All department heads will be notified by the Secretary of Home Living or Dorm Manager/Supervisors of the Lock Downs status.
6. Staff will immediately sound the alarm bell to capture the student's attention for the need to take cover. During an emergency boys and girls will be allowed in either dorm.
7. Staff will calmly make an announcement over the intercom that campus is going into Lock Down status, and everyone is to immediately take cover in the nearest secure structure.
8. Staff will lock all entrances to the buildings.
9. Dorm staff will immediately shut down power to the dorm rooms.
10. Once inside a locked room or building students will be instructed to remain silent and stay away from doors and windows to protect against flying glass.
11. Staff and Students should not use their cell phones unless necessary for safety purposes.
12. Create a series of barriers, if possible, to put between the students and the intruder.
13. Once barriers are in place, instruct the students to remain low to the ground and behind the barriers and as far away from the door as possible.
14. Take roll of the students in your area. Make radio contact with the dorms to notify them of the student in your area. Club and activity supervisors will notify the dorms of the students in your area by phone or the custodian's radios.
15. Keep students quiet and wait for the all clear.
16. Residence, construction personnel and other visitors on campus will be notified of the Lock Down status by Facilities Staff.
17. Campus will remain in Lock-Down Status until the All Clear is given by the Facilities Manager/Safety Director or Security.

**FIS11-P59**

### **COURT RESPONSIBILITIES POLICY**

The following policy will be adopted by the Flandreau Indian School concerning Court Responsibilities.

- All Summons and Notice of Hearing papers will be served on Brenda Frevik and the students involved.
- Brenda Frevik will discuss the charges with the student and answer any questions the student has.
- Brenda Frevik will notify the parent/guardian of the charges, court date and maximum penalty for the offense charged.
- Brenda Frevik will notify Everall Fox, Betty Groos, Sheryl Burkhart, Ed Lunday, Student Services Director, Residential Managers, Zonya Tantype, Priscilla Hovland, and Linda Muise of the charges and court date.
- The student's assigned counselor will forward on the student's grades, behavior log, attendance report and any other information that is important concerning the student to Brenda Frevik.
- Brenda Frevik will transport the students to court and act as an advocate for the student as Parent Liaison. Brenda Frevik will speak to the Judge on the student's behalf and present any documentation that is needed.
- Linda Muise will be the alternate in Brenda Frevik's absence.
- Brenda Frevik will make contact with the parent/guardian with all remaining court information. Brenda Frevik will also inform Everall Fox, Betty Groos, Sheryl Burkhart, Ed Lunday, Student Services Director, Residential Managers, Zonya Tantype, Priscilla Hovland and Linda Muise of all court proceedings and results.
- The student's dorm counselor will arrange any meetings with attorneys.
- Court ordered Community Service Hours, Fines, Court Costs, and Restitution will be monitored by Brenda Frevik
- All Court Services Officer appointments will be handled by Brenda Frevik including diversion programs.

**FIS11-P62**

#### **DAY STUDENT ACCEPTANCE POLICY**

The Flandreau Indian School is committed to providing a quality education and experience for Native American Youth. Therefore, the Flandreau Indian School will have a policy for day students.

The Flandreau Indian School will accept day students beginning Monday, September 12, 2011. Day students will be accepted for one week then enrollment will close.

Day students must provide their own transportation to and from school. Day students will not be allowed to drive on campus at any time.

Day students will not be allowed back on campus after leaving for the day except for school activities.

Day students will be subject to search when entering campus.

**FIS11-P63**

#### **POLICY FOR USAGE OF THE FIS GYMNASIUM**

The gymnasium area will be open for student participation with staff present at all times. When students are participating in the gym area the weight room will be closed and locked. When staff is utilizing the weight room the gymnasium area will be closed and locked. This will allow for full attention in each area.

All equipment in the weight room should be wiped down and cleaned after each use. This will allow for safe and clean equipment to be ready for the next class or recreational activity.

The above policy will be in effect for open gym activities as well as evening weight room activities.

**FIS11-P64**

#### **WEAPONS POLICY**

The Flandreau Indian School is committed to providing a safe and secure environment for students. Students need to feel safe in order to be able to work, play and study in a positive, educational setting.

Any student who has possession of a weapon on the Flandreau Indian School Campus will be subject to immediate expulsion and law enforcement

Weapons will be identified as guns, knives, slingshots, any sharp object, or any other device that has been designed to inflict bodily harm.

**FIS13-P65**

### **Anti-Bullying Policy**

Flandreau Indian School strives to make the school and campus a safe place for both students and staff. The bullying of students by students, staff, or third parties is strictly prohibited. FIS is committed to maintaining a safe school environment which allows for learning and has adopted an anti-bullying policy.

Bullying is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking, physical violence, theft, destruction of property, any threatening use of data or computer software, social media posts, written or verbal communication, or conduct directed against a student that:

- (1) Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
- (2) Substantially interferes with a student's educational performance; or
- (3) Substantially disrupts the orderly operation of a school.
- (4) Bullying also includes retaliation against a student for asserting or alleging an act of bullying.

Students who feel they have been bullied or harassed should report the incident or incidents to an FIS staff member. Students may feel comfortable reporting bullying anonymously to any staff member. They may also seek the assistance of counseling staff to advocate for them through the required process. Any staff member observing or suspecting bullying toward another individual is required to report the issue to his or her building supervisor.

Flandreau Indian School students will be encouraged to do the following;

1. We will not bully others.
2. We will try to help others who are bullied.
3. We will try to include others who are left out.
4. If we know that someone is being bullied, we will tell an adult.

This policy is in effect while students are on property within the jurisdiction of the School Board; while students are in school-owned or school-operated vehicles; and while students are attending or engaged in school-sponsored activities.

Flandreau Indian School will act to investigate all complaints (formal or informal, verbal or written) of bullying. A formal complaint may be submitted to the Administration. Any student engaging in an act of bullying is subject to discipline pursuant to the FIS's student discipline procedure.

This policy may not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

**FIS14-P66**

### **RELATIONSHIP MISCONDUCT POLICY**

Current or past relationships that result in abuse will not be tolerated at Flandreau Indian School (FIS). Any student, who engages in conduct that would constitute sexual assault, domestic violence and stalking as defined under SDCL and/or FIS policies may be suspended or expelled from FIS. These forms of misconduct interfere with the ability of victims to feel safe and benefit from the educational, cultural and social programs offered at FIS. FIS will hold perpetrators accountable for their conduct and encourage victims to report incidents to FIS staff for proper intervention to take place.

**FIS14-P67**

### **PREGNANCY POLICY**

The Flandreau Indian School is not able to accommodate students who are pregnant while attending school at FIS. Living in residential setting is not conducive to providing the on-going prenatal care, prenatal education, and supervision these young women need.

Pregnancy in a woman younger than 19 years old are considered "high-risk pregnancies" with there being a greater chance of prenatal complications and miscarriage in this age group.

Also, the local community hospital does not provide pregnancy services for high-risk mothers except for emergency services with a referral to a major medical center 50 miles away by ambulance.

The school feels the health risks to the student and unborn child are too great in the light of these limitations.

**14-FIS-68**

### **DATING POLICY**

Students who are dating will conduct themselves in a manner that will convey a positive image about themselves and their relationship. Students in a relationship and/or student in a relationship with a significant age difference will abide by South Dakota Criminal Law (SDCL) and FIS mandatory reporting of suspected violations. Intervention with students will take place if concerns arise regarding the possibility of an unhealthy relationship.

### PUBLIC DISPLAYS OF AFFECTION (PDA'S) POLICY

Public displays of affection (PDA) will not be tolerated. This applies to **ALL** students on campus including male-female, female-female, and male-male relationships. Any inappropriate physical welcomed conduct of a sexual nature in any public place with the intent to arouse or satisfy the sexual desires of either party is prohibited. The conduct can be harmful to minors, interferes with the educational process, and is obscene and/or done in the presence of another person. This includes but not limited to:

- Intentionally making physical contact with the intimate parts of the body of another person
- Inappropriate touching, whether or not through clothing or other coverings
- Giving or receiving hickeys
- Passionate kissing
- Sexually charged embraces, walking, or lying together with body contact
- Engaged in an activity or the simulation of an activity that gives the appearance of inappropriate sexual behavior

Any student participating in PDA will receive one or more of the following (1) given a verbal warning, (2) referred for counseling, (3) required to sign a PDA contract, and (4) subject to disciplinary action for sexual misconduct, and (5) suspension or expulsion. Unacceptable PDA will not be allowed from any student.

FIS15-P71

### STUDENT CHECK-OUT POLICY

1. A student wishing to have check-out privileges must have an original written permission signed by the parent or legal guardian stating that the school is released of any liability associated with the check-out. The written permission should include, at a minimum, name of the student, name, and relationship of individual designated to check out the student, and if there is an alternate authorized by the parent/guardian to check out their child. Written permission must be submitted every academic year.
2. Check-out requests via telephone, telefax or email will not be approved except in situations where a family emergency has occurred due to serious illness or there has been a death of an immediate family member. An immediate family member can include mother, father, sister, brother, uncle, aunt, grandmother, grandfather, stepmother, step father, foster parent, etc. Such requests will be followed up by a telephone call to the parent/guardian to verify the origin of the request and will be approved by school personnel on a case-by-case basis. Written documentation will be submitted to the school after the check-out is approved. The ELO will be notified of the emergency check-out.
3. When there is evidence or a reasonable belief that the safety of the student may be at risk (e.g., either responsible party or student under the influence of drugs or other impairment), school personnel reserve the right to refuse the check-out request. If necessary, local law enforcement will be contacted.
4. If a conflict arises concerning the student check-out process, the school administrator, or his/her designee, reserves the right to revoke any student's check-out privileges. All conflicts will be reported to the ELO.
5. Student(s) must be in good standing and not on restriction in order to be checked out. However, exceptions will be made if the student requires medical treatment, or in the case of a serious illness or death of an immediate family member. School personnel also have discretion to make exceptions on a case-by-case basis when a student is on check-out restriction. All restrictions will be reinstated when the student returns.
6. All students authorized for check-out are expected to return to the school campus at the specified time of return as stated in their approved check-out request. All student check-outs must be concluded by curfew unless pre-approved by staff in charge at the time of the check-out and noted on the School's Student Check-Out form.
7. Spell out the procedure for tracking and logging the student's departure and return to campus or his/her non-return to campus. This will be done through the checkout form that is used by Flandreau Indian School.
8. If a student has not returned to the school campus by curfew or return time, a phone call will be made to the responsible party for the check-out. If repeated attempts to contact the responsible party fail, and one-half hour has passed, a parent/guardian will be contacted, and law enforcement may be contacted.
9. Check-outs during the academic day by school personnel shall be restricted to sanctioned school activities that are approved by the school administrator or his/her designee.
10. Any student, regardless of age, shall not be authorized to check themselves out. No student check-out will be approved to an adult **less than 25 years of age**; however, exceptions will be made on a case-by-case basis that are approved by school personnel when the responsible party for the student's check-out or the student's parent/guardian is under 25 years of age.
11. Parents/legal guardians may designate, in writing, immediate and non-immediate family members who are authorized to check-out their child overnight. The written document must indicate the specific family member by name and relationship.
12. School personnel will be allowed to check a student(s) out overnight with the approval of the school administrator or his/her designee on a case-by-case basis for each occurrence when the parent/guardian consents.
13. In the event of local emergencies, i.e., natural disasters, fire or threatening weather conditions, any previously approved check-outs may be canceled without prior notice.
14. Students involved in inappropriate activity while in check-out status may face disciplinary action upon their return to campus. Students may have their check-out privileges revoked and check-out authority of individuals may also be revoked.

### STUDENT EXIT POLICY REGARDING BELONGINGS

Upon notification of a student leaving campus permanently, for suspension, or any other reason not listed, the student will immediately pack up all personal belongings with staff supervision. If a student leaves permanently, for suspension, or any other reason not listed, without the time to pack their own belongings, staff will pack up student belongings **immediately**. All belongings for the student should be shipped within 3 – 5 days. If the student knows s/he is leaving the campus and has personal items not in their dorm room, s/he should tell a supervisor where the item(s) are located immediately so they can be retrieved and packed with all other personal belongings.

### ATTENDANCE POLICY

The Flandreau Indian School will have an attendance policy that will enable students to be involved in learning on a regular basis with no interruptions. The Flandreau Indian School will require students and their parents/guardians to sign an attendance policy.

1. The students will be required to have an attendance hearing after a student has missed 3 days of unexcused absences in the school year. These absences do not have to be consecutive.
  - a. Parent will be contacted by Social Worker.
  - b. Attendance Hearing will be held.
  - c. Student will be placed in ICU for makeup work.
2. A major infraction will be written by the dormitory when a student does not return by the designated time.
3. The only excused absences are medical/dental. Funeral and extreme weather conditions. The parent/guardian is responsible for bringing back the documentation of the excused absence, i.e., Dr. Slip, funeral obituary etc.
4. Student checkouts need to be limited to weekends. The Flandreau Indian School strongly recommends limiting checkouts to once a month.
5. Student will not be allowed to be checked out overnight preceding a school day. They must return to the dormitory by 9:00pm on school nights and 12:00am on the weekends.

### SOCIAL MEDIA ACCEPTABLE USE POLICY

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the Flandreau Indian School campus.

- Students, parent(s)/guardian(s), and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Flandreau Indian School makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage staff, students, and other school community members to use social networking and/or media (twitter, Facebook, Snapchat, Instagram, etc.) to connect with others, share educational resources, create, and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal, or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

#### PLEASE DO THE FOLLOWING:

##### Use good judgement

- We expect you to use good judgement in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

##### Be respectful

- Always treat others in a respectful, positive, and considerate manner.

##### Be responsible and ethical

- If you approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

##### Be good listener

- Be a good listener.

#### Don't Share the Following:

##### Confidential information

- Do not publish post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online “conversations” are never private. Do not use your birthdate, address, and cell phone number on any public websites.

#### **Private and Personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or coworkers.
- Don’t take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it’s the most up-to-date or correct.
- Always respect the privacy of the school community members.

#### **PLEASE BE CAUTIOUS WITH RESPECT TO:**

##### **Images**

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school’s website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.

#### **DO NOT POST PICTURES OF OTHERS WITHOUT THEIR PERMISSION.**

##### **Other sites**

- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or linking to helpful resources. However, the school ultimately responsible for any content that is shared. Don’t blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook, and other tools, follow their printed terms and conditions.

##### **And if you don’t get it right...**

- Be sure to correct any mistake you make immediately, and make it clear what you’ve done to fix it.
- Apologize for the mistake if the situation warrants.
- If it’s a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

##### **Netiquette**

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to be posting anything online that they wouldn’t want parents, teachers, or future colleges or employers to see. Once something is online, it’s out there and can sometimes be shared and spread in ways you never intended.

##### **Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

##### **Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you’re at school and parent/guardian if you’re using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

##### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

##### **Examples of Acceptable Use**

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.

This is not intended to be an exhaustive list. Users should use their own good judgement when using social media.

### Examples of Unacceptable Use

I will not:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward other staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools (Example: proxy sites).
- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgement when using social media.

### Limitation of Liability

Flandreau Indian School will not be responsible for damage or harm to person, files, data, or hardware.

### Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions up to and including suspension and/or from Flandreau Indian School.

FIS18-P75

## Flandreau Indian School Wellness Policy

*Note: A local school wellness policy is a written document that guides a local education agency (LEA) in establishing a healthy school environment. Each LEA participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) is required to establish a written local school wellness policy for all schools under its jurisdiction (7 CFR 210.31 c)). This "Basic" district-level wellness policy template meets the minimum Federal standards for local school wellness policy implementation under the final rule of the [Healthy, Hunger-Free Kids Act of 2010](#), the Alliance for a Healthier Generation Healthy Schools Program Bronze-level award criteria, and minimum best practice standards accepted in the education and public health fields. School districts should choose policy language that meets their current needs and supports growth over time]. If you are using this tool to compare your policy against, you should include the language in italics as the strongest examples for comparison.*

*Please note: South Dakota Model Wellness Policy is based on the Alliance for a Healthier Generation Model Wellness Policy. Visit [healthiergeneration.org](http://healthiergeneration.org) to observe the Alliance for a Healthier Generation Model Policy.*

### Preamble

Flandreau Indian School (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition, and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.<sup>iii,iii,iv,v,vi,vii,viii</sup> Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.<sup>ix,x,xi</sup> In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically.<sup>xii,xiii,xiv,xv</sup> Finally, there is evidence that adequate hydration is associated with better cognitive performance.<sup>15,16,17</sup>

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. **Specifically, this policy establishes goals and procedures to ensure that:**



- Students in the District have **access to healthy foods throughout the school day** – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality **nutrition education** that helps them develop lifelong healthy eating behaviors;
- Students have **opportunities to be physically active** before, during and after school;
- Schools engage in **nutrition and physical activity promotion** and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for **management, oversight, implementation, communication** about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the District. Specific measurable goals and outcomes are identified within each section below.

*[Recommended Optional language includes:*

- *The District will coordinate the wellness policy with other aspects of school management, including the District's School Improvement Plan, when appropriate.*
- *NOTE: Will also include any relevant data or statistics from state or local sources supporting the need for establishing and achieving the goals in this policy.]*

## **I. School Wellness Committee**

### ***Committee Role and Membership***

The District will convene a representative district wellness committee (hereto referred to as the local wellness committee or work within an existing school health committee) periodically to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as "wellness policy").

The local wellness committee membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: *parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public.*

### ***Leadership***

The Superintendent or designee(s) will convene the local wellness committee and facilitate development of and updates to the wellness policy and will ensure each school's compliance with the policy.

**The designated official for oversight is Overall Fox, Superintendent, Flandreau Indian School, 1132 N. Crescent Street, Flandreau, SD 57028. Phone: (605) 997-3773, email: [overall.fox@bie.edu](mailto:overall.fox@bie.edu)**



The names, titles, and contact information of the individuals on the Wellness Policy Committee are:

Name	Title / Relationship to the School or District	Email address	Role on Committee
Jeremy Gourneau	Facilities Manager	<a href="mailto:jeremy.gourneau@bie.edu">jeremy.gourneau@bie.edu</a>	Chairs the Wellness Policy Committee
Kerry Zephier	Facilities Business Technician	<a href="mailto:kerry.zephier@bie.edu">kerry.zephier@bie.edu</a>	Sends out agendas, takes minutes
David Flammond	Teacher	<a href="mailto:david.flammond@bie.edu">david.flammond@bie.edu</a>	Member
Tim Hardy	Education Technician	<a href="mailto:tmanual.hardy@bie.edu">tmanual.hardy@bie.edu</a>	Member
Jamerson Ferral	Home Living Director	<a href="mailto:jamerson.ferrell@bie.edu">jamerson.ferrell@bie.edu</a>	Member
Garrett Renville	Security Officer	<a href="mailto:garrett.renville@bie.edu">garrett.renville@bie.edu</a>	Member
Student Rep	Student	NA	Member

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Appendix A for a list of school-level wellness policy coordinators.

**II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school; and includes information about responsibilities, specific goals, and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the [Healthy Schools Program online tools](#) to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports/policy updates can be found at: [www.flandreauindianeducation.com](http://www.flandreauindianeducation.com)

***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at Administration Building and/or on Flandreau Indian School’s shared drive for three years past the current year. Documentation maintained in this location will include but will not be limited to:

- **The written wellness policy;**
- **Documentation demonstrating that the policy has been made available to the public;**
- **Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware annually of their ability to participate on the local wellness committee;**

- **Documentation to demonstrate compliance with the annual public notification requirements;**
- **The most recent assessment on the implementation of the local school wellness policy;**
- **Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.**

### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy for all sites under district jurisdiction and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the local wellness policy;
- The extent to which the District's wellness policy compares to a model policy (like the Alliance for a Healthier Generation's model wellness policy or the State Model Wellness Policy); and
- A description of the progress made in attaining the goals of the District's wellness policy.
  - Assessment will identify how the policy will be updated to add areas as needed, improve progress toward goals, etc.
  - Documentation of when and how the policy was evaluated will be maintained.

The position/person responsible for managing the triennial assessment and contact information is **Everall Fox, Superintendent, Flandreau Indian School, 1132 N. Crescent Street, Flandreau, SD 57028. Phone: (605) 997-3773, email: [everall.fox@bie.edu](mailto:everall.fox@bie.edu)**

The local wellness committee, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

Flandreau Indian School will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The local wellness committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment. Documentation of update will be maintained, such as attendance sheet, meeting minutes, etc.**

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of local wellness committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the

community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### **III. Nutrition**

#### ***School Meals***

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP):

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices, such as one or more of the following:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

#### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

#### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout every school campus\* ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

#### ***Competitive Foods and Beverages***



The District is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### ***Celebrations and Rewards (Optional)***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

*[Meets Healthy Schools Program Silver-level criteria]*

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day\*. The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the [Alliance for a Healthier Generation](#) and the [USDA](#)].

*Optional: [Given the pervasiveness of food fundraisers in many schools and the wide availability of profitable, healthy fundraising options, additional policy language is encouraged:*

- *Schools will use only non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.).*
- *Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. These fundraisers may include but are not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc. (Meets Healthy Schools Program Gold-level criteria)]*

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Review and consider evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.
- In Academics, health education teachers will provide opportunities for students to practice or rehearse the skills taught through the health education curricula.
- In Home Living, home living staff will provide students in the dorms with information on healthy snacking and making smart choices in selecting snacks.

### ***Essential Healthy Eating Topics in Health Education – Suggested***

The District will include a health education curriculum; examples of topics below:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- [The Dietary Guidelines for Americans](#)
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

## ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus\* during the school day\* will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.<sup>xvi</sup> This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

### **IV. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to participate in *Let's Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. The district will provide teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

## ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All Flandreau Indian School are required to take the equivalent of one academic year of physical education and meeting minimum state PE/Health Education requirements.

### ***Examples of Physical Activity Topics in Health Education***

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise, and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

## **V. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District’s curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the local wellness committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

*Glossary:*

**Extended School Day** – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** – the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

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### **GRADE STATUS CHANGE POLICY**

1. Student will only advance in grade level status at semester time.
2. Counselors will notify the NASIS System Administrator to make the change in grade level status to a student at the end of each semester.
3. Student(s)' record will reflect change in grade level at the beginning of each semester and no later than 30 days into the semester.